

# 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:

The following hearing is scheduled on your filed protest referenced above.

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

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

You may appear at the hearing in one of three ways: in person; by telephone conference call; or by filing a written affidavit with your evidence which is delivered to the appraisal review board (ARB) **before** the hearing begins.

**Failure to appear in one of these three ways may result in the dismissal of your protest and may jeopardize other rights to which you may otherwise be entitled.**

### Telephone Conference Call Appearance

To appear by telephone conference call, you must provide the following two things to the ARB **before** the hearing:

- 1. written notice at least 10 days before the hearing that you want a telephone conference call hearing (if you have not done so already); and
- 2. a written affidavit with your evidence. (A completed and signed Form 50-283, Property Owner's Affidavit of Evidence to the Appraisal Review Board, may be used as the affidavit to submit your evidence before the ARB hearing.)

If you elect to appear by telephone conference call, the telephone number you are to call to participate is: \_\_\_\_\_. If you wish to invite individuals to participate in your telephone conference call hearing, you are responsible for providing them access to the call.

Telephone Conference Details  
[Insert here the logistical details regarding the telephone conference. This could include but is not limited to under what circumstances, if any, the ARB will call the property owner.]

### Evidence

For your hearing, you should bring evidence and/or documentation to support your protest. Your evidence may be submitted for any hearing type either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB. Do NOT bring evidence on a smart phone. You must review the ARB's hearing procedures regarding the requirements to properly submit evidence on a small portable electronic device.

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. **This may be particularly helpful if you plan to appear by telephone conference call.** If you have further questions or if you require accommodations due to disability, please contact:

Contact Name \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

### Property Owner Representation

You may 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.

### Property Owner Rights

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.