



# E-Z Sign Up Instructions

*(Our forms are type enabled)*

1. New **Dallas County** property owners please click on **Dallas Express** and type or print the information in the **highlighted** fields. Then skip to Step 4 below.
2. Other counties, please click on the County **50-162** Form where your property is located, and complete STEP 1, on STEP 2 check one of the boxes and we will fill in your correct account number(s), Print name and date on STEP 6, then print both pages and Sign.
3. Then click on **“Property Tax Service Agreement”** and fill in the Taxpayers name at the top of page one. On page two add the Property Address, including city, county and zip (if you have more than one property please use the “Additional Property List” form found under the sign up now tab). Then complete your contact information at the bottom including phone number, phone type, and email address. Then just print both pages and sign where indicated.
4. Next, take both documents (**minimum 4 pages**, 5 if you have additional properties in the same county) and Email to [Rob@PTM-TX.com](mailto:Rob@PTM-TX.com) or Snail Mail them to us using the information at the bottom of the “Property Tax Service Agreement”.

Note: In order to allow Property Tax Managers to continue to represent you and to provide you with an Annual Property Tax Review, **please leave the Step 5 on form 50-162 blank**. Otherwise you will have to fill out the forms each year. You can cancel service anytime by notifying us or the Appraisal District, or by securing service from another Property Tax Consultant.