



Property Tax Arbitration System (PTAS)

Filers User Guide

May 2024

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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. 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 are subject to change as improvements are made to PTAS.

Paper Filing

Property owners not represented by an agent and who do not wish to file and pay the deposit online, may file by paper and with a check or money order by following the instructions outlined on the [Property Owner Request for Regular Binding Arbitration](#) form or the [Property Owner Request for Limited Binding Arbitration](#) form.

All agents and property owners represented by agents must file and pay the deposit by credit card or electronic check using PTAS.

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 generated. Every regular binding arbitration (RBA) and limited binding arbitration (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 owners only)

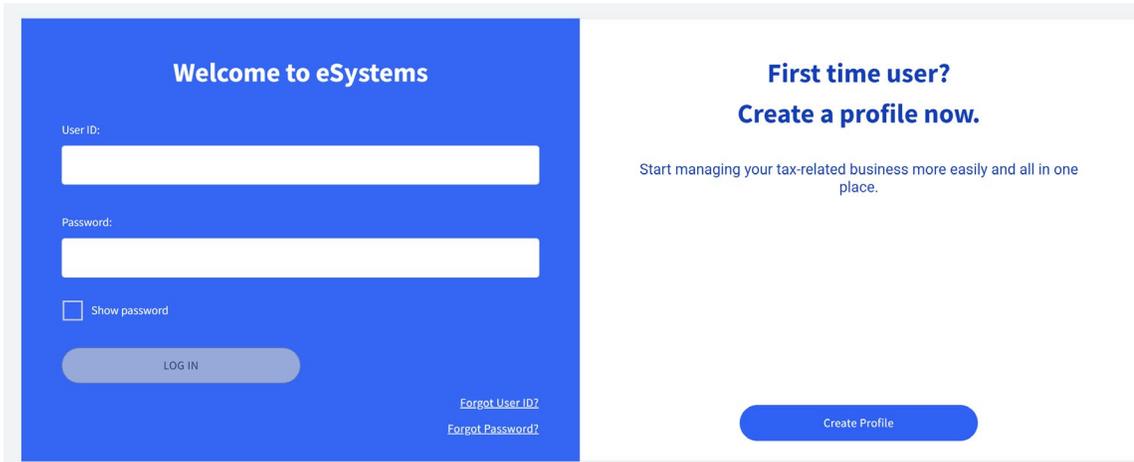
Each RBA request begins with RBAE, for requests filed using PTAS or RBAP, for requests filed by paper and scanned into PTAS. LBA requests are labeled as LBAE, for requests filed using PTAS or LBAP, for requests filed by paper and scanned into PTAS.

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.

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 the [New User Registration](#) webpage. We recommend using the latest version of Google Chrome, Microsoft Edge, Firefox or Safari for the best user experience.

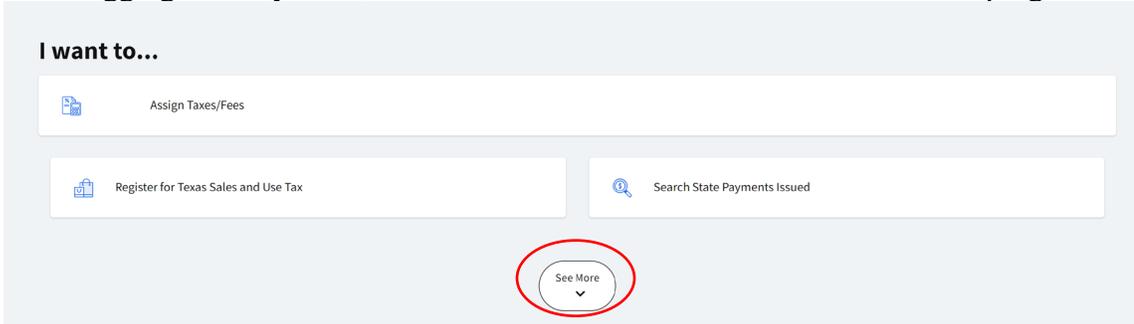


The screenshot shows the eSystems login and registration interface. On the left, a blue panel titled "Welcome to eSystems" contains a login form with fields for "User ID:" and "Password:", a "Show password" checkbox, and a "LOG IN" button. Below the login form are links for "Forgot User ID?" and "Forgot Password?". On the right, a white panel titled "First time user? Create a profile now." contains the text "Start managing your tax-related business more easily and all in one place." and a "Create Profile" button.

To complete eSystems profile creation, PTAS will send a verification email to the email address used to create the profile. In that email, select **Verify Your Email** to finalize the profile creation.

Locating the PTAS Tile

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



The screenshot shows the "I want to..." section of the PTAS interface. It features three program tiles: "Assign Taxes/Fees", "Register for Texas Sales and Use Tax", and "Search State Payments Issued". Below these tiles is a "See More" button with a downward arrow, which is circled in red.

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**.

Profile Creation

For filers NOT using an agent, select **Property Owner** and select **Continue**.

Property Tax Arbitration System

Select the role you represent



Property Owner

[Return to eSystems](#)



Agent ⓘ



Arbitrator

[Continue](#)

The mailing address is run through the agency’s address validation system.

My Account

User Profile

Name Megan Berryman	Phone Number (512) 463-1578	Email Address: pousermb4@yopmail.com
-------------------------------	---------------------------------------	--

Mailing Address

Street Address	City	State v	Zip Code
----------------	------	--	----------

[Cancel](#)
[Save Changes](#)

Select Address ✕

⚠ IMPORTANT: To avoid losing data you have entered, please do NOT use your browser's back button.

Based on the address you have entered, the first address displayed is the US postal service preferred standardized version. Please select the address you would prefer to use.

111 E 17TH ST, AUSTIN, TX, 78774-1440

If you are confident that the entered address is a deliverable postal address, you may select it.

111 E 17th St, Austin, TX, Travis, 78774

Select the correct address and select **Save Changes**.

The welcome screen provides general information about regular binding arbitration (RBA) and limited binding arbitration (LBA), as well as helpful program links.

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Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System
Help (PDF) Megan Berryman

Dashboard

RBA Request

LBA Request

Settings

Welcome to the Property Tax Arbitration System

Regular Binding Arbitration

File a request for regular binding arbitration (RBA) to dispute an appraisal review board (ARB) order of determination on protests of **market or appraised value or unequal appraisal.**

- A property owner may arbitrate a single property or contiguous tracts of land within a county for a single deposit.
- [Certain filing qualifications and fees apply.](#)

Limited Binding Arbitration

File a request for limited binding arbitration (LBA) for **procedural** violations of the ARB or chief appraiser during the local protest process.

- A property owner may arbitrate single or multiple properties, multiple protest hearings or multiple procedural requirement violations within a county and tax year for a single deposit.
- [Certain filing qualifications and fees apply.](#)

Program Links

- [Texas Administrative Code Arbitration Rules](#)
- [Tax Code Chapter 41A](#)
- [Arbitrators by County of Residence](#)
- [Regular Binding Arbitration - Comptroller.Texas.Gov](#)
- [Limited Binding Arbitration - Comptroller.Texas.Gov](#)

Agent Profile Creation

For agents representing a property owner select Agent and select **Continue**.

Property Tax Arbitration System

Select the role you represent

Property Owner

Agent ?

Arbitrator

Return to eSystems

Continue

6

Agent Organizations

Agents working for an organization provide the name and Employer Identification Number (EIN) issued by the Internal Revenue Service or Comptroller-issued Texas Identification Number (TIN) of the organization.

My Account

User Profile

Name [REDACTED] Phone Number [REDACTED] Email Address: [REDACTED]

Settings

Agent Type Company Individual

Company Name*
Test Agent Organization

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds.

Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Select number type

Select **Check for Comptroller Account**. If the organization is not already setup with the Comptroller's office, a dropdown appears for mailing address. This address is used for mailing potential refund checks.

Select a license type from the dropdown list and enter the license number. To be an agent in arbitration, an individual must hold one of the required license types.

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds.

Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Employer Identification Number (EIN)

Employer Identification Number*
XX-XXX9633

Check for Comptroller Account

No existing account on file. This identification number may be used to set up a Comptroller payee account. Please proceed with your entries.

Agent Profile

Agent License Type*
Property Tax Consultant

Agent License Number*
PTC-12345

Company Mailing Address

Street Address*
111 E 17TH ST

City*
AUSTIN

State*
Texas

County*
Travis

Zip*
78774

Cancel

Save Changes

If the organization is already setup with the Comptroller's office, the mailing address is automatically populated with the mailing address from the organization's existing profile. To change an address, contact us at ptad.arbitration@cpa.texas.gov or 800-252-9121.

Type of Identification Number*
Comptroller-issued Texas Identification Number (TIN) ▼

Texas Identification Number*
[REDACTED]

Check for Comptroller Account

Existing Comptroller account on record. The contact and address data displayed is what is on record for this account. To make updates before you proceed, contact our office during regular business hours at 800-252-9121. You may also reset the form to enter a different identification number.

Agent Profile

Agent License Type*
Select License Type ▼

Agent License Number*

Company Mailing Address

Street Address*
111 E 17TH ST

City*
AUSTIN

State*
Texas ▼

County*
Travis ▼

If an error message appears, the organization name does not match the EIN or TIN in the Comptroller's system, contact us at ptad.arbitration@cpa.texas.gov or 800-252-9121.

