

ADVICE ABOUT YOUR POWER OF ATTORNEY
(AR 27-3)

1. The document you have just received is a power of attorney. By it you have authorized another person to act in your behalf as your agent or "attorney-in-fact."
2. By giving a **GENERAL POWER of attorney**, you are authorizing your attorney-in-fact to perform any act you could do by signing your own name.
3. By giving a **SPECIAL POWER of attorney**, you are authorizing your attorney-in-fact to perform only those functions specified in the power of attorney.
4. Generally, one who allows you to act through an attorney-in-fact will require the attorney-in-fact to leave a copy of the power of attorney with him as evidence of your attorney-in-fact's authority.
5. If you desire to record the power of attorney, it is suggested that it be recorded in the county or counties where your real estate is situated, or if you do not own real estate, in the county where you or your attorney-in-fact are permanent residents. Information as to recording fees can be obtained from the county recorder or county clerk. By proper recordation you will create a permanent record, facilitate revocation at some future time, and also have a source from which certified copies can be obtained if necessary. However, recordation of the power of attorney may give undesirable publicity to the fact that you have given a power of attorney to the named attorney-in-fact. Whether to record the power of attorney is, therefore, a question which you and your attorney-in-fact should decide. In this connection, it should be noted that it is usually necessary to record the power of attorney if you attorney-in-fact handles real estate belonging to you.
6. All endorsements and instruments made by your attorney-in-fact should be executed by him signing your name, followed by his name and the words "attorney-in-fact."

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| EXAMPLE: | John Doe by Jane Doe attorney-in-fact | John Doe is the principal (you) Jane Doe is the agent. |
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7. In most cases, a power of attorney may be revoked at any time prior to the termination date stated in the instrument. Ordinarily, a revocation by you, as principal, takes effect as to the attorney-in-fact when the revocation is communicated to the agent and, as to third persons who may deal with the agent, when they receive notice of the revocation. Thus, in order to ensure timely notification when necessary, you should instruct your agent to advise you of the names and addresses of the persons with whom he deals so that you may notify them directly. If you have recorded your power of attorney and desire to revoke it, the revocation must also be recorded at the same place the power of attorney was recorded.
8. If you should desire to revoke a power of attorney, you should consult an attorney as to the necessary steps to accomplish revocation.
9. Any Legal Assistance Officer will give you the information necessary in this regard. As indicated above, it is necessary that you give notice of revocation to your agent and to third persons who may deal with him in reliance on his former authority.
10. If you find it necessary to revoke the power of attorney and you are not in a position to secure legal counsel, the following form may be used for the purpose of giving notice of the revocation personally and to record the revocation.

REVOCATION OF POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, _____, the undersigned, _____, legal resident of the state of _____ do hereby revoke and make void any and all Powers of Attorney signed by me before this _____ day of _____, 19____, whereby I did appoint _____, last known address of _____, as my attorney-in-fact for the said powers set forth.

BE IT FURTHER KNOWN: That by this act of revocation all persons concerned are hereby notified that said _____ is no longer my attorney-in-fact or agent in any matter and henceforth is no longer authorized to perform any act or deed, of any nature whatsoever on my behalf.

STATE OF _____

COUNTY OF _____

before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose(s) and consideration therein expressed.

GIVEN UNDER my hand and seal of office this _____ day of _____, 19____.

NOTARY PUBLIC for the State of Texas

Commission Expire: _____

This revocation should be notarized.

11. It is recommended that a copy of the executed revocation form be delivered to your attorney-in-fact and his dated and signed acknowledgment of receipt be obtained on another copy of the notice and retained in your files. Further, you should obtained from your agent all unused copies of the power of attorney and destroy them. If the agent is willing to sign an acknowledgment of receipt, it should be in substance as follows:

Copy of this revocation received by me on this _____ day of _____, 19____.

SIGNED _____

12. If the attorney-in-fact is unwilling to sign, it is suggested that a copy of the revocation be delivered to him in the presence of witnesses and that a memorandum of the delivery, signed by them, be made and preserved. If this is not possible, a copy of the revocation might be sent to the agent by registered mail, return receipt requested, and the signed receipt preserved as evidence of the date of receipted by the agent of the revocation.

IMPORTANT: You should consult your legal assistance attorney or personal attorney as soon as possible after taking any action described herein to ensure compliance with local law.