

Letter of Authorization

In Colorado, any person owning taxable property may file an appeal of the valuation or classification of their property. This letter authorizes the property owner to designate representation to act on their behalf for all levels of property tax appeals, for a specific property and tax year. A copy of this form should be included at every level of appeal submission. § 39-2-109(1)(n), C.R.S.

Owner According to Public Record:

<u>Property Owner Name(s):</u>		
<u>County:</u>		<u>Tax Year For Which Representative or Agent is Authorized to Act:</u>
<u>Properties Included in Authorization: *</u> <u>[Account Number or Parcel ID Number]</u>	<u>Property Address:</u>	

**More sheets can be attached as necessary to include additional properties.*

Authorized Representative or Agent:

<u>Company Name (If Applicable):</u>		
<u>Representative Name(s):</u>		<u>Phone Number:</u>
<u>Mailing Address:</u>		<u>Email:</u>
<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>

Property Owner Signature:

Title of Signatory:

Printed Property Owner Name:

Date:

Instructions and Guidelines for Using the Letter of Authorization Form:

- **Standardized Form:** The Letter of Authorization is a standardized state form used to designate an agent or representative to act on behalf of the property owner for all levels of property tax appeals, including abatements, for specified property in a single tax year.
- **Submission Requirement:** Please include a copy of the authorization form with each level of your appeal submission.
- **Annual Renewal:** Each form is valid for only one tax year. To ensure continued representation, a new Letter of Authorization should be provided for each year being delegated.
- **Signatory Authority:** One signatory may sign for multiple owners on one form, provided they have the documented authority to do so.
- **Proof of Standing:** If the authorization is granted by someone other than the property owner, you must include documentation demonstrating that the owner has granted the authorizing party the standing to appeal.