

Property Tax Arbitration System (PTAS)

Appraisal District User Guide

May 2024

Contents

Property Tax Arbitration System (PTAS).....	1
Introduction.....	3
User Roles Available for Appraisal Districts.....	3
Appraisal District View Only	3
Appraisal District Reviewer.....	4
Accessing PTAS	4
eSystems Profile.....	4
Adding/Modifying Users	4
Locating the PTAS Tile	5
Request Numbering	6
Reviewing Requests.....	6
Reviewing RBAs	6
Reviewing LBAs.....	10
Settlement Period.....	14
Waiver of Settlement Period.....	14
Withdrawal.....	14
Arbitrator Assignment and Hearing Scheduling.....	15
Arbitrator Determination and Award.....	16
Dismissals	16
Awards	17
Future Enhancements.....	17

Introduction

The Comptroller’s office developed the Property Tax Arbitration System (PTAS) to allow for more transparency in the arbitration process and to reduce the time and cost associated with administration of the arbitration processes.

Tax Code Chapter 41A and [Comptroller arbitration rules](#) provide the foundation of the binding arbitration process. [Comptroller Rule 9.4206](#) specifically addresses appraisal district responsibility for processing requests for arbitration. Additional information about arbitration and the arbitrator registry is available on the [Regular Binding Arbitration](#), [Limited Binding Arbitration](#) and [Arbitrator Registry Application](#) websites.

[Comptroller Rule 9.4203](#) prohibits parties to an arbitration and arbitrators from seeking the Comptroller’s advice or direction on a matter relating to a pending arbitration. An arbitration is pending from the date a party files an arbitration request until the date of delivery of the award. This prohibition does not apply to the Comptroller’s administrative matters, including the processing and curing of requests and deposits.

All screenshots in this document may change as improvements are made to PTAS.

User Roles Available for Appraisal Districts

User	View Information	Edit Information	Download Attachment	Suggested Users
Appraisal District View Only	Yes	No	Yes	Chief appraiser Taxpayer Liaison Officer Appraisal district employees who will participate in arbitration settlement negotiations or hearings
Appraisal District Reviewer	Yes	Yes	Yes	Appraisal district staff responsible for reviewing RBA and LBA requests received from filers

Appraisal District View Only

This role has view only access. Assign this role to users who must be able to see information, but not edit. This role can view the Appraisal District Dashboard, which shows all filed Regular Binding Arbitration (RBA) and Limited Binding Arbitration (LBA) requests from within the county; view RBA and LBA request data; and download attachments.

We recommend this role for the chief appraiser, Taxpayer Liaison Officer and appraisal district employees who will participate in binding arbitration settlement negotiations or hearings.

Appraisal District Reviewer

This role has the same access as the Appraisal District View Only users and access to **edit** the appraisal district form sections of RBA and LBA requests. This role can also review and submit responses to appraisal district form questions that verify account and property data on requests with a status of Pending Appraisal District Review, Appraisal District Review in Progress or Cure Needed – Appraisal District. This role can attach documents to requests for PTAD to review and receive email notifications for requests, including request status updates and arbitrator acceptance notifications.

We recommend this role for appraisal district staff responsible for reviewing RBA and LBA request received from filers.

Accessing PTAS eSystems Profile

PTAS users must register and create an eSystems profile at security.app.cpa.state.tx.us. Information on creating an eSystems profile is available on the [New User Registration](#) webpage. We recommend using the latest version of Google Chrome, Microsoft Edge, Firefox or Safari for the best user experience.

The image shows a screenshot of the eSystems user interface. It is divided into two main sections. The left section, titled "Welcome to eSystems", is a login form with a blue background. It contains two input fields: "User ID:" and "Password:". Below the password field is a checkbox labeled "Show password". A "LOG IN" button is positioned below the fields. At the bottom right of this section are two links: "Forgot User ID?" and "Forgot Password?". The right section, titled "First time user? Create a profile now.", has a white background. It includes the text "Start managing your tax-related business more easily and all in one place." and a "Create Profile" button at the bottom.