User Profile

Name
Jane Agent

Phone Number
(512) 463-1578

Email Address:
alt.nw.fofc6cch@yopmail.com

Settings

Agent Type Company Individual

Company Name*
Jane Agent LLC

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds. Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Comptroller-issued Texas Identification Number (TIN) ▼

Texas Identification Number*
[REDACTED]

Check for Comptroller Account

The information entered for this identification number does not match our records. To proceed using this identification number, please contact our office during regular business hours at 800-252-9121. Otherwise, you may enter an alternate identification number.

Individual Agents

Individual agents not working for an organization must provide a social security number (SSN), individual taxpayer identification number (ITIN), Comptroller-issued Texas Identification Number (TIN) if the individual has done business with the Comptroller's office in the past, or EIN if the individual is a sole proprietorship.

Enter the identification number and select **Check for Comptroller Account**.

My Account

User Profile

Name
Testing Agent Nine

Phone Number
(512) 463-1578

Email Address:
agentmb5@yopmail.com

Settings

Agent Type Company Individual

First Name*
Test

Last Name*
Agent Nine

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds. Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) ▼

Social Security Number or Individual Tax Identification Number*

Check for Comptroller Account

If the individual is not already setup with the Comptroller's office, a dropdown appears for mailing address. This address is used for mailing potential refund checks.

Select a license type from the dropdown list and enter the license number. To be an agent in arbitration, an individual must hold one of the required license types.

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds.

Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Social Security Number (SSN) or Individual Taxpayer Identificati

Social Security Number or Individual Tax Identi...
XXX-XX-8552

Check for Comptroller Account

No existing account on file. This identification number may be used to set up a Comptroller payee account. Please proceed with your entries.

Agent Profile

Agent License Type*
Select License Type

Agent License Number*

Agent Mailing Address

Street Address *

If the individual is already setup with the Comptroller's office, the mailing address is automatically populated with the mailing address from the user's existing profile. To change an address, contact us at ptad.arbitration@cpa.texas.gov or 800-252-9121.

Type of Identification Number*
Comptroller-issued Texas Identification Number (TIN)

Texas Identification Number*
[REDACTED]

Check for Comptroller Account

Existing Comptroller account on record. The contact and address data displayed is what is on record for this account. To make updates before you proceed, contact our office during regular business hours at 800-252-9121. You may also reset the form to enter a different identification number.

Agent Profile

Agent License Type*
Select License Type

Agent License Number*

Agent Mailing Address

Street Address *
123 Main st

City*
Austin

State*
Texas

County*
Travis

If an error message appears, the name does not match the SSN, ITIN, EIN or TIN in our system, contact us at ptad.arbitration@cpa.texas.gov or 800-252-9121.

User Profile

Name
Jane Agent

Phone Number
(512) 463-1578

Email Address:
alt.nw-fofc6cch@yopmail.com

Settings

Agent Type Company Individual

First Name*
Jane

Last Name*
Agent

Identification Number

Enter your federal or Comptroller-issued identification number to set up or confirm the payee account for potential deposit refunds. Agents or employees who work for an agent company should enter their organization's employer identification number or comptroller-issued Texas Identification Number to set up access under that organization.

Type of Identification Number*
Comptroller-issued Texas Identification Number (TIN)

Texas Identification Number*
[REDACTED]

[Check for Comptroller Account](#)

The information entered for this identification number does not match our records. To proceed using this identification number, please contact our office during regular business hours at 800-252-9121. Otherwise, you may enter an alternate identification number.

The address is run through the address validation system.

Select Address

IMPORTANT: To avoid losing data you have entered, please do NOT use your browser's back button.

Based on the address you have entered, the first address displayed is the US postal service preferred standardized version. Please select the address you would prefer to use.

111 E 17TH ST, AUSTIN, TX, 78774-1440

If you are confident that the entered address is a deliverable postal address, you may select it.

111 E 17th St, Austin, TX, Travis, 78774

[Close](#) [Save Changes](#)

Select the address that is correct and click **Save Changes**.

Filing a Regular Binding Arbitration (RBA)

To file for RBA, select **Start RBA Request** from the welcome screen or select **RBA Request** from the left navigation menu.

COMPTROLLER.TEXAS.GOV Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System Help (PDF) Testing Agent Nine

Dashboard

WELCOME TO THE PROPERTY TAX ARBITRATION SYSTEM

Regular Binding Arbitration

File a request for regular binding arbitration (RBA) to dispute an appraisal review board (ARB) order of determination on protests of **market or appraised value or unequal appraisal.**

- A property owner may arbitrate a single property or contiguous tracts of land within a county for a single deposit.
- [Certain filing qualifications and fees apply.](#)

[Start RBA Request](#)

Limited Binding Arbitration

File a request for limited binding arbitration (LBA) for **procedural** violations of the ARB or chief appraiser during the local protest process.

- A property owner may arbitrate single or multiple properties, multiple protest hearings or multiple procedural requirement violations within a county and tax year for a single deposit.
- [Certain filing qualifications and fees apply.](#)

[Start LBA Request](#)

Program Links

- [Texas Administrative Code Arbitration Rules](#)
- [Tax Code Chapter 41A](#)
- [Arbitrators by County of Residence](#)
- [Regular Binding Arbitration - Comptroller.Texas.Gov](#)
- [Limited Binding Arbitration - Comptroller.Texas.Gov](#)

Filter by

Request #	Appraisal District Arbitration #	County	Property Owner	Property Address	Status	Appraisal District Contact Name	Settlement Period
No items found							

Items per page: 8

The prerequisite tab provides information to determine eligibility for RBA. The RBA Eligibility Checker is an option for determining timeliness.

Regular Binding Arbitration

[Prerequisites](#) [Agent](#) [Request Details](#) [Property Details](#) [Summary](#)

RBA Purpose and Eligibility [Required Deposit](#) [After You File](#)

Regular Binding ARbitration Purpose and Eligibility Requirements

Property owners, and their agents, may file this online request for binding arbitration to appeal an appraisal review board (ARB) order that determines a protest concerning the appraised or market value of a property if:

- the property has a residence homestead exemption under Tax Code Section 11.13, or the appraised or market value of the property as determined by the ARB order of determination is \$5 million or less; and
- the protest was filed under Tax Code Section 41.41(a)(1) (appraised or market value) or Tax Code Section 41.41.(a)(2) (unequal appraisal).

RBA Eligibility Checker

A property owner must file an RBA request with the Comptroller's office not later than the 60th day after the date the property owner received the notice of the final ARB order. Check if your request is eligible.

Date of receipt of the final ARB Order: 03/01/2024

You may be eligible for RBA at this time. Eligibility is determined by the arbitrator who hears your case and not the Comptroller's office.

[Continue to Request](#)

The Required Deposit tab provides a deposit chart based on property value and whether or not the property has a residence homestead exemption.

Regular Binding Arbitration

[Prerequisites](#) [Agent](#) [Request Details](#) [Property Details](#) [Summary](#)

[RBA Purpose and Eligibility](#) [Required Deposit](#) [After You File](#)

Required Deposit

Filers are required to pay the applicable deposit amount online after submitting your arbitration request. The Comptroller's office retains \$50 of the deposit for administrative costs. The remaining deposit is used to pay the arbitrator's (if applicable) or is refunded to the property owner if the arbitrator determines that a value that is nearer to the property owner's opinion of value (submitted on this request) than to the value determined by the ARB. For requests with contiguous properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately. Expenses incurred by the property owner in preparing for and attending the binding arbitration are the owner's responsibility.

Payment Methods

- Electronic Funds Transfer (EFT)
- Credit card (American Express, Discover, Mastercard® and Visa)

Deposit Chart

Type of Property and Exemption Status	Appraised/Market Value Listed on ARB Order	Deposit Amount
Residence Homestead Exemption	\$500,000 or less	\$450
Residence Homestead Exemption	More than \$500,000*	\$500
No Residence Homestead Exemption	\$1 million or less	\$500
No Residence Homestead Exemption	More than \$1 million but not more than \$2 million	\$800
No Residence Homestead Exemption	More than \$2 million but not more than \$3 million	\$1,050
No Residence Homestead Exemption	More than \$3 million but not more than \$5 million	\$1,550

* To arbitrate a property valued at more than \$5 million by the ARB, the property must qualify as the property owner's residence homestead under Tax Code Section 11.13.

The After You File tab provides information on next steps and the withdrawal process. Select **Continue to Request**.

Regular Binding Arbitration

[Prerequisites](#) [Agent](#) [Request Details](#) [Property Details](#) [Summary](#)

[RBA Purpose and Eligibility](#) [Required Deposit](#) [After You File](#)

After You File

Upon submission, your regular binding arbitration request will be reviewed by your appraisal district and the Comptroller's Property Tax Assistance Division. You will be given the opportunity to review and correct any request details during a 15-day cure period, if necessary. Once your request is processed, there will be a 45-day settlement period. This time can be used to negotiate a settlement with the appraisal district, withdraw or submit a request to the appraisal district to waive the settlement period and go directly to arbitration. After an arbitrator accepts the appointment, they will contact you and the appraisal district to arrange evidence exchange and schedule the arbitration hearing. Post hearing, the arbitrator will review the information and evidence presented at the arbitration hearing and make a determination. If the arbitrator determines a value that is nearer to the property owner's opinion of value submitted on this request form than to the value determined by the ARB, a refund of your deposit less the Comptroller's \$50 administrative fee will be mailed to you. If the arbitrator determines a value nearer to the value reflected in the ARB order, the arbitrator's fee will be paid from your deposit.

