



PROPERTY APPRAISAL - NOTICE OF PROTEST

HCAD Account Number: _____

Tax Year: _____

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If you want the appraisal review board (ARB) to hear and decide your case, you must file a written notice of protest with the ARB for the appraisal district that took the action you want to protest.

GENERAL INSTRUCTIONS: Pursuant to Tax Code Section 41.41, a property owner has the right to protest certain actions taken by the appraisal district. This form is for use by a property owner or designated agent who would like the ARB to hear and decide a protest. If you are leasing the property, you are subject to the limitations set forth in Tax Code Section 41.413.

FILING DEADLINES: The usual deadline for filing your notice is **midnight, May 15**. A different deadline may apply in certain cases. For more information, see Page 2.

Step 1: Owner's or Lessee's Name and Address

Owner's or Lessee's First Name and Initial _____ Last Name _____

Owner's or Lessee's Current Mailing Address (*number and street*) _____

City, State, ZIP Code _____

Phone (*area code and number*) _____

Email _____

This space is reserved for HCAD use only

NEWPT611

**Step 2:
Describe
Property Under
Protest**

Give Street Address and City if Different from Step 1, or Legal Description if No Street Address

Mobile Homes (*give make, model, and identification number*) _____

**Step 3:
Check
Reason(s) for
Your Protest**

To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply. For example, if you select the first box indicating an incorrect appraised (market) value for your property, you are representing that the value is incorrect- usually that the value should be lowered. If you also want to protest that your property is not appraised at the same level as a representative sample of comparable properties appropriately adjusted for condition, size, location and other factors, you must also select the box indicating the value is unequal compared with other properties. Your property may be appraised at its market value, but be unequally appraised. Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.

- | | |
|---|--|
| <input type="checkbox"/> Incorrect appraised (market) value.
<input type="checkbox"/> Value is unequal compared with other properties.
<input type="checkbox"/> Property should not be taxed in _____
<small>(name of taxing unit)</small>
<input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the appraisal district's record.
<input type="checkbox"/> Failure to send required notice _____
<small>(type)</small>
<input type="checkbox"/> Exemption denied, modified, or cancelled. | <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified, cancelled.
<input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timberland.
<input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal.
<input type="checkbox"/> Owner's name incorrect.
<input type="checkbox"/> Property description is incorrect.
<input type="checkbox"/> Other _____ |
|---|--|

**Step 4:
Give Facts That
May Help
Resolve Your
Case**

What do you think your property's value is? (*Optional*) _____

Continue on additional pages as needed

\$ _____

**Step 5: Check to
Receive ARB
Hearing Procedures**

I want the ARB to send me a copy of its hearing procedures. Yes No *
 *If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures.

**Step 6:
Signature**

Signature of Owner Signature of Lessee Agent Agent Code # _____

Print Name _____

Sign Here _____ Date _____

FILING DEADLINES: May 15 usually is the last day to file protests, however a different deadline will apply to you if:

- your notice of appraised value was delivered to you electronically or by mail after April 16;
- your protest concerns a change in use of agricultural, open-space, or timber land;
- the appraisal district or the ARB was required by law to send you notice electronically or by mail about a property and did not;
- the ARB made a change to the appraisal records that adversely affects you and you received notice of the change; or
- in certain limited circumstances, the property owner had good cause for missing the May 15 protest filing deadline.

WEEKENDS, HOLIDAYS: If your deadline falls on a Saturday, Sunday, or a legal holiday, it is postponed until midnight of the next working day.

HEARING PARTICIPATION: If you do not want to attend your scheduled hearing in person, the law allows you to submit your evidence in the form of a sworn affidavit. **The affidavit must state that you swear or affirm that the information it contains is true and correct, and it must be sworn to and subscribed before a notary public or other public official who is authorized to administer oaths.** If you decide you want to submit an affidavit, please make sure that it includes: (1) the owner's name and address, (2) the property account number and description, and (3) the date and time of your hearing. **To ensure that the affidavit is available for consideration, it should be received at the hearing location at least two (2) business days prior to the date and time of the hearing.** If you decide to submit an affidavit and also appear by telephone conference call: 1) You must provide written notice to the appraisal review board at least 10 days before the hearing or with this notice of protest; 2) You must submit your evidence with a written affidavit delivered to the ARB before the hearing; 3) You will not be allowed to offer any evidence that was not included with your affidavit; 4) You will not be able to add any new evidence or testimony by telephone; and 5) You are responsible for providing access to the call to any person(s) you wish to invite to participate in the telephone conference call.

APPOINTMENT OF AGENT: You may also have a representative appear for you. This person should be able to discuss your property from personal knowledge. A valid agent appointment form must first be filed with the appraisal district. Agent appointments must be made on Texas State Comptroller's Form 50-162 (or Comptroller Form 50-241, but only for use as required by court order existing as of Oct. 3, 2013). You can obtain Form 50-162 by calling our office or downloading it from www.hcad.org/forms.

APPOINTMENT OF FAMILY AND FRIENDS: Fill out the following authorization if you want to have a family member or friend represent you at the protest hearing. Use this only for family or friends who do not charge you for representation. You must use state form 50-162 to appoint a paid representative or to have notices and tax bills mailed to a representative.

In the event a protest or correction is filed on this account, we intend to use as part of our evidence any and all information included in this notice.

APPOINTMENT OF FAMILY OR FRIEND TO REPRESENT ME IN PROTEST HEARING

I hereby appoint:

First Name

Last Name

to represent me in my protest hearing. My representative has general authority to review confidential information, appear for me at the protest hearing, and to negotiate and resolve the matters covered by this protest.

This appointment applies only for the hearing on this account. I understand that notice will be delivered to me.

Property Owner's Signature

Name Printed

Date