

ATTACHED AGENT AUTHORIZATION FORM REQUIREMENTS
PRESCRIBED IN PROPERTY TAX RULES
Rule 305(a)

Each attached authorization form must contain ALL information shown below.

1. Date the authorization was executed.
2. A statement that the agent is authorized to sign and file applications in the specific calendar year.
3. Specific parcels or assessments covered or a statement covering all parcels in Sacramento County.
4. Name, address and telephone number of the specific agent who is authorized.
5. Applicant's signature and title.
6. Statement that the agent will provide the applicant with a copy of the application.
7. Application shows that the authorization is attached. Must have authorization at the time the application is filed, retroactive authorizations are not permitted.
8. If applicant is a corporation, limited partnership or a limited liability company, the agent authorization must be signed by an officer or authorized employee of the business entity.