Withdrawing Your Request

You may withdraw your request for regular binding arbitration at any time, except when your request is under review. If you choose to withdraw before an arbitrator accepts the arbitration appointment, a refund of your deposit less the Comptroller's \$50 administrative fee will be mailed to you. If you choose to withdraw after an arbitrator accepts the arbitration appointment, the Comptroller shall pay the fee charged by the arbitrator (if any) out of your deposit.



[Continue to Request](#)

Filing without an Agent

Select individual or organization, as appropriate. An organization is anything other than an individual, such as a company, trust, partnership or corporation. A SSN, EIN or TIN is required.

Regular Binding Arbitration

Prerequisites **Request Details** Property Details Summary

Property Owner Details

Is the property owner an individual or an organization?*

Individual Organization (Corporation, Partnership, or other organization that owns the property)

First Name* Middle Initial Last Name* Suffix

Contact Information

Enter contact information below for the Property Owner or an individual authorized to represent the property owner in this request for arbitration (not an agent). This information will be used for request status email notifications and by the Arbitrator assigned to the request, the appraisal district or the Comptroller's office for questions or communications related to this request. Your email address is confidential according to 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. (i)

Who will serve as contact for this request? Select contact type
First Name* Middle Initial Last Name* Suffix
Email Address* Phone Number* Ext.
Enter SSN/ITIN or a Comptroller-issued Texas Identification Number to set up the payee account for the individual authorized to receive the potential deposit refund.(i)
Type of identification Number* Select identification type

Complete the Request Details questions by indicating:

- the county that issued the ARB order;
• the tax year on the ARB order;
• whether the request is for contiguous properties;
• arbitrator location preference; and
• arbitration hearing type preference.

Request Details

County that issued the ARB Order(s)* Harris
Tax year on the ARB Order(s)* 2024

Are you requesting arbitration for contiguous tracts of land? (i)*

Yes No

Would you prefer the Comptroller's office initially appoint an arbitrator who resides (select one) (i)*

Resides in Harris county
 Resides outside of Harris county

Arbitration hearing type preference (i)*

In person only By teleconference only Either and Arbitrator may decide

Complete the Property Details using information from the ARB order or appraisal district records.

Regular Binding Arbitration

Request #: RBAE-001320

Status: Draft

Prerequisites Agent Request Details **Property Details** Summary

Property Information

Complete the fields below using information from the ARB order or appraisal district records. Then select the Save Property Details button before proceeding to the next screen.

Property Account Number* Property Address/Legal Description* Type of property being appealed* Residential
Was a protest hearing held and an ARB order issued for this property? * Yes No
When did you receive the ARB order? * mm/dd/yyyy
Do the appraisal district records indicate this property has a Residence Homestead exemption? * Yes No

Enter an opinion of the total value of the property, as well as the total value determined by the ARB and select all relevant appeal reasons. Select Save Property Details, then select Next.

Type of value being appealed (select one)*

- Market Value
- Ag/Timber productivity value

Owner opinion of TOTAL property value*

Value determined by the ARB for this property*

For contiguous properties, enter value for the individual property.

I am appealing the market or appraised value of my property for the following reasons (check all that apply)

- The property could not sell for the amount of value shown on the appraisal roll.
- The property is unequally appraised.
- The property has hidden damages or flaws that were not considered in the appraised value.
- The methodology used by the appraisal district was inappropriate.
- Evidence presented to the ARB was not fully considered.
- The appraisal district did not correctly calculate the value limitation for residence homesteads.
- The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

Previous

Save Property Details
Next

I am appealing the market or appraised value of my property for the following reasons (check all that apply)

- The property could not sell for the amount of value shown on the appraisal roll.
- The property is unequally appraised.
- The property has hidden damages or flaws that were not considered in the appraised value.
- The methodology used by the appraisal district was inappropriate.
- Evidence presented to the ARB was not fully considered.
- The appraisal district did not correctly calculate the value limitation for residence homesteads.
- The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

Previous

Saved
Next

For contiguous requests, the + **Add Another Property** button appears.

Regular Binding Arbitration Request #: **RBAE-001480** Status: **Draft**

Prerequisites Agent Request Details **Property Details** Summary

Property Information
 Complete the fields below using information from the ARB order or appraisal district records. Then select the Save Property Details button before proceeding to the next screen.

Property Account Number* 1122333 Property Address/Legal Description* 1122333 Texas Ave Type of property being appealed* Residential

Was a protest hearing held and an ARB order issued for this property? Yes No When did you receive the ARB order?* 03/01/2024

Do the appraisal district records indicate this property has a Residence Homestead exemption? Yes No

Type of value being appealed (select one)* Market Value Ag/Timber productivity value

Owner opinion of TOTAL property value* 100000 Value determined by the ARB for this property* 200000

I am appealing the market or appraised value of my property for the following reasons (check all that apply): The property could not sell for the amount of value shown on the appraisal roll. The property is unequally appraised. The property has hidden damages or flaws that were not considered in the appraised value. The methodology used by the appraisal district was inappropriate. Evidence presented to the ARB was not fully considered. The appraisal district did not correctly calculate the value limitation for residence homesteads. The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

Buttons: [Previous](#) [Add Another Property](#) [Save](#) [Next](#)

Review the Summary tab for accuracy, then select either **Save & Exit** to create a draft or **Submit Request** to continue to the payment screen.

Regular Binding Arbitration Request #: **RBAE-001360** Status: **Draft**

Prerequisites Agent Request Details Property Details **Summary**

Agent Details

Company Name Jane Agent LLC	Full Name Agent, Jane	Phone Number	Email Address
---------------------------------------	---------------------------------	--------------	---------------

Refund Recipient

Payee for Refund Jane Agent LLC	Payee Account 32193620435	Mailing Address for Refund 111 E 17TH ST, AUSTIN, TX, 78774
---	-------------------------------------	---

Property Owner Information

Name John Property Owner	Texas Identification Number -
------------------------------------	---

Contact Information

Name John Property Owner	Phone Number (512) 463-1578	Email Address alt.nw-fofc6cch@yopmail.com
------------------------------------	---------------------------------------	---

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 In Anderson county	Hearing type preference By teleconference only	

Property Information

Account Number Street Address	Request Property Details					
112233 112233 Test Ave, Houston, Tx	Type of Property Residential	Appeal Value Type Market Value	ARB Order Received On 04/02/2024	Residence Homestead No	Property Owner Value \$2,000,000	ARB Order Value \$2,500,000
Appeal Reasons <input checked="" type="checkbox"/> Over Appraisal <input type="checkbox"/> Details Not Considered <input type="checkbox"/> Evidence Not Considered						

Buttons: [Delete this Request](#) [Save & Exit](#) [Submit Request](#)

Select **Pay My Deposit** to continue. The Payment portion of this manual provides additional details relating to payments.

Regular Binding Arbitration

Request #: RBAE-001320

Status: Draft

Your request data has been received. Once you pay the deposit, your request is officially submitted and will route to your appraisal district next to verify property account details.

Use the Pay My Deposit button below to proceed to the payment process.

Required Deposit

For requests with contiguous properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately.

Property Account Number and Property Address	Property Value	Residence Homestead	Required Deposit*	Deposit Paid	Amount Due
1123 1123 Test Ave, Houston, TX	\$300,000	Yes	\$450	\$0	\$450

* The deposit is calculated based on the information entered by the filer and is subject to change if information was entered incorrectly.

[Pay My Deposit](#)

Once the payment processes, the status changes to Pending Appraisal District Review. The request is now considered filed.

COMPTROLLER.TEXAS.GOV Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System Help (PDF) Sam Owner

Request #: RBAE-001298 Status: Pending Appraisal District Review

✓ Your arbitration request and deposit payment have processed.
A confirmation email and additional emails with status updates will be sent to the email address provided in the contact information on your arbitration request.

[View Printable Summary](#)

Payment Summary

Deposit Payment: \$500.00
Texas.gov Price: \$511.5
Type of Credit Card: AMEX
Credit Card Number: **** *1007
Cardholder Name: Sam Owner
Credit Card Expiration Date: 12/2024
Payment Date: 04/24/2024
Trace Number: 902PTA000002677

Refund Recipient Information

Texas Identification Number: 32193620047
Name: Sam Owner
Email: pouserac10@yopmail.com
Phone Number: (154) 998-9897
Address: 6263 MCNEIL DR, AUSTIN, TX, 78729-6943

Refund Policy for Binding Arbitration

You may withdraw your arbitration request online throughout the process, unless the request status is Pending Appraisal District Review or Pending Determination. Requests withdrawn before an arbitrator accepts the case are considered timely, and a refund of the deposit amount, less the \$50 administrative fee, will be processed and mailed to the designated refund recipient. Once an arbitrator accepts the case, withdrawal is untimely, and the arbitrator is entitled to claim a fee pursuant to Comptroller Rule. The arbitrator will receive notice of your withdrawal and has 10 days to submit their fee amount. Any refund of the deposit amount, less the \$50 administrative fee and less the arbitrator fee, will be processed and mailed to the designated refund recipient. Please allow 2-3 weeks for refund processing and delivery.

