

PROPERTY TAX AGENT REGISTRATION RENEWAL REQUIREMENTS

Property tax agent registration is valid for two years. A property tax agent may renew a registration by submitting to the Board of Appraisal a renewal form on or before the date the registration expires. The cost of renewal is \$100.00.

The registration renewal application is not on the website. The registration renewal application is mailed to the last known address of record approximately 30 days before the registration expires.

Please note that there is no provision in the law to renew the registration after it has expired. If a property tax agent does not renew the registration prior to its expiration, a new registration will have to be filed and a new property tax agent registration number will be issued. The cost of a new registration is \$200.00.

The fee must be paid by a cashier's check, certified check or money order *payable to the Arizona Board of Appraisal*. Cash is accepted if delivered in person to the Board office.

A real property appraiser licensed or certified in Arizona may register and renew registration as a property tax agent without paying the fee.