

Appointment of Arbitrator Change Request

Arbitration Identification Number (11-digit arbitration number, example 10114000001)

GENERAL INFORMATION: This form is used to request that the Comptroller's office appoint an eligible substitute arbitrator as allowed by Comptroller Rule 9.4256(i).

FILING INSTRUCTIONS: The appraisal district, property owner or agent must file the written request with the Comptroller's office by mailing this completed form and required competent evidence to Texas Comptroller of Public Accounts, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528 or by emailing it to ptad.cpa@cpa.texas.gov.

FILING DEADLINES: The property owner, agent or the appraisal district may request a substitute arbitrator BEFORE the arbitration proceeding begins if evidence is shown that the assigned arbitrator is not qualified, is ineligible or has an interest in the outcome of the arbitration as stated in Comptroller Rule 9.4256(i).

SECTION 1: Appraisal District Information

Appraisal District's Name

Phone (area code and number)

Appraisal District Address, City, State, ZIP Code

SECTION 2: Property Owner and Authorized Agent Information

Individual completing this request: property owner property owner's authorized agent

Property Owner Name

Property Owner's Authorized Agent (if applicable)

Mailing Address, City, State, Zip Code

Primary Phone (area code and number)

Email Address*

SECTION 3: Arbitration Information

Arbitrator Name

Arbitrator Taxpayer ID Number

Hearing Date

Select this box if no hearing date has been set

Address of property in protest

SECTION 4: Reason for Substitution Request

Competent evidence MUST be provided.

Arbitrator is not qualified or has become unqualified as defined by Comptroller Rule 9.4258.

Arbitrator is not eligible or has become ineligible as defined by Comptroller Rule 9.4259.

Arbitrator has an interest in the outcome of the arbitration.

SECTION 5: Signature

Only one signature is required to file this request.

sign here ➔

Signature of Property Owner or Property Owner's Authorized Agent

Date

sign here ➔

Signature of Chief Appraiser

Date

* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.