Request Status

Your request now routes to your appraisal district to verify property account details.

They have up to 10 days to review the request. If they report any property data issues, the Comptroller's Property Tax Assistance Division (PTAD) will review and notify you of any changes to the deposit amount.

Contact Us

The Property Tax Assistance Division - Arbitration Team can be reached by
Email: ptad.arbitration@cpa.texas.gov
Phone: 800-252-9121

More Information

For more information about the arbitration process and other resource links, visit [Texas.gov/propertytaxarbitration](https://www.texas.gov/propertytaxarbitration)

[Return to Dashboard](#)

The appraisal district has 10 days to review the request and either move it forward to the 45-day settlement period or, for certain discrepancies, to PTAD for review.

Filing with an Agent

If the agent is receiving the potential deposit refund, select **Agent**. Select **Continue**.

Regular Binding Arbitration

[Prerequisites](#) **[Agent](#)** [Request Details](#) [Property Details](#) [Summary](#)

Agent Information

Company Name
Test Agent Organization

Agent Name
Agent Nine, Testing

Agent Email
--

Agent Phone Number
--

Who is designated to receive the Refund for this Arbitration Request?

Agent Property Owner

Payee for Refund
Testing Agent Nine

Texas Identification Number

Mailing Address for Refund
111 E 17TH ST , AUSTIN, Texas, 78774

If the property owner is receiving the potential deposit refund, select **Property Owner**. Select **Continue**.

Regular Binding Arbitration

Prerequisites **Agent** Request Details Property Details Summary

Agent Information

Company Name
Test Agent Organization

Agent Name Agent Email Agent Phone Number
Agent Nine, Testing -- --

Who is designated to receive the refund for this Arbitration Request?

Agent Property Owner

Continue

Select whether the property owner is an individual or organization. An organization is anything other than an individual, such as a company, trust, partnership or corporation.

Regular Binding Arbitration

Prerequisites Agent **Request Details** Property Details Summary

Property Owner Details

Is the property owner an individual or an organization?*

Individual Organization (Corporation, Partnership, or other organization that owns the property)

First Name * Middle Initial Last Name * Suffix

Contact Information

Enter contact information below for the Property Owner or an individual authorized to represent the property owner in this request for arbitration (not an agent). This information will be used for request status email notifications and by the Arbitrator assigned to the request, the appraisal district or the Comptroller's office for questions or communications related to this request. Your email address is confidential according to 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. ⓘ

Who will serve as contact for this request? *
Select contact type

First Name * Middle Initial Last Name * Suffix

Email Address * Phone Number * Ext

If the property owner is receiving the potential deposit refund, the property owner's SSN, EIN or TIN is required.

Property Owner Details

Is the property owner an individual or an organization?*

Individual Organization (Corporation, Partnership, or other organization that owns the property)

Organization Contact Information

Enter contact information below for the owner organization's authorized representative for this arbitration request (not an agent). This information will be used for request status email notifications and by the Arbitrator assigned to the request, the appraisal district or the Comptroller's office for questions or communications related to this request. Your email address is confidential according to 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. ⓘ

First Name * Middle Initial Last Name * Suffix

Email Address * Phone Number * Ext

Organization Name *

Enter a Federal Employer Identification Number (FEIN) or a Comptroller-issued Texas Identification Number to set up the payee account for a business payee authorized to receive the potential deposit refund ⓘ

Type of Identification Number * Employer Identification Number (EIN) Employer Identification Number *

Complete the Request Details questions by indicating:

- the county that issued the ARB order;

- the tax year on the ARB order;
- whether the request is for contiguous properties;
- arbitrator location preference; and
- arbitration hearing type preference.

Request Details

County that issued the ARB Order(s) * Harris	Tax year on the ARB Order(s) * 2024
---	--

Are you requesting arbitration for contiguous tracts of land? ⓘ *

Yes No

Would you prefer the Comptroller's office initially appoint an arbitrator who resides (select one) ⓘ *

Resides in Harris county

Resides outside of Harris county

Arbitration hearing type preference ⓘ *

In person only By teleconference only Either and Arbitrator may decide

Complete the Property Details using information from the ARB order or appraisal district records.

Regular Binding Arbitration Request #: **RBAE-001320** Status: **Draft**

[Prerequisites](#) [Agent](#) [Request Details](#) [Property Details](#) [Summary](#)

Property Information

Complete the fields below using information from the ARB order or appraisal district records. Then select the Save Property Details button before proceeding to the next screen.

Property Account Number *	Property Address/Legal Description *	Type of property being appealed * Residential
Was a protest hearing held and an ARB order issued for this property? *	When did you receive the ARB order? * mm/dd/yyyy	
Do the appraisal district records indicate this property has a Residence Homestead exemption? *		

Enter an opinion of the total value of the property, as well as the total value determined by the ARB and select all relevant appeal reasons. Select **Save Property Details**, then select **Next**.

Type of value being appealed (select one) *

Market Value

Ag/Timber productivity value

Owner opinion of TOTAL property value *	Value determined by the ARB for this property *
---	---

For contiguous properties, enter value for the individual property.

I am appealing the market or appraised value of my property for the following reasons (check all that apply)

- The property could not sell for the amount of value shown on the appraisal roll.
- The property is unequally appraised.
- The property has hidden damages or flaws that were not considered in the appraised value.
- The methodology used by the appraisal district was inappropriate.
- Evidence presented to the ARB was not fully considered.
- The appraisal district did not correctly calculate the value limitation for residence homesteads.
- The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

[Previous](#)

[Save Property Details](#) [Next](#)

I am appealing the market or appraised value of my property for the following reasons (check all that apply)

- The property could not sell for the amount of value shown on the appraisal roll.
- The property is unequally appraised.
- The property has hidden damages or flaws that were not considered in the appraised value.
- The methodology used by the appraisal district was inappropriate.
- Evidence presented to the ARB was not fully considered.
- The appraisal district did not correctly calculate the value limitation for residence homesteads.
- The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

Previous

Saved
Next

For contiguous requests, the + Add Another Property button appears.

Regular Binding Arbitration Request #: RBAE-001480 Status: **Done**

Prerequisites Agent Request Details **Property Details** Summary

Property Information
Complete the fields below using information from the ARB order or appraisal district records. Then select the Save Property Details button before proceeding to the next screen.

Property Account Number* 1122333
Property Address/Legal Description* 1122333 Texas Ave
Type of property being appealed* Residential

Was a protest hearing held and an ARB order issued for this property? Yes No
When did you receive the ARB order? 03/01/2024

Do the appraisal district records indicate this property has a Residence Homestead exemption? Yes No

Type of value being appealed (select one)*
 Market Value
 Ag/Timber productivity value

Owner opinion of TOTAL property value* 100000
Value determined by the ARB for this property* 200000

For contiguous properties, enter value for the individual property.

I am appealing the market or appraised value of my property for the following reasons (check all that apply)

- The property could not sell for the amount of value shown on the appraisal roll.
- The property is unequally appraised.
- The property has hidden damages or flaws that were not considered in the appraised value.
- The methodology used by the appraisal district was inappropriate.
- Evidence presented to the ARB was not fully considered.
- The appraisal district did not correctly calculate the value limitation for residence homesteads.
- The productivity value of the land or the special appraisal of the property allowed by law was not calculated correctly.

Previous + Add Another Property Saved Next

Review the Summary tab for accuracy, then select either **Save & Exit** to create a draft or **Submit Request** to continue to the payment screen.

Regular Binding Arbitration Request #: RBAE-001360 Status: **Draft**

Prerequisites Agent Request Details Property Details **Summary**

Agent Details

Company Name	Full Name	Phone Number	Email Address
Jane Agent LLC	Agent, Jane		

Refund Recipient

Payee for Refund	Payee Account	Mailing Address for Refund
Jane Agent LLC	32193620435	111 E 17TH ST, AUSTIN, TX, 78774

Property Owner Information

Name	Texas Identification Number
John Property Owner	-

Contact Information

Name	Phone Number	Email Address
John Property Owner	(512) 463-1578	alt.nw-fofc6cch@yopmail.com

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
In Anderson county

Hearing type preference
By teleconference only

Property Information

Account Number Street Address	Request Property Details					
112233 112233 Test Ave, Houston, Tx	Type of Property Residential	Appeal Value Type Market Value	ARB Order Received On 04/02/2024	Residence Homestead No	Property Owner Value \$2,000,000	ARB Order Value \$2,500,000
Appeal Reasons Over Appraisal Details Not Considered Evidence Not Considered						

Delete this Request

Save & Exit Submit Request

Select **Pay My Deposit** to continue. The Payment portion of this guide provides additional details relating to payments.

Regular Binding Arbitration

Request #: **RBAE-001320**

Status: **Draft**

Your request data has been received. Once you pay the deposit, your request is officially submitted and will route to your appraisal district next to verify property account details.

Use the Pay My Deposit button below to proceed to the payment process.

Required Deposit

For requests with contiguous properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately.

Property Account Number and Property Address	Property Value	Residence Homestead	Required Deposit*	Deposit Paid	Amount Due
1123 1123 Test Ave, Houston, TX	\$300,000	Yes	\$450	\$0	\$450

* The deposit is calculated based on the information entered by the filer and is subject to change if information was entered incorrectly.