Adding/Modifying Users

To add or modify an appraisal district user's access, email the name, email address, eSystems username, county and user role to ptad.arbitration@cpa.texas.gov. We process access change requests in the order received.

Locating the PTAS Tile

After logging into eSystems, select **See More** and scroll to the bottom of the program list.

The screenshot shows a user interface with a section titled "I want to...". It contains several tiles for different services. A "See More" button is circled in red. Below this, a grid of tiles is shown, with the "Access Property Tax Arbitration System" tile circled in red.

I want to...

- Assign Taxes/Fees
- Register for Texas Sales and Use Tax
- Search State Payments Issued
- See More

Access Special Purpose District Report

Submit Texas Economic Development Act Chapter 313 Form

Access Off-Highway Vehicle Warranty Report

Access Off-Highway Vehicle Use Tax

Access Qualified Research Exemption

Apply for CMBL

Submit Tax Increment Financing Act Chapter 311 & Tax Abatement Act Chapter 312

Register for International Fuel Tax Agreement (IFTA) License

Chapter 380 and Chapter 381

Access Property Tax Arbitration System

Show Less

Select **Access Property Tax Arbitration System** to access the appraisal district dashboard.

The screenshot shows the "Property Tax Arbitration System" dashboard for Harris County. It features a navigation menu on the left and a main content area with summary cards and a table. The summary cards show 17 All Requests, 8 Pending Appraisal District Reviews, and 1 Pending PTAD Review. The table below has columns for Request #, Tax Year, GEO ID, Owner Name, Property Address, Agent Name, Status, Settlement Period, Date Received, and Reviewed By. The table is currently empty, showing "No items found".

Property Tax Arbitration System

Harris Two, Cad

Dashboard

Determinations

Settings

Reports

Access management

Appraisal District - Harris County

17 ALL REQUESTS

8 PENDING APPRAISAL DISTRICT REVIEW

1 PENDING PTAD REVIEW

Filter by

+ Request involves more than one property

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period	Date Received	Reviewed By
No items found									

Items per page: 8

The appraisal district dashboard allows users to view filed RBA and LBA requests. PTAS indicates that a request is filed when the request form is complete, and the deposit paid.

The dashboard shows the PTAS-assigned request number, tax year, property account number, property owner name, property address, agent name, request status, settlement

period expiration date, date filed and appraisal district reviewer name. Columns can be sorted filtered and searched by specific data.

Request Numbering

PTAS assigns the arbitration request numbers. **Exhibit 1** shows the prefix for each type of arbitration filing. Following each prefix is a dash and a six-digit system-generated number. Every RBA and LBA request will have a different six-digit number.

Exhibit 1
Arbitration Number Prefixes

Prefix	Request Type	Type of Filing
RBAE	RBA	PTAS – electronic filing
RBAP	RBA	Paper filing (property owners only)
LBAE	LBA	PTAS – electronic filing
LBAP	LBA	Paper filing (property owner only)

Each RBA request begins with RBAE, for requests filed using PTAS or RBAP, for requests filed by paper and scanned into PTAS. LBA requests are labeled as LBAE, for requests filed using PTAS or LBAP, for requests filed by paper and scanned into PTAS.

Because some appraisal districts have systems and processes using the previous number format, appraisal districts have the option to assign an appraisal district arbitration number to each request during the Appraisal District Review status.

Reviewing Requests

Reviewing RBAs

Appraisal District Reviewers can select Pending Appraisal District Review at the top of the dashboard to display a list of the requests ready for appraisal district review.

The red plus sign next to a request number on the dashboard indicates the request is for contiguous properties.

