TEXAS DEPARTMENT OF LICENSING & REGULATION
P.O. Box 12157 • Austin, Texas 78711-2157
www.tdlr.texas.gov

PROPERTY TAX CONSULTANT REGISTRATION APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME – Provide your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
2. DATE OF BIRTH – Provide your birth date. You must be at least 18 years of age.
3. GENDER – Select whether you are male or female.
4. SOCIAL SECURITY NUMBER – Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the ***Texas Attorney General***.
   If you do not have a social security number, complete the ***Social Security Number Status Certification*** form. See additional information at ***Verification of Lawful Presence***.
5. MAILING ADDRESS – Provide your current mailing address. This is the address where we will send you mail. A post office box can be used as a mailing address. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. PHONE NUMBER -- Provide a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. EMAIL ADDRESS – Provide your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
8. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a ***Criminal History Questionnaire (PDF)*** for each offense.
   If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a ***Criminal History Evaluation Letter (PDF)***, a completed ***Criminal History Questionnaire (PDF)*** form for each crime you were convicted of, placed on probation for, or received deferred adjudication for, and a $25 fee.
9. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a ***Disciplinary Action Questionnaire (PDF)*** for each disciplinary action.
10. DESIGNATE YOUR RESIDENT TEXAS AGENT - If your place of business is not in Texas, you must provide the name, and requested contact information of a resident Texas agent for the purpose of service of process.
11. BUSINESS NAME - Provide the name of your business and requested business contact information.
12. DID YOU GRADUATE FROM HIGH SCHOOL OR EARN A HIGH SCHOOL EQUIVALENCY - Check YES or NO to indicate if you graduated from high school or earned a G.E.D. You must have a high school diploma or its equivalent.

13. AN ACTIVE REAL ESTATE BROKER, REAL ESTATE SALESPERSON, OR REAL ESTATE APPRAISER LICENSE - Check YES or NO to indicate if you are currently licensed as a real estate broker, salesperson, or appraiser. If YES, provide your real estate license type, number, and expiration date. If NO, you must be sponsored by a senior property tax consultant or Texas Attorney. Provide the name, license number/bar number and signature of your sponsor.

14. DO YOU HOLD AN ACTIVE REAL ESTATE LICENSE - Check YES or NO to indicate if you are currently licensed as a real estate broker, sales-person, or appraiser. If YES, you are not required to take the property tax consultant exam, but you must complete at least four hours of courses on Texas laws and legal issues related to property tax consultant services prior to the date you submit your application. If NO, you are required to take the property tax consultant exam. Additionally, you must complete at least 40 hours of Department approved courses that include eight hours of Texas laws and legal issues related to property tax consultant services prior to the date you submit your application.

15. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you sign and date your application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the ***Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)*** and attach it with your license application.
If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the ***TDLR Military Information web page***.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, visit the ***TDLR website*** or reach Customer Service via ***webform***. The webform will allow you to submit your request for assistance and include attachments needed. Customer Service Representatives are available Monday through Friday (excluding holidays) at (800) 803-9202 (in state only), (512) 463-6599, or Relay Texas-TDD: (800) 735-2989.

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the ***TDLR Public Information Act Policy***.

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PROPERTY TAX CONSULTANTS CODE OF ETHICS

Texas Occupations Code, Chapter 1152 requires that registrants read and submit to a code of ethics. This requirement is part of the Property Tax Consultants registration application.

Rule 66.100 reads as follows:

(a) A registrant shall not participate, whether individually, or in concert with others, in any plan, scheme, or arrangement attempting or having as its purpose the evasion of any provision of the Act or commission rule.

(b) A registrant shall not directly or indirectly or in any manner whatsoever lend his/her registration or identification to any person, firm or corporation for the purpose of evading any provision of the Act or commission rule.

(c) A registrant shall exercise reasonable care and diligence to prevent persons under his/her supervision from engaging in conduct which would violate any provision of the Act or commission rule.

(d) A registrant shall not engage in any activity that constitutes dishonesty, fraud, or gross incompetence while performing property tax consulting services.

(e) A registrant shall promptly report to the department any known violation of the Act or commission rule.

(f) A registrant shall cooperate fully with the department in the investigation of an alleged violation of the Act or commission rule.

(g) A registrant shall not offer or promise anything of value with the intent of inducing a person who is performing a public duty to perform or fail to perform any act related to such public duty.