Pay My Deposit

Once the payment processes, the status changes to Pending Appraisal District Review. The request is now considered filed.

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Property Tax Arbitration System

Request #: RBAE-001298 Status: Pending Appraisal District Review

Glenn Hegar
Texas Comptroller of Public Accounts

Help (PDF) Sam Owner

✓ Your arbitration request and deposit payment have processed.
A confirmation email and additional emails with status updates will be sent to the email address provided in the contact information on your arbitration request. View Printable Summary

Payment Summary

Deposit Payment: \$500.00
Texas.gov Price: \$511.5
Type of Credit Card: AMEX
Credit Card Number: *****1007
Cardholder Name: Sam Owner
Credit Card Expiration Date: 12/2024
Payment Date: 04/24/2024
Trace Number: 902PTA00002677

Refund Recipient Information

Texas Identification Number: 32193620047
Name: Sam Owner
Email: pouseract10@yopmail.com
Phone Number: (154) 998-9897
Address: 6263 MCNEIL DR, AUSTIN, TX 78729-6943

Refund Policy for Binding Arbitration

You may withdraw your arbitration request online throughout the process, unless the request status is Pending Appraisal District Review or Pending Determination. Requests withdrawn before an arbitrator accepts the case are considered timely, and a refund of the deposit amount, less the \$50 administrative fee, will be processed and mailed to the designated refund recipient. Once an arbitrator accepts the case, withdrawal is unlikely, and the arbitrator is entitled to claim a fee pursuant to Comptroller Rule. The arbitrator will receive notice of your withdrawal and has 10 days to submit their fee amount. Any refund of the deposit amount, less the \$50 administrative fee and less the arbitrator fee, will be processed and mailed to the designated refund recipient. Please allow 2-3 weeks for refund processing and delivery.

Request Status

Your request now routes to your appraisal district to verify property account details.

They have up to 10 days to review the request. If they report any property data issues, the Comptroller's Property Tax Assistance Division (PTAD) will review and notify you of any changes to the deposit amount.

Contact Us

The Property Tax Assistance Division - Arbitration Team can be reached by:
Email: ptad.arbitration@cpa.texas.gov
Phone: 800-252-9121

More Information

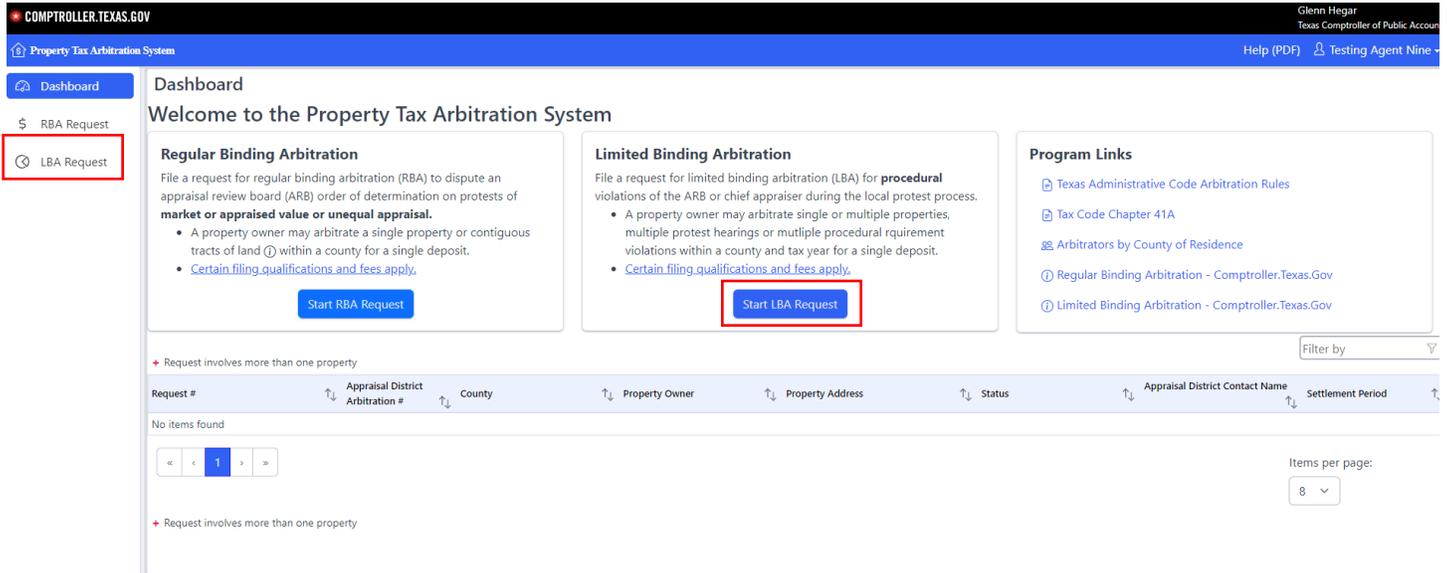
For more information about the arbitration process and other resource links, visit texas.gov/propertytaxarbitration.

Return to Dashboard

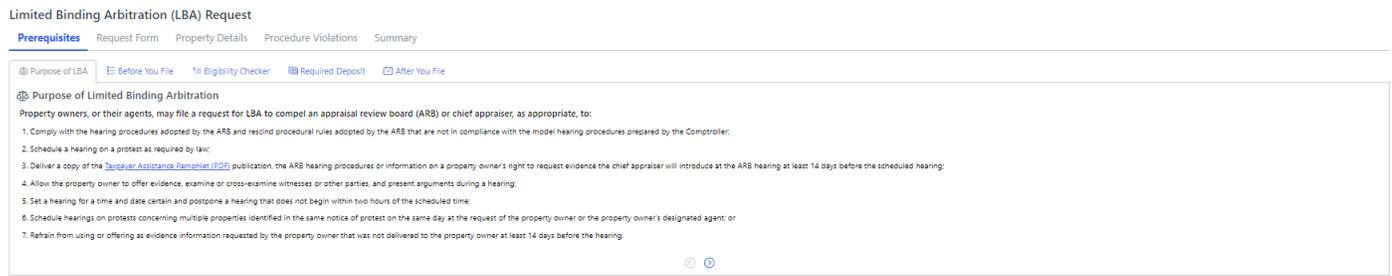
The appraisal district has 10 days to review the request and either move it forward to the 45-day settlement period or, for certain discrepancies, to PTAD for review.

Filing a Limited Binding Arbitration (LBA)

To file for LBA, select **Start a Request** from the welcome screen or select **LBA Request** from the left navigation menu.



The prerequisite tab provides information to determine eligibility for LBA. Information about the purpose of LBA, the requirements before filing, the required deposit and the next steps after filing are in this tab. There is also an eligibility checker to help determine if LBA is an option.



Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

[Purpose of LBA](#) [Before You File](#) [Eligibility Checker](#) [Required Deposit](#) [After You File](#)

Before You File

Request Eligibility

In order to be eligible for LBA, property owners must deliver written notice of the procedural requirement which the property owner alleges the ARB or chief appraiser failed to comply on or before the fifth business day after the date the ARB or chief appraiser was required to comply with the requirement via certified mail, with return receipt requested, to the county's:

- Chief appraiser
- ARB chairman
- Taxpayer liaison (if that county has one)

If the property owner does not receive a written statement confirming the ARB or chief appraiser will comply with the requirement or cure a failure to comply with the requirement within 10 days of delivery of the notice, the property owner, starting on the 11th day until the 30th day after receipt of the notice, may request LBA to compel the chief appraiser or ARB to comply with the procedural requirement. The request may not involve any matter in dispute other than the procedural requirement for which the ARB or chief appraiser failed to comply.

Multiple Properties

Property owners may file a single LBA request covering more than one property, more than one protest hearing or more than one procedural violation as long as each property has the same owner name in the appraisal district records.



[Start Request](#)

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

[Purpose of LBA](#) [Before You File](#) [Eligibility Checker](#) [Required Deposit](#) [After You File](#)

Eligibility Checker

General Eligibility Notice Requirement

In order for properties to be included in a request for LBA, the following must be true:

1. A notice of protest was filed for the concerned tax year
2. Taxes are not delinquent
3. Litigation was not filed for the same issues for the same tax year

Date of alleged failure

04/01/2024

Date property owner's notice was delivered

04/04/2024

*The above date calculator is provided as a reference to help filers better understand the eligibility requirements for requesting LBA. It does not guarantee eligibility for filing. That is determined by the arbitrator.

You may be eligible for LBA at this time. Eligibility is determined by the arbitrator who hears your case and not the Comptroller's office.



[Start Request](#)

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

[Purpose of LBA](#) [Before You File](#) [Eligibility Checker](#) [Required Deposit](#) [After You File](#)

Required Deposit

Once you pay the deposit, your request is considered filed. The Comptroller's office retains \$50 of the deposit for administrative costs. The remaining deposit is used to pay the arbitrator's fee or is refunded to the property owner if the arbitrator determines the ARB or chief appraiser failed to comply with procedural requirement subject to this request.

For requests with multiple properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately.

Payment Methods

- Electronic Funds Transfer (EFT)
- Credit card (American Express, Discover, Mastercard® and Visa)

Deposit Chart

Property Type	Appraised or Market Value from Appraisal District Records	Deposit
Residence with homestead exemption	\$500,000 or less	\$450
All other property	Any value	\$550



[Start Request](#)

Select Start Request to file for LBA.

