



## OCPA REQUIREMENTS FOR TPP LETTERS OF AUTHORIZATION

Any person or firm acting as an agent for the property owner in Orange County must have a letter of authorization from the owner. No confidential information can be released to that person or firm without a letter of authorization. If an agent will file a tax return, they must provide a signed letter of authorization by April 1<sup>st</sup> deadline, before we can accept the return.

The suggested OCPA letter of authorization online application is available for your use on our website at the following link: [http://www.ocpafl.org/tpp/tpp\\_file\\_online.aspx](http://www.ocpafl.org/tpp/tpp_file_online.aspx). If you choose not to use the OCPA online application, you should provide the letter printed on the letterhead of the property owner. All letters of authorization must include the following:

1. The name of the person signing the letter must be printed below the signature.
2. If the person signing the letter is not the name on our ownership records, the signer must identify their position and/or relationship to the owner of record.
3. If the signer is an officer of a corporation which owns the property, he/she must state their title.
4. The signature of an officer of a management firm is insufficient. The signature must belong to the property owner.
5. All the properties to be represented must be identified by the tangible personal property account.
6. The tax year or tax years for which the authorization is to be granted needs to be stated.
7. Letters of authorization do not have to be notarized.
8. Letters or forms may be mailed or faxed to:

Orange County Property Appraiser  
200 S Orange Ave. Suite 1700  
Orlando, FL 32801

For questions please call the Tangible Personal Property Dept:  
407-836-5049  
Fax: 407-836-5099

