

KELLY SUGGS, LLC  
*Property Tax Consulting*

**Agreement**

By signing this agreement to retain the services of KELLY SUGGS, LLC as my Agent for the 2012 tax roll I (the Client) have agreed to furnish to the Agent the income and expense information, lease agreements and any other information pertinent to determining a fair market value for the property or properties listed on this agreement.

The Agent will negotiate with the Property Appraiser's office for a reduction in the 2012 value. If a reduction is not achieved through negotiations with the Property Appraiser's office the Agent will file a formal petition with the Value Adjustment Board and present evidence supporting the requested value. The Agent will be responsible for the scheduling for the VAB hearings pertaining to the petitioned properties and the distribution of evidence to the Property Appraiser, the Clerk of the Court and the Magistrate. The Agent has the authority to settle this appeal case at any level and at a value deemed acceptable by the Agent.

**Residential and Vacant Land Fee Schedule:**

The Client agrees to pay the Agent an initiation fee of \$150.00 per parcel upon engagement for single family or vacant properties requesting a value reduction. **There is no percentage fee for amount reduced for this this type property.**

**Commercial Property Fee Schedule:**

The client will pay an initiation fee of \$50.00 per parcel upon engagement for income producing commercial properties requesting a reduction. The Client further agrees to pay the Agent a tax reduction fee equal to **twenty five per cent (25%)** of the tax amount reduced. The tax reduction fee is due upon formal notification of the reduction from the Property Appraiser's office or the VAB.

The consultant's liability is limited to the fee paid to Kelly Suggs, LLC under this agreement.

**I agree to all the terms listed in this agreement and authorize KELLY SUGGS, LLC to negotiate a reduction to the 2012 market values with the Property Appraiser or the Value Adjustment Board for the properties listed on the Letter of Authorization attached to this agreement. This agreement shall supersede any preexisting agreement with any other firm or individual.**

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
E-mail address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Mail address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KELLY SUGGS, LLC**  
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**Letter of Authorization**

To: Property Appraiser / Clerk of the Court

I, \_\_\_\_\_ do hereby appoint KELLY SUGGS, LLC Property Tax Consulting or a representative thereof as Agent to represent me or my firm in respect to all property tax matters for the 2012 tax year. This Letter of Authorization applies to

