

Appointment of Arbitrator Change Request Form

Arbitration Identification Number

GENERAL INFORMATION: This form is for appraisal districts to use to request that the Comptroller's office appoint an eligible substitute arbitrator as allowed by Comptroller Rule 9.804(d)(6).

FILING INSTRUCTIONS: The appraisal district, property owner or agent must file the written request with the Comptroller's office by mailing this completed form 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 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, has an interest in the outcome or violates the nepotism requirements as stated in Comptroller Rule 9.804(d)(6).

Section 1: Appraisal District Information

Appraisal District's Name

Phone (area code and number)

Appraisal District Address, City, State, ZIP Code

Section 2: Owner Information

Provide the following information regarding the property owner:

Property Owner Name

Property Owner Number

Mailing Address, City, State, Zip Code

Primary Phone Number (area code and number)

Email Address*

SECTION 3: Arbitration Information

Provide the information requested below for the property and arbitrator that is the subject of this request.

Arbitrator Name

Arbitrator Taxpayer ID Number

County

Hearing Date

Select this box if no hearing date has been set

Address of property in protest

SECTION 4: Substitution Request

Select the reason for the substitution request.

- The arbitrator originally appointed is not qualified or is ineligible. (Attach evidence to substantiate this request.)
- The arbitrator originally appointed has an interest in the outcome of the arbitration. (Attach evidence to substantiate this request.)
- The arbitrator originally appointed is related to the owner; an officer, employee or contractor of the appraisal district; or a member of the appraisal district board of directors or appraisal review board by affinity within the second degree or by consanguinity within the third degree as determined under Government Code Chapter 573. (Attach evidence to substantiate this request.)

SECTION 5: Signature

Only one signature is required to file this request.

sign here

Signature of Property Owner or Authorized Representative

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.