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

[Purpose of LBA](#) [Before You File](#) [Eligibility Checker](#) [Required Deposit](#) [After You File](#)

After You File

Arbitrator Appointment and Hearing

Once the LBA has been reviewed and processed, an arbitrator who is a licensed attorney will be appointed to your LBA case.

The arbitrator is responsible for working with the parties to set the date, time and location of the hearing.

At the conclusion of the hearing, the arbitrator must determine if the ARB or chief appraiser failed to comply with one or more of the procedural requirements indicated in the request. If the arbitrator determines the ARB or chief appraiser failed to comply, the ARB or chief appraiser must comply with the requirement or, if a hearing has already been held and determined on the protest, the ARB must rescind the ARB order and hold a new hearing that complies with the procedural requirement.

If the arbitrator determines the ARB or chief appraiser failed to comply with one or more procedural requirements indicated in the LBA request, your deposit will be refunded, minus a \$50 administrative fee retained by the Comptroller's office. If the arbitrator determines the ARB or chief appraiser complied with the procedural requirements indicated in the LBA request, your deposit will be used to pay the arbitrator's fee.

Dismissal

Dismissal Arbitrators are required to dismiss all LBA requests not meeting the requirements of the law. In the event that a case is dismissed, other than when there are delinquent taxes on the property, the arbitrator may charge up to the total allowable fee and you may not receive a refund of your deposit.

Withdrawing Your Request

You may withdraw your request for LBA at any time, prior to the arbitrator's determination. If you choose to withdraw before an arbitrator accepts the arbitration appointment, your deposit less the Comptroller's \$50 administrative fee will be refunded to you. If you choose to withdraw after an arbitrator accepts the arbitration appointment, the Comptroller shall pay the fee charged by the arbitrator out of your deposit.

Important

The Comptroller's office is responsible for maintaining the Arbitrator Registry (link to registry), processing requests, remitting payment to the arbitrator when appropriate and refunding any portion of the property owner's deposit as applicable, but is **prohibited from giving advice or direction on a matter relating to a pending arbitration**. Property owners are required to read and be familiar with Tax Code Chapter 41A and Comptroller Rules as part of the arbitration.

[Start Request](#)

Filing without an Agent

Select individual or organization, as appropriate. An organization is anything other than an individual, such as a company, trust, partnership or corporation. A SSN, EIN or TIN is required.

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Property Owner Information

Is the property owner an individual or an organization? * Individual Organization (Corporation, Partnership, or other organization that owns the property)

I would like to Pre-fill my contact info from my profile

First Name* Middle Initial Last Name* Suffix

Request Contact Information

Enter contact information below for the Property Owner or the owner's authorized representative for this arbitration request. This contact will receive request status emails and other communications from the Arbitrator assigned to the request, the appraisal district or the Comptroller's office. Your email address is confidential according to Government Code Section 552.137; however, by providing the email address here, you consent to its release under the Public Information Act.

Who will serve as the property owner's contact for this request? *

First Name* Middle Initial Last Name*
Phone Number* Ext Email Address*

Enter SSN/TIN or a Comptroller-issued Texas Identification Number to set up the payee account for the individual authorized to receive the potential deposit refund. ①

Type of Identification Number*
Select number type

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Property Owner Information

Is the property owner an individual or an organization? * Individual Organization (Corporation, Partnership, or other organization that owns the property)

Request Contact Information

Enter contact information below for the Property Owner or the owner's authorized representative for this arbitration request. This contact will receive request status emails and other communications from the Arbitrator assigned to the request, the appraisal district or the Comptroller's office. Your email address is confidential according to Government Code Section 552.137; however, by providing the email address here, you consent to its release under the Public Information Act.

First Name* Middle Initial Last Name*
Phone Number* Ext Email Address*
Organization Name*

Enter a Federal Employer Identification Number (FEIN) or a Comptroller-issued Texas Identification Number to set up the payee account for a business payee authorized to receive the potential deposit refund. ①

Type of Identification Number*
Select number type

Complete the Request Details, including:

- the county that issued the ARB order;
- the tax year indicated on the ARB order; and
- the hearing type preference.

Complete the Eligibility Checklist indicating all statements are true. Select **Continue**.

Request Details

County* Tax Year* Arbitration Hearing Type Preference*

Eligibility Checklist

Review the statements below. If one or more is not true for all properties you intend to include in this request, you may not be eligible for limited binding arbitration at this time.

- A notice of protest was filed for each property that will be the subject of this request.*
- I delivered written notice of the procedural requirement violation(s), by certified mail, on or before the fifth business day after the date the ARB or chief appraiser was required to comply with the requirement(s).*
- I am filing this request 11 to 30 days after the date the written notice was delivered to the ARB chair, chief appraiser and taxpayer liaison officer.*
- The request does not involve any matter in dispute other than the procedural requirement for which the ARB or chief appraiser failed to comply.*
- Taxes are not delinquent on the subject property if all amounts due for prior tax years have been paid and the undisputed tax amount for the tax year at issue was paid before the statutory delinquency date or if tax collection was deferred under Tax Code Section 33.06 or 33.065.*
- No litigation has been filed regarding the same issues for the same properties in the same tax year that are the subject of this request.*

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[Continue](#)

Enter the details for each property in the chart. Select **+ New Property** for requests involving multiple properties with the same property owner. After entering details for a property, select the save icon in the Actions column.

Limited Binding Arbitration (LBA) Request

Request #: LBAE-001364

Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Properties included on this Request

Use the table below to add properties to this request.

[+ New Property](#) [Delete Selected Property](#)

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	<input type="text" value="Property Account #"/>	<input type="text" value="Property Address /Legal Description"/>	<input type="radio"/> Yes <input type="radio"/> No	CAD Value <input type="text" value="0"/>	<input type="button" value="Save"/> <input type="button" value="Delete"/>

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[Next](#)

The save icon turns to an edit icon once the property details have been saved.

Limited Binding Arbitration (LBA) Request

Request #: LBAE-001364

Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Properties included on this Request

Use the table below to add properties to this request.

[+ New Property](#) [Delete Selected Property](#)

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	112233	112233 Test Ave, Houston, TX 78332	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$200,000	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Previous](#)

[Next](#)

Once all properties are entered, select **Next**.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Properties included on this Request

Use the table below to add properties to this request.

[+ New Property](#) [Delete Selected Property](#)

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	123456	123456 Test Ave, Houston, TX 78332	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$300,000	edit delete
<input type="checkbox"/>	112233	112233 Test Ave, Houston, TX 78332	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$200,000	edit delete

« 1 »

[Previous](#)

[Next](#)

Select the alleged procedural violations for each property. Hove over the “i” next to each violation for a full description. Include a statement of actions taken or not taken by the ARB or chief appraiser pertaining to the violations. Select **Next**.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Properties included on this Request

Use the table below to indicate the procedural requirement violations, for each property, that are the reason for this request. Full descriptions of the Procedural Requirement Violation for LBA can be found in [Tax Code Chapter 41A.015\(a\)](#)

#	Property Account # Property Address	Procedure Compliance ⓘ	Schedule Hearing ⓘ	Deliver Information ⓘ	Offer Evidence ⓘ	Postpone Late Hearing ⓘ	Multiple Property Hearing ⓘ	Evidence Not Delivered ⓘ
1	123456 123456 Test Ave, Houston, TX 78332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	112233 112233 Test Ave, Houston, TX 78332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify actions taken or not taken (Optional)

Describe the actions taken or not taken by the ARB or chief appraiser with regards to the procedural requirement violations indentified above

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Review the Summary screen for accuracy. Complete the Certifications checklist indicating all statements are true. Select either **Save & Exit** to create a draft or **Continue to Payment** to continue to the payment screen.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) [Summary](#)

Agent Details [edit](#)

Agent Name: Jane Agent Phone Number: Email Address: alt.nw-fofc6cch@yopmail.com

Refund Recipient [edit](#)

Payee for Refund: Jane Agent LLC Payee Account: 32193620435 Mailing Address for Refund: 111 E 17TH ST AUSTIN Texas 78774

Property Owner Information [edit](#)

Property Owner: John Property Owner Property Owner Type: Individual

Request Details [edit](#)

County: Anderson Tax Year: 2024 Hearing Type Preference: By teleconference only

Properties and Procedural Requirement Violation Subject to LBA Request

Property Details		Procedural Requirement Violations								
Property Account # Property Address	Property Value	Residence Homestead	Procedure Compliance	Schedule Hearing	Deliver Information	Offer Evidence	Postpone Late Hearing	Multiple Property Hearing	Evidence Not Delivered	
123456 123456 Test Ave, Houston, TX 78332	\$300,000	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112233 112233 Test Ave, Houston, TX 78332	\$200,000	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Required Deposit

For requests with multiple properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately.

Property Account Number and Property Address	Property Value	Residence Homestead	Required Deposit *	Deposit Paid	Amount Due
123456 123456 Test Ave, Houston, TX 78332	\$300,000	Yes	\$450	\$0	\$450

* The deposit is calculated based on the information entered by the filer and is subject to change if information was entered incorrectly.