Appraisal District - Harris County

17
ALL REQUESTS

8
PENDING APPRAISAL DISTRICT REVIEW

1
PENDING PTAD REVIEW

+ Request involves more than one property Filter by ▾

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period	Date Received	Reviewed By
LBAE-003855 +	2024		Adams, PO	123 zee st		Pending Appraisal District Review			
RBAE-003845	2023			5158 Chocolate Factory		Pending Appraisal District Review			
RBAE-003844	2024		Berryman, Megan	555 Candy Mountain		Pending Appraisal District Review			

To review a request, select the blue request number in the first column.

Appraisal District - Harris County

17 ALL REQUESTS

8 PENDING APPRAISAL DISTRICT REVIEW

1 PENDING PTAD REVIEW

Filter by ▼

+ Request involves more than one property

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period	Date Received	Reviewed By
LBAE-003855	2024		Adams, PO	123 zee st		Pending Appraisal District Review			
RBAE-003845	2023			5158 Chocolate Factory		Pending Appraisal District Review			
RBAE-003844	2024		Berryman, Megan	555 Candy Mountain		Pending Appraisal District Review			

Selecting the request number will open the Request Dashboard.

Regular Binding Arbitration Request #: RBAE-001279 Status: Pending Appraisal District Review

[Request Dashboard](#) [Appraisal District Review](#) [Attachments\(0\)](#) [Request History](#)

Arbitration Status Tracker

Submission Request submitted on 04/24/2024	Review Pending Appraisal District Review by 05/04/2024	Settlement Period Settlement period begins after reviews are completed	Arbitrator Arbitrator appointed after settlement period ends	Hearing Arbitrator will schedule hearing and provide hearing procedures	Determination A determination will be made by the arbitrator after the hearing is held
---	---	---	---	--	---

Progress Notes
The appraisal district will review your application for discrepancies that affect either the deposit amount or the eligibility of a property to be included on this request. Once the appraisal district completes their review, you will be notified and be given a chance to review any identified discrepancies before an arbitrator is appointed to this case.

Property Owner Information
Name: Garg, Preethi Ownership Type: Individual

Contact Information
Name: Garg, Preethi Phone Number: (201) 478-1366 Email Address: preethiaapr@gmail.com
Mailing Address: 4013 MINERAL DR City: LEANDER State/Province: Texas Country: USA
Zip Code: 78641

Request Details
County in which the property is located: Anderson Tax year as shown on the ARB Order: 2024 Request involves contiguous tracts of land: No Arbitrator location preference: Outside of Anderson county
Hearing type for this Arbitration: In person only

Property Information

Account Number	Street Address	Type of Property	Apical Value Type	ARB Order Received On	Residence Homestead	Property Owner Value	ARB Order Value
04242024	Texas, 101	Residential	Ag/Timber Productivity Value	04/16/2024	Yes	\$666,000	\$777,000

Apical Reasons: Details Not Considered Methodology: Productivity Calculation

Select the blue **Appraisal District Review** tab followed by **Start Appraisal District Review** to begin the review.

Regular Binding Arbitration Request #: RBAE-001279 Status: Pending Appraisal District Review

[Request Dashboard](#) [Appraisal District Review](#) [Attachments\(0\)](#) [Request History](#)

Request Details [Start Appraisal District Review](#)

Property Owner: Garg, Preethi Property Location: Anderson County Tax Year: 2024 Contiguous: No

Owner Account Questions
Confirm owner account information, using your records for the tax year listed on this request.
1. Is county listed correct? Yes No
2. Is the property owner name correct? Yes No

Properties
Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

#	Reviewed	Property Account Number	Identified Discrepancies
---	----------	-------------------------	--------------------------

Regular Binding Arbitration Request #: RBAE-001279 Status: Pending Appraisal District Review

[Request Dashboard](#) [Appraisal District Review](#) [Attachments\(0\)](#) [Request History](#)

Request Details [Start Appraisal District Review](#)

Property Owner: Garg, Preethi Property Location: Anderson County Tax Year: 2024 Contiguous: No

Owner Account Questions
Confirm owner account information, using your records for the tax year listed on this request.
1. Is county listed correct? Yes No
2. Is the property owner name correct? Yes No

Properties
Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

#	Reviewed	Property Account Number	Identified Discrepancies
---	----------	-------------------------	--------------------------

Complete the preliminary, request level, questions concerning the property’s location, whether contiguous, and the property owner’s name. You must complete the questions to continue.

Request Details

Property Owner: Berryman, Megan Property Location: Harris County Tax Year: 2024 Contiguous: No

Owner Account Questions

Confirm owner account information, using your records for the tax year listed on this request.

1. Is county listed correct? Yes No
2. Is the property owner name correct? Yes No

Select the blue property account number to begin the review for a property.

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input type="radio"/>	8974562	
2	<input type="radio"/>	4563	

Complete the Property Account questions. These are property specific questions including whether:

- a protest hearing was held, and ARB order issued;
- the property owner’s information is confidential;
- the filer indicated the correct appraisal review board (ARB) value in the request;
- the request was filed by the statutory deadline;
- the protest filed was a Tax Code Section 41.41(a)(1) or (2) protest;
- the property has delinquent taxes; and
- litigation was filed on the same property for the same tax year.

Identify the property category and whether the property account number provided by the filer is the Geo ID or the R number.

Request Details

Property Owner: Berryman, Megan Property Location: Harris County Tax Year: 2024 Contiguous: Yes
 Property Address: Contig Prop 1 Account Number: 8974562 Homestead Exemption: No Property Owner's Value: \$3,000,000 ARB Value: \$4,500,000

Property Account Questions

1. Was a Tax Code Section 41.41(a)(1) or (2) ARB order issued for this property? Yes No
2. Does the property account number match the ARB Order? Yes No
3. Is this account number the Geo ID or the R# for this property? Geo ID R#
4. Property Category
5. Is the parcel address or owner information confidential? Yes No
6. Does the ARB order or appraisal district records indicate this property has a Residence Homestead exemption according to Tax Code Section 11.13? Yes No
7. Is the ARB value correct? Yes No
8. Was the request filed not later than the 60th day after the date the property owner received the ARB order of determination?? Yes No
9. Are any taxes delinquent on the subject property?? Yes No
10. Has litigation been filed for this property for the same reason for the same tax year? Yes No

For discrepancies involving the deposit amount or property/account identification, provide additional comments and attachments, if relevant. This information and/or documentation is necessary to help determine if a request must go into the cure period.

File Upload

Uploaded File Name _____
No documents attached

Explanation

Provide explanation regarding account number, homestead or ARB value discrepancies

[Comptroller Rule 9.4244](#) requires the arbitrator to determine all jurisdictional issues, which includes discrepancies that are not related to the deposit or property/account identification.

For requests involving multiple properties, select the blue Property Account Number from the property chart and complete the Property Account Questions for each property in the request.

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

0

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input type="radio"/>	8974562	
2	<input type="radio"/>	4563	

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

1 of 2 Properties

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input checked="" type="radio"/>	8974562	
2	<input type="radio"/>	4563	

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Review Progress

2 of 2 Properties

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input checked="" type="radio"/>	8974562	
2	<input checked="" type="radio"/>	4563	

After reviewing all properties, provide:

- an appraisal district contact to share with the filer and arbitrator for settlement negotiations and scheduling; and
- The appraisal district assigned arbitration number, if any.

You can change the contact at any time.

Select **Complete Review**.

Appraisal District Assigned Arbitration Number

Appraisal District Arbitration Contact

First Name* Appraisal	Last Name* District	Phone Number* (512) 555-5555	Ext	Email Address* appraisal.district@gmail.com
--------------------------	------------------------	---------------------------------	-----	--

The request status will change on the dashboard to Pending PTAD Review or 45-Day Settlement Period. For cases entering the settlement period, the dashboard also displays the end date of the settlement period.

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period
RBAE-000579	2024		Berryman, Megan	13509 Briarcreek Loop		45-Day Settlement Period	05-24-2024
RBAE-000248 +	2024		RBA 23, Test	Contig Prop 2		45-Day Settlement Period	05-24-2024

Reviewing LBAs

Appraisal District Reviewers select **Pending Appraisal District Review** at the top of the dashboard to display a list of requests ready for appraisal district review.

