

Order to Correct Appraisal Records

Appraisal Review Board

_____ County, Texas

Case No. _____

ORDER TO CORRECT APPRAISAL RECORDS

On _____, _____, the Appraisal Review Board of _____ County, Texas, with a quorum present, determined that the following appraisal record be changed, based on a taxing unit challenge or chief appraiser motion:
(describe problem to be corrected)

It is therefore ORDERED that the matter be referred to the chief appraiser for correction. The chief appraiser shall correct the appraisal record by:
(list action to be taken)

It is further ORDERED that a copy of this order and notice of the change in the record be delivered to [name of affected property owner(s)] at least 15 days before the board approves the appraisal records.

Chair, Appraisal Review Board

Signed on _____, _____ **sign here** 

(If the appraisal records are changed and the above order results in an increase of the tax liability of the property owner, the secretary of the board must deliver written notice of the change to the property owner not later than the 15th day before the date the appraisal review board approves the appraisal records provided by Tax Code Section 41.12. See also Tax Code Section 41.44.)