

PLACER COUNTY ASSESSOR'S OFFICE

Matthew R. Maynard, Assessor

2980 Richardson Drive • Auburn, CA 95603-2640

Telephone: (530) 889-4300 • Fax: (530) 889-4305

Website: www.placer.ca.gov/assessor • E-mail: assessor@placer.ca.gov



Subject: Agency Authorization

Dear Property Owner:

In California, the Assessor is prohibited from disclosing confidential information related to the property or business affairs of another. California requires any person signing Business Property Statements as an agent on behalf of a business owner to have a letter of authorization on file with the Assessor's Office.

A property owner (assessee) may authorize a designated representative to act as their agent for all related assessment matters, inspection of assessment files, requesting copies of information pertaining to their assessment, changing mailing addresses, or signing of Business Property Statements.

For your protection, our office requires a fully completed Agency Authorization form signed by the owner (assessee) on file before release of any confidential information or acceptance of a Business Property Statement filing as being valid.

Agency Authorizations will remain in effect until the Assessor's Office receives written notice of cancellation and will automatically expire four (4) years from the date of execution. Once expired, our office requires a new Agency Authorization form to be completed.

Please complete and sign the form on the reverse or e-file this form on our website at www.placer.ca.gov/assessor. All fields of the Agency Authorization form are required to be completed. Forms missing any of the required information will be returned for completion before being approved.

It is important to remember that while you have the right to delegate authority to a designated representative, you will assume full responsibility for all actions taken by your agent on your behalf.

We encourage you to visit our website at www.placer.ca.gov/assessor, which provides answers to many of your property assessment questions. If you need additional information, please contact our office at (530) 889-4300, write to the address above, or email assessor@placer.ca.gov.

Sincerely,

Agency Authorization Processing Section
Placer County Assessor's Office

Agency Authorization

I hereby appoint the agency / agent listed below to represent me in assessment matters with the Placer County Assessor's Office. The authority of the agent is as follows:

- This agent is delegated full authority to handle all assessment matters with your office. Agent shall have access to all information and materials that would be available to the owner.

- Other (please specify) _____

This authorization will remain in effect until the Assessor's Office receives written notice of cancellation and will automatically expire four (4) years from the date of execution.

Agent Information:

Agency / Agent Name: _____

Agent Mailing Address: _____

Agent Phone Number: (_____) _____ Agent Email: _____

Owner Information:

Owner/Business Name: _____

Please list each Assessor's Parcel Number (APN) / Assessor's Business Assessment Number. **Attach additional sheets if necessary, with a reference to this authorization:**

(APN/ Assessment Number)

(APN/ Assessment Number)

(APN/ Assessment Number)

(APN/ Assessment Number)

The undersigned certifies that they own, possess, control or manage the property referenced in this authorization and that they have the authority to designate an agent to act on behalf of the owner(s). The undersigned retains full responsibility for any and all actions this agent makes on behalf of the owner(s) and acknowledges that the Assessor may require additional information to be furnished on this request.

Assessee Name: _____

Assessee Title: _____
(Owner, Corporate Officer, Partner, CPA, Controller, Attorney, Trustor)

Signature: _____

Executed On: _____

Phone Number: _____

Email Address: _____

Completed forms may be submitted by:

E-File: www.placer.ca.gov/assessor

Email: assessor@placer.ca.gov

Mail or hand delivered to: Placer County Assessor, 2980 Richardson Drive, Auburn, CA 95603