The red plus sign next to a request number on the dashboard indicates the request is for contiguous properties.

Appraisal District - Harris County

17 ALL REQUESTS	8 PENDING APPRAISAL DISTRICT REVIEW	1 PENDING PTAD REVIEW
-----------------	-------------------------------------	-----------------------

+ Request involves more than one property

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period	Date Received	Reviewed By
LBAE-003855 +	2024		Adams, PO	123 zee st		Pending Appraisal District Review			
RBAE-003845	2023			5158 Chocolate Factory		Pending Appraisal District Review			
RBAE-003844	2024		Berryman, Megan	555 Candy Mountain		Pending Appraisal District Review			

To review a request, select the blue request number in the first column.

Appraisal District - Harris County

75 ALL REQUESTS

19 PENDING APPRAISAL DISTRICT REVIEW

5 PENDING PTAD REVIEW

1 CURE NEEDED - APPRAISAL DISTRICT

+ Request involves more than one property

Filter by ▼

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status	Settlement Period	Date Received	Reviewed By
RBAE-000557	2024		Richardson, Mike	7942 Sparta St.		Pending Appraisal District Review			
LBAE-000556 +	2024		Doe, John	County Rd 512		Pending Appraisal District Review			

Selecting case number will open the Request Dashboard.

Limited Binding Arbitration (LBA) Request Request #: LBAE-001283 Status: Pending Appraisal District Review

[Request Dashboard](#)
[Appraisal District Review](#)
[Request History](#)

Arbitration Status Tracker

Submission

Request submitted on 04/24/2024

Review

Pending Appraisal District Review by 05/04/2024

Arbitrator

Appointed to hear case after review is complete

Hearing

Present evidence and meet with arbitrator

Determination

A determination will be made by the arbitrator

Progress Notes
The appraisal district will review your application for discrepancies that affect either the deposit amount or the eligibility of a property to be included on this request. Once the appraisal district completes their review, you will be notified and be given a chance to review any identified discrepancies before an arbitrator is appointed to this case.

Property Owner Information

Property Owner: Preeti Garg | Property Owner Type: Individual

Request Details

County: Anderson | Tax Year: 2024 | Hearing Type Preference: In person only

Select the blue Appraisal District Review tab followed by **Start Appraisal District Review** at the bottom of the screen.

Limited Binding Arbitration (LBA) Request Request #: LBAE-000464 Status: Pending Appraisal District Review

[Request Dashboard](#)
Appraisal District Review

Arbitration Status Tracker

Submission

Request submitted on 03/27/2024

Review

Pending Appraisal District Review by 04/06/2024

Arbitrator

Appointed to hear case after review is complete

Hearing

Present evidence and meet with arbitrator

Determination

A determination will be made by the arbitrator

Progress Notes
The appraisal district will review your application for discrepancies that affect either the deposit amount or the eligibility of a property to be included on this request. Once the appraisal district completes their review, you will be notified and be given a chance to review any identified discrepancies before an arbitrator is appointed to this case.

Limited Binding Arbitration (LBA) Request Request #: LBAE-000464 Status: Pending Appraisal District Review

[Request Dashboard](#)
Appraisal District Review

Request Details

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Request Details

Property Owner: Karrie Cerda | Tax Year: 2024 | Address: 371 Teal Lane Kyle, TX, 78640

Review Progress

0

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input type="radio"/>	08062018	
2	<input type="radio"/>	08062017	

Start Appraisal District Review

Select the blue property account number to begin the review for a property. This opens the review questions for the selected account number.

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Request Details

Property Owner
John Doe

Tax Year
2024

Address
undefined undefined, undefined, unde

Review Progress



#	Reviewed	Property Account Number	Identified Discrepancies
1	<input type="radio"/>	2000	
2	<input type="radio"/>	1900	
3	<input type="radio"/>	1800	
4	<input type="radio"/>	1700	

Properties **#2000**

Instructions

Complete the review questions and attach supporting documentation or provide an explanation for each identified discrepancy

Request Details

Property Owner
Doe, John

Tax Year
2024

Address
County Rd 512

Review Questions

- Is this property listed on your appraisal roll? Yes No
- What is the property category for this property?
- Does the property owner name on this request match the owner's name on the notice of appraised value for this property? Yes No
- Does the property account number match the notice of appraised value for this property? Yes No
- Is this account number the R# or the Geo ID for this property? Geo ID R#
- Does the appraised value, provided by the property owner, of \$500,000 match the notice of appraised value? Yes No
- Does this property have a residence homestead exemption? Yes No
- Was a protest filed for this property for the tax year listed? Yes No
- Did the property owner or their agent deliver a written notice of the alleged procedure violations? Yes No
- Did the chairman of the appraisal review board or chief appraiser deliver to the property owner a written statement confirming that the appraisal review board or chief appraiser, as applicable, will comply with the requirement or cure a failure to comply with the requirement on or before the 10th day after the date the notice was delivered? Yes No
- Are there delinquent taxes on this property? Yes No
- Has litigation been filed regarding the same issues for this property in the same tax year that are the subject of this request? Yes No

Complete the Property Account questions. These are property specific questions, including whether:

- the property is listed on the appraisal roll;
- the property owner's name on the request matches the owner in the appraisal district records;
- the filer indicated the correct noticed value for the property;
- the property has a homestead exemption;
- a protest was filed for the property for the tax year indicated;
- proper notice was delivered according to Tax Code Section 41A.015;
- the chief appraiser or ARB responded to the notice;
- the request was filed by the statutory deadline;
- the protest filed was a Tax Code Section 41.41(a)(1) or (2) protest;
- the property has delinquent taxes; and
- litigation was filed on the same property for the same tax year.

Identify the property category and whether the property account number provided by the filer is the Geo ID or the R number.

For discrepancies involving the deposit amount or property/account identification, provide additional comments and attachments, if relevant. This information and/or documentation is necessary to help determine if a request must go into the cure period.

File Upload

Uploaded File Name

No documents attached

Explanation

Provide explanation or comments regarding the identified discrepancies

[Comptroller Rule 9.4223](#) requires the arbitrator to determine all jurisdictional issues, which includes discrepancies that are not related to the deposit or property/account identification.

For requests involving multiple properties, select the blue Property Account Number from the property chart and complete the Property Account Questions for each property in the request.

Properties

Select each property linked below to review and confirm property account details, using your records for the tax year listed on this request.

Request Details

Property Owner
John Doe

Tax Year
2024

Address
undefined undefined, undefined, undefined

Review Progress

4 of 10 Properties

#	Reviewed	Property Account Number	Identified Discrepancies
1	<input checked="" type="checkbox"/>	2000	
2	<input checked="" type="checkbox"/>	1900	
3	<input checked="" type="checkbox"/>	1800	
4	<input checked="" type="checkbox"/>	1700	
5	<input type="checkbox"/>	1600	

« < 1 2 > »

After reviewing all properties, provide:

- an appraisal district contact to share with the filer and arbitrator for settlement negotiations and scheduling; and
- The appraisal district assigned arbitration number, if any.

You can change the contact at any time.

Select **Complete Review**.

Appraisal District Assigned Arbitration Number

Appraisal District Arbitration Number (Optional)

Appraisal District Arbitration Contact

First Name* Appraisal Last Name* District Phone Number* (512) 555-5555 Ext. Email Address* appraisal.district@gmail.com

ARB Contact

First Name* ARB Last Name* Contact Phone Number* (512) 777-7777 Ext. Email Address* ARB.contact@gmail.com

Save **Complete Review**

The request status will change on the dashboard to Pending PTAD Review or Pending Arbitrator Acceptance.

