

Agent Authorization

A completed **Agent Authorization** form or a letter of authorization must accompany all letters of appeal to the City of Portage Board of Review for which the property owner authorizes a third party to act as an agent on behalf of the property owner. Any communications will continue to be sent to the address of the property owner, not the Authorized Agent.

I (we), _____, authorize
Printed Name(s) of Property Owner(s) of Record

Printed Name, Address and Telephone Number of Authorized Agent

to act on my (our) behalf in the matter of protesting my (our) real and personal property assessed

valuation for _____ for property I (we) own addressed as:
Year

Address City State Zip Code

Tax Parcel No. Property Owner Mailing Address

Property Owner Telephone Number City State Zip Code

Signature of Property Owner Date

Signature of Property Owner Date

Letters of Appeal to the Board of Review and Agent Authorizations must be received in the Office of the City Assessor no later than 5:00 p.m. on the first Wednesday following the second Monday in March.

Deliver or send via US Postal Service to:

City of Portage Board of Review
% Office of the City Assessor
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002

Letters of Appeal to the Board of Review and Agent Authorizations sent by electronic mail, facsimile or other electronic delivery will not be accepted.

Questions concerning submission of a letter of appeal to the City of Portage Board of Review can be directed to the Office of the City Assessor at 269-329-4433 or assessor@portagemi.gov.