Certifications

- I certify that I am the property owner or individual authorized to file this request for LBA.
- I understand that I must pay a deposit.
 - The deposit is calculated based on the property that would have required the largest deposit if filed separately.
 - The deposit may only be used to pay the arbitrator's fee and the Comptroller's \$50 administrative fee.
 - My deposit minus the Comptroller's fee will be refunded to the property owner if the arbitrator determines that the ARB or chief appraiser failed to comply with a procedural requirement subject to this request.
- I understand I may lose my deposit if I fail to comply with the eligibility prerequisites and legal requirements for LBA.
- I understand if I make a false statement on this form I could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

Once the payment processes, the status changes to Pending Appraisal District Review. The request is now considered filed.

Request #: LBAE-001904 Status: Pending Appraisal District Review

Your arbitration request and deposit payment have processed. [View Printable Summary](#)

Payment Summary

Payment Type: Electronic Check
 Deposit Payment: \$350.00
 Account Holder Name: Sam Owner
 Type of Bank Account: CHS/OTG
 Bank Routing Number: ****4502
 Bank Account Number: ****123456
 Payment Date: 06/26/2024
 Trace Number: 3009-049

Refund Recipient Information

Texas Identification Number: 22192620996
 Name: Sam Owner
 Email: pousac10@yahoo.com
 Phone Number: 713-238-4924
 Address: 6284 MCNEIL DR, AUSTIN, TX, 78729

Refund Policy for Binding Arbitration

You may withdraw your arbitration request online throughout the process, unless the request status is Pending Appraisal District Review or Pending Determination. Requests withdrawn before an arbitrator accepts the case are processed timely and a refund of the deposit amount, less the \$50 administrative fee, will be processed and mailed to the designated refund recipient. Once an arbitrator accepts the case, withdrawal is not possible and the arbitrator is entered into the quarterly Comptroller Roll. The arbitrator will receive notice of your withdrawal no less than 10 days to advise their amount, any return of the deposit amount, less the \$50 administrative fee and less the arbitrator fee, will be processed and mailed to the designated refund recipient. Please allow 2-3 weeks for refund processing and delivery.

Request Status

Your request now routes to your appraisal district to verify property account details.

They have up to 10 days to review the request. If they report any property data issues, the Comptroller's Property Tax Assistance Division (PTAD) will review and notify you of any changes to the deposit amount.

Contact Us

The Property Tax Assistance Division Arbitration Team can be reached by
 Email: arbitration@ptad.texas.gov
 Phone: 800-252-9121

More Information

For more information about the arbitration process and other resource links, visit [Texas.gov/proceedwitharbitration](#)

[Return to Table of Contents](#)

The appraisal district has 10 days to review the request and either move it forward to arbitrator assignment or, for certain discrepancies, to PTAD for review.

Filing with an Agent

Identify whether the agent or property owner is receiving the potential deposit refund.

Limited Binding Arbitration (LBA) Request

[Prerequisites](#) | [Request Form](#) | [Property Details](#) | [Procedure Violations](#) | [Summary](#)

Agent Information

Company Name Ryan LLC	Agent Name Agent Adams	Agent Phone Number 512-787-9552	Agent Email alt.tu-0q8toz9@yahoo.com
--------------------------	---------------------------	------------------------------------	---

Refund Recipient

Who is designated to receive the refund for this arbitration? * Agent Property Owner

Payee for Refund Ryan LLC	Payee Account	Mailing Address for Refund 500 HOMESTEAD RD KYLE Texas 78640
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Property Owner Information

Indicate whether the property owner is an individual or organization, as appropriate. An organization is anything other than an individual, such as a company, trust, partnership or corporation. A SSN, EIN or TIN is required.

Property Owner Information

Is the property owner an individual or an organization? Individual Organization (Corporation, Partnership, or other organization that owns the property)

First Name * Middle Initial Last Name * Suffix

Property Owner Information

Is the property owner an individual or an organization? Individual Organization (Corporation, Partnership, or other organization that owns the property)

Organization Name *

Complete the Request Details, including:

- the county that issued the ARB order;
- the tax year indicated on the ARB order; and
- the hearing type preference.

Complete the Eligibility Checklist indicating all statements are true. Select **Continue**.

Request Details

County* Hays Tax Year* 2024 Arbitration Hearing Type Preference* In person only

Eligibility Checklist

Review the statements below. **If one or more is not true for all properties you intend to include in this request, you may not be eligible for limited binding arbitration at this time.**

- A notice of protest was filed for each property that will be the subject of this request.*
- I delivered written notice of the procedural requirement violation(s), by certified mail, on or before the fifth business day after the date the ARB or chief appraiser was required to comply with the requirement(s).*
- I am filing this request 11 to 30 days after the date the written notice was delivered to the ARB chair, chief appraiser and taxpayer liaison officer.*
- The request does not involve any matter in dispute other than the procedural requirement for which the ARB or chief appraiser failed to comply.*
- Taxes are not delinquent on the subject property if all amounts due for prior tax years have been paid and the undisputed tax amount for the tax year at issue was paid before the statutory delinquency date or if tax collection was deferred under Tax Code Section 33.06 or 33.065.*
- No litigation has been filed regarding the same issues for the same properties in the same tax year that are the subject of this request.*

Previous

Continue

Enter the details for each property in the chart. Select **+ New Property** for requests involving multiple properties with the same property owner. After entering details for a property, select the save icon in the Actions column.

Limited Binding Arbitration (LBA) Request

Request #: LBAE-001364 Status: Draft

Prerequisites Request Form **Property Details** Procedure Violations Summary

Properties included on this Request

Use the table below to add properties to this request.

+ New Property Delete Selected Property Search Property

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	Property Account #	Property Address /Legal Description	<input type="radio"/> Yes <input type="radio"/> No	CAD Value \$ 0	 

« 1 »

Previous

Next

The save icon turns to an edit icon once the property details have been saved.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

Prerequisites Request Form **Property Details** Procedure Violations Summary

Properties included on this Request
Use the table below to add properties to this request.

+ New Property Delete Selected Property

Search Property

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	112233	112233 Test Ave, Houston, TX 78332	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$200,000	 

« 1 »

Previous Next

Once all properties are entered, select Next.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

Prerequisites Request Form **Property Details** Procedure Violations Summary

Properties included on this Request
Use the table below to add properties to this request.

+ New Property Delete Selected Property

Search Property

<input type="checkbox"/>	Property Account #	Property Address/Legal Description	Homestead Exemption	Appraisal District Value	Actions
<input type="checkbox"/>	123456	123456 Test Ave, Houston, TX 78332	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$300,000	 
<input type="checkbox"/>	112233	112233 Test Ave, Houston, TX 78332	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$200,000	 

« 1 »

Previous **Next**

Select the alleged procedural violations for each property. Hove over the “i” next to each violation for a full description. Include a statement of actions taken or not taken by the ARB or chief appraiser pertaining to the violations. Select Next.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

Prerequisites Request Form Property Details **Procedure Violations** Summary

Properties included on this Request
Use the table below to indicate the procedural requirement violations, for each property, that are the reason for this request. Full descriptions of the Procedural Requirement Violation for LBA can be found in [Tax Code Chapter 41A.015\(a\)](#)

Procedural Requirement Violations

#	Property Account # Property Address	Procedure Compliance ⓘ	Schedule Hearing ⓘ	Deliver Information ⓘ	Offer Evidence ⓘ	Postpone Late Hearing ⓘ	Multiple Property Hearing ⓘ	Evidence Not Delivered ⓘ
1	123456 123456 Test Ave, Houston, TX 78332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	112233 112233 Test Ave, Houston, TX 78332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify actions taken or not taken (Optional)

Describe the actions taken or not taken by the ARB or chief appraiser with regards to the procedural requirement violations indentified above

Previous **Next**

Review the Summary screen for accuracy. Complete the Certifications checklist indicating all statements are true. Select either **Save & Exit** to create a draft or **Continue to Payment** to continue to the payment screen.

Limited Binding Arbitration (LBA) Request Request #: **LBAE-001364** Status: **Draft**

[Prerequisites](#) [Request Form](#) [Property Details](#) [Procedure Violations](#) **[Summary](#)**

Agent Details

Agent Name: Jane Agent Phone Number: Email Address: alt.nw-fofc6cch@yopmail.com

Refund Recipient

Payee for Refund: Jane Agent LLC Payee Account: 32193620435 Mailing Address for Refund: 111 E 17TH ST AUSTIN Texas 78774

Property Owner Information

Property Owner: John Property Owner Property Owner Type: Individual

Request Details

County: Anderson Tax Year: 2024 Hearing Type Preference: By teleconference only

Properties and Procedural Requirement Violation Subject to LBA Request

Property Details		Procedural Requirement Violations								
Property Account #	Property Value	Residence Homestead	Procedure Compliance	Schedule Hearing	Deliver Information	Offer Evidence	Postpone Late Hearing	Multiple Property Hearing	Evidence Not Delivered	
123456 123456 Test Ave, Houston, TX 78332	\$300,000	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112233 112233 Test Ave, Houston, TX 78332	\$200,000	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Required Deposit

For requests with multiple properties, the deposit amount is calculated based on the value of the property that would incur the highest deposit amount if filed separately.

Property Account Number and Property Address	Property Value	Residence Homestead	Required Deposit +	Deposit Paid	Amount Due
123456 123456 Test Ave, Houston, TX 78332	\$300,000	Yes	\$450	\$0	\$450

* The deposit is calculated based on the information entered by the filer and is subject to change if information was entered incorrectly.