Request #	Tax Year	GEO ID	Owner Name	Property Address	Agent Name	Status
LBAE-000554 +	2024		Gribble, Dale	County Rd 512		Pending Arbitrator Acceptance

Settlement Period

After the appraisal district review of a RBA request, the request enters a 45-day settlement period (if there are no discrepancies impacting the deposit or property/account identification). During this period and prior to arbitrator assignment, the parties may settle the case and the filer may withdraw the case.

The settlement negotiation processes may vary by appraisal district.

There is not a settlement period for LBA.

Waiver of Settlement Period

A filer may request to waive the 45-day settlement period for RBA. If the appraisal district agrees to the waiver, an arbitrator will immediately be appointed to the case.

Withdrawal

For requests filed by paper, property owners must complete the [Notice of Arbitration Withdrawal](#) (Form 50-830) and send it to all parties and the Comptroller's office.

For requests filed in PTAS, filers must withdraw the case within the system.

Withdrawals received prior to arbitrator acceptance are considered timely and the deposit is refunded, minus the Comptroller's \$50 administrative fee.

Withdrawals received after arbitrator acceptance are considered untimely and the arbitrator may charge up to the full amount of the property owner's deposit, minus the Comptroller's \$50 administrative fee. Any fee charged by the arbitrator is paid out of the property owner's deposit.

When a case is withdrawn, the status of the case on the dashboard changes to Withdrawn.

Appraisal District - Anderson County

351
ALL REQUESTS

53
PENDING APPRAISAL DISTRICT REVIEW

28
PENDING PTAD REVIEW

2
CURE NEEDED - APPRAISAL DISTRICT

+ Request involves more than one property

Request # ↑↓	Tax Year ↑↓	GEO ID ↑↓	Owner Name ↑↓	Property Address ↑↓	Agent Name ↑↓	Status ↑
LBAE-000788	2024		Dandy, Jim	211 Joe Louis St, Palestine, TX 75803		Withdrawn
RBAE-000775	2024		Kuanar, Ranjan	Test 123 st		Withdrawn

Arbitrator Assignment and Hearing Scheduling

When PTAS assigns an arbitrator, the status of the case on the dashboard changes to Pending Arbitrator Acceptance.

Request # ↑↓	Tax Year ↑↓	GEO ID ↑↓	Owner Name ↑↓	Property Address ↑↓	Agent Name ↑↓	Status ↑
RBAE-000419	2024		Burleigh, Catherine	1910 Rogers St		Pending Arbitrator Acceptance

PTAS notifies arbitrators of pending assignments by email. Arbitrators accept or decline an assignment immediately within the system. If an arbitrator does not accept an assignment within 10 calendar days, PTAS removes the arbitrator from the case and assigns a new arbitrator.

After an arbitrator accepts a case, the status on the dashboard changes to Arbitrator Accepted and contact information for the parties becomes available. Withdrawals received while in the Arbitrator Accepted status or beyond are considered untimely.

Request # ↑↓	Tax Year ↑↓	GEO ID ↑↓	Owner Name ↑↓	Property Address ↑↓	Agent Name ↑↓	Status ↑↓
RBAE-000374	2024		Wade, KD	49 Prestwick Ln, Amarillo, TX 79124		Arbitrator Accepted

After an arbitrator schedules a hearing and adds the hearing date information to the request dashboard, the status changes to Hearing Scheduled.

Appraisal District - Anderson County

372
ALL REQUESTS

50
PENDING APPRAISAL DISTRICT REVIEW

29
PENDING PTAD REVIEW

2
CURE NEEDED - APPRAISAL DISTRICT

+ Request involves more than one property

Request # ↑↓	Tax Year ↑↓	GEO ID ↑↓	Owner Name ↑↓	Property Address ↑↓	Agent Name ↑↓	Status ↓	Settlement Period ↑↓
LBAE-000867	2024		Owner, Sam	Travel Way		Hearing Scheduled	
LBAE-000476 +	2024		Cabello, Myriah	109 Friendship Rd. Kyle, TX 78640		Hearing Scheduled	

