

# Notice of Protest Hearing

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice of Protest Hearing for Tax Year(s)** \_\_\_\_\_

Appraisal Review Board for the \_\_\_\_\_ Appraisal District.

Case Number \_\_\_\_\_ Account Number \_\_\_\_\_

Property Address or Legal Description \_\_\_\_\_

Dear Property Owner:

You filed a notice of protest on the above referenced account and we have scheduled a hearing on your protest as follows:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

It is important that you appear for your hearing at the date and time scheduled. Failure to appear may result in the dismissal of your protest and may jeopardize other rights to which you may otherwise be entitled.

If you do not want to attend the hearing, the law allows you to submit your evidence in the form of a sworn affidavit. You must attest to the affidavit before a Notary Public or an officer authorized to administer oaths. The affidavit must state whether or not you intend to appear at the hearing and must be submitted to the appraisal review board (ARB) before it begins the protest hearing. By submitting an affidavit, you do not waive the right to appear in person at the protest hearing. The ARB may consider the affidavit only if you do not appear at the hearing in person.

You may also have a representative or agent appear for you. This person must have written authorization to represent you. The authorization form must be signed by you and must be filed with the appraisal district at or before the hearing on the protest.

On request made to the ARB before the date of the hearing, a property owner who has not designated an agent under Tax Code Section 1.111 to represent the property owner at the hearing is entitled to one postponement of the hearing to a later date without showing cause. In addition and without limitation as to the number of postponements, the ARB shall postpone the hearing to a later date if good cause is shown by the property owner or the owner's agent or if the chief appraiser consents to the postponement. The hearing may not be postponed to a date less than five or more than 30 days unless agreed to by the chief appraiser and the ARB chairman or the chairman's representative.

A property owner who has not designated an agent under Tax Code Section 1.111 is entitled to a postponement if a scheduled hearing has not commenced within two hours of the time initially set for the hearing.

The Tax Code includes specific provisions regarding your legal rights and responsibilities with regard to protest hearings in addition to those mentioned above. You should carefully read Tax Code Chapter 41 for more information.

For your hearing, you should bring written evidence and/or documentation of value to support your protest. You or your agent may inspect and may obtain a copy of the data, schedules, formulas and all other information the chief appraiser plans to introduce at the hearing. If you have further questions or if you require accommodations due to disability, please contact: