

**Authorization Agreement for Representation in Appeal of Property Assessment, page 1 of 2**

I authorize Henry Copeland (d/b/a Real Estate Tax Associates) as my sole representative to protest/appeal my real estate taxes and assessment for the year \_\_\_\_\_. I agree to pay \$300 as a retainer (for Charleston County based appeals) with a balance due based on the size and complexity of my property according to a separate rate schedule (see attached addendum below). The retainer is due and payable upon submission of this authorization letter. The balance is due and payable upon submission of the final appeal package containing supporting data for the appeal to the assessor’s office on the owner’s behalf. Henry Copeland will assist and represent the property owner throughout the local appeal process, including local BAA hearings, until formal notification by the assessor of a change of value for the property that is the subject of the appeal. The entire fee shall be considered earned by the appraiser and payable by the property owner once the appraiser submits supporting documentation that results in the Assessor’s Office making a change in the assessment that is favorable to the owner’s initial appeal. No additional fee or balance will be due provided the owner gives written notice to both the appraiser and the assessor that it is his intention to withdraw the appeal AND the appraiser have not submitted supporting documentation for the appeal AND the assessor’s office takes no action to change the assessment as a result of the initial appeal. Any representation or testimony made in the course of the appeal by Henry Copeland on behalf of the property owner before any individual or board hearing which is conducted within the county where the property being appealed is located, is considered to be included with the agreed upon fee and will not be subject to additional charges.

On the other hand, similar appraisal related work requested that is unrelated to the specific property under appeal or work that may require testimony or representation beyond the level of the local Board of Assessments and Appeals (BAA) may result in some additional costs to the client. This would typically be related to travel and would represent additional costs incurred by the appraiser for work performed on behalf of the owner. Any additional costs will be subject to a separate agreement and authorization addendum before the appraiser is to proceed further on the owner’s behalf and only if that should be requested by the owner/client.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Tel.: \_\_\_\_\_ Evening Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Completion of the following information would be very helpful and may be required before officially filing an appeal with the appropriate County Assessor’s Office:

Parcel ID Number (PID or Tax Map No.): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( \_\_\_\_\_ County)

Address of the property to be appealed if different than the address above:  
\_\_\_\_\_

Current Assessment Value: \_\_\_\_\_ (from county records)

Is this property your primary address: \_\_\_\_\_ (legal residence)

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If this is your primary address, for the purposes of determining Homestead Exemption eligibility, are one or more of the owners of record over 65 years of age, disabled or legally blind? \_\_\_\_\_  
(yes or no)

For identification purposes, in what tax district (public service district or municipality) is this property located? \_\_\_\_\_ (if known, but not necessary)

Have you previously appealed your property assessment?: \_\_\_\_\_ If so, what year?: \_\_\_\_\_

Your estimate of what the value of the property should be? \_\_\_\_\_ (for estimate purposes only)

*With the property owner's endorsement of his agreement, Henry Copeland looks forward to working on your behalf to reduce your assessment and, as a result, lower your property taxes:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(owner/client)

*Upon receipt of a completed and signed copy of this agreement from the property owner, it will then be signed by Henry Copeland (d/b/a Real Estate Tax Associates) with a copy to be returned to the client as a confirmation of the assignment acknowledging the he agrees to represent the owner of this property during the course of the assessment appeal:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Henry Copeland, appraiser)

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**Addendum to Authorization Agreement: Determination of Fees**  
*(to be completed by appraiser and returned to the client for confirmation)*

Based on the information provided and a review of the public records, it is agreed that the total cost of the authorized appraisal services to be rendered on behalf of the property owner is, and will not exceed, \$ \_\_\_\_\_. The total fee as shown includes a retainer fee of \$300.00 payable in advance, with a balance of \$ \_\_\_\_\_ which will be due to the appraiser upon the submission to the Assessor's Office of a copy of the completed appeal package including supporting documentation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
(appraiser)

Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
(owner/client)