The Arbitration Status Tracker shows the hearing date and time for each case.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-000867** Status: **Hearing Scheduled**

[Request Dashboard](#) [Appraisal District Review](#)

Arbitration Status Tracker

<p>Submission</p> <p>✓ Request submitted on 04/17/2024</p>	<p>Review</p> <p>⌚ Request Review Complete Complete on 04/19/2024</p>	<p>Arbitrator</p> <p>📄 Arbitrator Accepted Complete on 04/23/2024</p>	<p>Hearing</p> <p>🏛️ Hearing Scheduled for 04/24/2024 16:52:25</p>	<p>Determination</p> <p>☑️ A determination will be made by the arbitrator</p>
--	---	---	--	---

After a hearing date passes, the status on the dashboard changes to Pending Determination until the arbitrator enters the award for the case.

Regular Binding Arbitration Request #: **RBAE-000408** Status: **Pending Determination**

[Request Dashboard](#) [Appraisal District Review](#) [Attachments\(0\)](#)

Arbitration Status Tracker

<p>Submission</p> <p>✓ Request submitted on 03/18/2024</p>	<p>Review</p> <p>⌚ Request Review Complete Complete on 03/18/2024</p>	<p>Settlement Period</p> <p>📄 Settlement period completed on 03/18/2024</p>	<p>Arbitrator</p> <p>📄 Arbitrator Accepted Complete on 03/19/2024</p>	<p>Hearing</p> <p>🏛️ Hearing Completed on 04/15/2024</p>	<p>Determination</p> <p>A determination will be made by the arbitrator</p>
--	---	---	---	--	--

Progress Notes
The arbitrator will review the information and evidence presented at the arbitration hearing and make a determination.

Arbitrator Determination and Award

Arbitrators must use PTAS to make determinations on both RBA and LBA cases. Paper award forms are no longer allowed. A printable PDF version of the award form will be available in PTAS.

Dismissals

When an arbitrator dismisses a case, the status on the dashboard changes to Dismissed.

Appraisal District - Anderson County

372 ALL REQUESTS	50 PENDING APPRAISAL DISTRICT REVIEW	29 PENDING PTAD REVIEW	2 CURE NEEDED
------------------	--------------------------------------	------------------------	---------------

+ Request involves more than one property

Request #↑↓	Tax Year↑↓	GEO ID↑↓	Owner Name↑↓	Property Address↑↓	Agent Name↑↓	Status↑↓
RBAE-000005	2022		Rudd, Paul	1409 E Park Ave, Palestine, TX 75801		Dismissed
RBAE-000004	2022		Rudd, Paul	1409 E Park Ave, Palestine, TX 75801		Dismissed

The appraisal district can select the request from the dashboard and select the Award tab to view the dismissal reason.

Regular Binding Arbitration

Request #: RBAE-000005

Status: Dismissed

[Request Dashboard](#)

[Attachments\(0\)](#)

Award

Arbitrator Dismissal

Property Owner
Rudd, Paul

Tax Year
2022

County
Anderson County

Property Address	Account No	Geo ID	CAD Arbitration No	Dismissal Reason(s)
1409 E Park Ave, Palestine, TX 75801	65136922			1. The property owner or property owners agent withdraw the request.

Awards

When an arbitrator awards a case, the status on the dashboard changes to either Determination in Favor of Appraisal District or Determination in Favor of Property Owner. The appraisal district can select the request from the dashboard and select the Award tab to view the determination.

If a case is determined in favor of a property owner, the appraisal district is responsible for paying the arbitrator's fee outside of PTAS. The appraisal district must pay the arbitrator's fee upon notification of an award made in PTAS.

Future Enhancements

PTAD is continuously working on improvements to PTAS and will be updating screens and experiences, including extensive reporting and data download options, often within the first several months after going live. Feel free to reach out with comments or suggestions for future enhancements by emailing ptad.arbitration@cpa.texas.gov.