(h) A registrant shall not contract for or accept compensation or anything of value for services not performed.

(i) A registrant shall not knowingly or intentionally engage in any false or misleading conduct or advertising with respect to client solicitation.

(j) A registrant shall not knowingly furnish inaccurate, deceitful, or misleading information to a client or employer, a prospective client or employer, or a public agency or representative of a public agency.

(k) A registrant shall not reveal information known to be confidential unless the release of such information is authorized by the source or required by law.

(l) A registrant shall not state or imply that the registrant represents a person or firm that the registrant does not in fact represent.

(m) A registrant shall not solicit or advertise property tax consulting services by claiming a specific result or stating a conclusion regarding such services without prior analysis of the facts and circumstances pertaining thereto.

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PROPERTY TAX CONSULTANT REGISTRATION APPLICATION

MEET ALL REQUIREMENTS WITHIN TWELVE MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

APPLICATION FEE: $25

REGISTRATION FEE: $25

TOTAL FEE: $50

(APPLICATION FEE IS NON REFUNDABLE)

1. Name:

Last | First | Middle | Suffix

2. Date of Birth: MM/DD/YYYY

3. Gender: ☐ **Male** ☐ **Female**

4. Social Security Number: See instruction sheet for disclosure information

5. Mailing Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number | City | State | Zip Code

6. Phone Number: (Area Code) Phone Number

7. Email Address: See instruction sheet for disclosure information

8. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? If YES, complete and attach a Criminal History Questionnaire for each offense. ☐ **Yes** ☐ **No**

See instruction sheet for more information

9. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? If YES, attach a Disciplinary Action Questionnaire to this application. (This does not include your driver license.) ☐ **Yes** ☐ **No**

BUSINESS INFORMATION

10. Designate your resident Texas agent for "service of process" if you DO NOT have a place of business in Texas. (If you have a place of business in Texas, skip this section and go to section 11.

Agent's Name:

Last | First | Middle | Suffix

Agent's Mailing Address: (A PO box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number | City | State | Zip Code

Agent's Phone Number: (Area Code) Phone Number

Agent's Email Address: See instruction sheet for disclosure information

11. Business Name:

Business Physical Address: (A PO box cannot be used for this address)

Number, Street Name, Suite Number | City | State | Zip Code

Business Phone Number:

(Area Code) Phone Number

Business Email Address:

See instruction sheet for disclosure information

LICENSING REQUIREMENTS

12. Did you graduate from high school or earn a high school equivalency certificate (G.E.D.)? ☐ **Yes** ☐ **No**

13. Do you hold an active real estate broker, real estate salesperson or real estate appraiser license? ☐ **Yes** ☐ **No**

- If **YES**, provide the license type: _____ License Number: _____

  Expiration Date: _____

- If **NO**, provide the name and senior PTC license number or Texas Bar Number of the senior property tax consultant or the Texas attorney you are employed by or associated with and acting for:

Senior Property Tax Consultant or Texas Attorney Name | Senior PTC License Number | Texas Attorney Bar Number

Senior Property Tax Consultant or Texas Attorney Signature | Date Signed

14. Do you hold an active real estate broker license, an active real estate salesperson license, or an active real estate appraiser license or certificate? ☐ **Yes** ☐ **No**

- If **YES**, the property tax consultant examination is not required. However, you must complete at least 4 classroom hours of educational programs or courses on Texas laws and legal issues related to property tax consultant services.
  - ♦ Attach to your application:
    (a) a copy of your real estate broker, salesperson, or appraiser license.
    (b) copies of your course completion certificates.

- If **NO**, the property tax consultant examination is required. Additionally, you must complete 40 hours of Department approved educational courses that include 8 hours of Texas laws and legal issues related to property tax consultant services.

  - ♦ Attach to your application:
    (a) copies of your course completion certificates.

15. STATEMENT OF APPLICANT

I certify all information submitted on this and attached forms are true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in any investigation may be cause for disapproval of the application even though other requirements for a license have been met. I further certify that I have read the Registration of Property Tax Consultants Act, Occupations Code, Chapter 1152, and the Texas Department of Licensing and Regulation rules promulgated thereunder and will abide by the Code of Ethics, Section 66.100 of those rules.

Signature of Applicant | Date Signed