OCPA REQUIREMENTS FOR LETTERS OF AUTHORIZATION REAL PROPERTY

Any person or firm acting as an agent for the owner of property in Orange County must have a letter of authorization from the owner. No confidential information can be released to that person or firm without a letter of authorization. The suggested OCPA letter of authorization is available for your use on our website, www.ocpafl.org, or you may request it from our office. If you choose not to use the OCPA form, you should provide the letter printed on the letterhead of the property owner. All letters of authorization must include the following:

1. The name of the person signing the letter must be printed below the signature.
2. If the individual signing the letter is not the name on our ownership records, the individual must identify their position and/or relationship to the owner of record.
3. If the individual is an officer of a corporation which owns the property, he/she must state their title.
4. The signature of an officer of a management firm is insufficient. The signature must belong to the property owner.
5. All of the properties to be represented must be identified by street address and parcel number.
6. The tax year or tax years for which the authorization is to be granted should be stated.
7. Letters of authorization do not have to be notarized.
8. Letters or forms may be mailed or faxed to:

Orange County Property Appraiser
Real Estate Assessment Department
S. Orange Ave. Suite 1700
Orlando, FL 32801-3438
Fax: 407-836-5069

For questions please call the Real Estate Department: 407-836-5044

AUTHORIZATION OF AGENT FOR REAL PROPERTY

Parcel ID (XX-XX-XX-XXXX-XX-XXX) _____

Property Name _____

Location Address of Property_____

City_____ Zip code _____

Owner's Name _____

Current Mailing Address _____

City _____ State_____ Zip code_____

Phone number _____

Agent's Name _____

Agent's Mailing Address _____

City _____ State_____ Zip code_____

Phone number _____

Specify the Agent's Authority for Real Property Matters:

- ☐ General Power to represent owner in all Real Property matters concerning this property.
- ☐ Receive confidential information.
- ☐ Other action (specify) _____

NOTE: If any of these actions require a change to the mailing address of the tax notice, a "Mailing Address Change Form" must be completed and returned.

Date Agent's Authority Ends _____ (If you do not fill in a date, the agent's authority will continue indefinitely. You will then need to file a statement revoking this form or designate a new agent to end the agent's authority.)

_____ _____

Signature Title

_____ _____

Name (Please print) Date

This form must be signed by the property owner or by a corporate officer if the owner is a corporation.