Certifications

- I certify that I am the property owner or individual authorized to file this request for LBA.
- I understand that I must pay a deposit.
 - The deposit is calculated based on the property that would have required the largest deposit if filed separately.
 - The deposit may only be used to pay the arbitrator's fee and the Comptroller's \$50 administrative fee.
 - My deposit minus the Comptroller's fee will be refunded to the property owner if the arbitrator determines that the ARB or chief appraiser failed to comply with a procedural requirement subject to this request.
- I understand I may lose my deposit if I fail to comply with the eligibility prerequisites and legal requirements for LBA.
- I understand if I make a false statement on this form I could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

[Previous](#) [Save and Exit](#) [Continue to Payment](#)

Once the payment processes, the status changes to Pending Appraisal District Review. The request is now considered filed.

Request #: LBAE-001364 Status: **Pending Appraisal District Review**

✓ Your arbitration request and deposit payment have processed.

[View Printable Summary](#)

Payment Summary

Payment Type: Electronic Check
 Deposit Payment: \$350.00
 Account Holder Name: Sam O'Neil
 Type of Bank Account: CHECKING
 Bank Routing Number: ****1503
 Bank Account Number: ****1518
 Payment Date: 04/26/2024
 Trace Number: 90081563

Refund Recipient Information

Texas Identification Number: 1219592096
 Name: Sam O'Neil
 Email: pcc@ar107@gmail.com
 Phone Number: 713-238-4804
 Address: 8283 MCNEEL DR, AUSTIN, TX, 78729

Refund Policy for Binding Arbitration

You may withdraw your arbitration request at any time throughout the process, unless the request status is Pending Appraisal District Review or Hearing Determination. Requests withdrawn before an arbitrator accepts the case are considered final, and a refund of the \$50 administrative fee will be processed and mailed to the designated refund recipient. Once an arbitrator accepts the case, withdrawal is permitted, and no administrative fee will be returned to the Comptroller's Office. The arbitrator will review notice of your withdrawal and you'll have to submit that fee amount, any interest on the deposit amount, less the \$50 administrative fee and less the arbitrator fee will be processed and mailed to the designated refund recipient. Please allow 2-3 weeks for refund processing and delivery.

Request Status

Your request now routes to your appraisal district to verify property account details. They have up to 10 days to review the request. If they report any property data issues, the Comptroller's Property Tax Assistance Division (PTAD) will review and notify you of any changes to the deposit amount.

Contact Us

The Property Tax Assistance Division - Arbitration Team can be reached by:
 Email: ptad@comptroller.texas.gov
 Phone: 800-252-9121

More Information

For more information about the arbitration process and other resource links, visit <https://www.comptroller.texas.gov>

[Return to Dashboard](#)

The appraisal district has 10 days to review the request and either move it forward to arbitrator assignment or, for certain discrepancies, to PTAD for review.

Deposit Payments

Filers can pay by credit card or electronic check. Credit card payments incur a non-refundable fee, charged by the payment vendor. Payment by electronic check does not incur an additional fee.

Payment by Credit Card

Select the credit card payment type and select **Agree and Continue**.

Property Tax Arbitration System

Deposit for Regular Binding Arbitration Request RBAE-001298

Taxpayer SAM OWNER Texas Identification Number: 32193620047	Address 6263 MCNEIL DR AUSTIN, TX 78729
Payment Amount: \$500.00	Select a Payment Type * <input checked="" type="radio"/>  Credit Card <input type="radio"/>  Electronic Check

Arbitration Deposit Refund Policies

In making the arbitration deposit payment by electronic fund transfer or credit card, the payer agrees to the following Comptroller refund policies. Any refund to a property owner or agent of the required arbitration deposit is subject to the provisions of Government Code Section 403.055 and related statutory provisions and rules. The Comptroller shall not issue a refund to a property owner or agent who is indebted to the state or has a tax delinquency until the indebtedness or delinquency has been fully satisfied. The required deposit amount may only be used to pay the arbitrator's fee and the Comptroller's non-refundable \$50 administrative fee. The Comptroller will refund any remaining deposit as a state warrant (paper check) mailed to the refund recipient designated on the arbitration request or electronically if the recipient has established a direct deposit account.

Complete the required information and select **Next**.



- 1 Payment Type
- 2 Customer Info
- 3 Payment Information
- 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Edit

Address

Sam Owner
4 Corporate Square
Austin, TX 30329

Phone Number

1565495656

Country

United States

Email Address

pouserac10@yopmail.com

Payment Information

Complete all required fields [*]

Credit Card Number * ?

Credit Card Type



Expiration Month *

Expiration Year *

Security Code * ?

Name on Credit Card *

Payment Address is the same as Customer Information *

Next >

Verification

Transaction Summary

Texas Arbitration Fee	\$511.50
Texas.gov Price	\$511.50

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Complete the CAPTCHA and select **Submit Payment**.

The screenshot shows a payment page with the following elements:

- Payment Type:** Credit/Debit Card (checked)
- Customer Information:** Sam Owner, 4 Corporate Square, Austin, TX 78729. Phone Number: 1899494. Email Address: pouserac10@yahoo.com.
- CAPTCHA:** A challenge image showing a motorcycle and a person in a wheelchair. The text reads: "Select all squares with motorcycles. If there are none, click skip." A "SKIP" button is at the bottom right of the CAPTCHA area.
- Submit Payment:** A green button with a red border, located at the bottom right of the main form area.
- Summary:** Texas Arbitration Fee: \$1.5, Texas.gov Price: \$1.58.
- Need Help?:** A section with text: "Review payment information. You may edit Bill and Payment Method here if needed. When complete, select Make Payment. You will receive printable receipt at the end of your successful payment transaction."

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Payment by Electronic Check

Select the electronic check payment type. Select the type of bank account and enter the bank routing number and bank account number.

The screenshot shows the "Property Tax Arbitration System" payment form for a "Deposit for Limited Binding Arbitration Request LBAE-001304".

- Taxpayer:** SAM OWNER, Texas Identification Number: 32193620096
- Address:** 6263 MCNEIL DR, Austin, TX 78729
- Payment Amount:** \$550.00
- Select a Payment Type:** Electronic Check (selected), Credit Card
- ACH Payment:**
 - Type of Bank Account: Checking, Savings
 - Name as it appears on Bank Account: [Text Field]
 - Bank Routing Number: [Text Field]
 - Bank Account Number: [Text Field]
 - Re-enter Bank Account Number: [Text Field]
 - Payment Effective Date: 04/24/2024

Settlement Period

The 45-day settlement period is an optional period in which the filer and the appraisal district may try to come to an agreement on a pending case. The settlement process is optional and varies by appraisal district.

After appraisal district review of a RBA request (if there are no discrepancies impacting the deposit or property/account identification), the request enters a 45-Day settlement period and the settlement period end date populates on the dashboard. An arbitrator is assigned the day following expiration of the settlement period.

Waiver

There are some situations when the parties are unable to reach a settlement and want an arbitrator assignment to happen without waiting 45 days.

To request a waiver of the settlement period, select the case from the dashboard by clicking on the arbitration number.

Dashboard

+ Request involves more than one property

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status↑↓
RBAE-000523 +		Anderson County	SPRING LLC	111 E 17TH STREET	45-Day Settlement Period

Select the Action Menu dropdown in the top right of the screen and select **Waive Settlement Period**.

Regular Binding Arbitration Request #: RBAE-000523 Status: 45-Day Settlement Period

Request Dashboard Appraisal Review Discrepancy Attachments(0)

Arbitration Status Tracker

- Submission: Request submitted on 04/03/2024
- Review: Request Review Complete Complete on 04/03/2024
- In Progress: Settlement period ends on 05/18/2024
- 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: Settlement period ends on 05/18/2024

Property Owner Information: Organization Name: SPRING LLC, Texas Identification Number: -

Contact Information: Name: Honey Bee, Mailing Address: 111 E 17TH ST, AUSTIN, Texas, 78701, Phone Number: (832) 744-0553, Email Address: pouerbe1@yopmail.com

Request Details

Glenn Hegar | Comptroller Home | Policies and Portals | Contact Us

A notification is sent to the appraisal district and, if they agree to the waiver, an arbitrator will immediately be appointed to the case. If the appraisal district does not agree to the waiver, an arbitrator is appointed upon expiration of the 45-day settlement period.

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. For RBA, the withdrawal option is at the bottom of the Request Dashboard.

Regular Binding Arbitration

Request #: RBAE-000511

Status: Pending Appraisal District Review

Request Dashboard

Arbitration Status Tracker

Submission ✓ Request submitted on 04/01/2024	Review ✍ Pending Appraisal District Review by 04/11/2024	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 Information

Account Number	Street Address	Request Property Details					
0000	123 Street St	Type of Property	Appeal Value Type	ARB Order Receive...	Residence Homeste...	Property Owner Val...	ARB Order Value
			Ag/Timber Productivi	04/01/2024	Yes	\$500,000	\$600,000
		Appeal Reasons					
		Over Appraisal Unequal Appraisal Details Not Considered Methodology Evidence Not Considered					
		Residence Homestead Limitation Productivity Calculation					



For LBA, the withdrawal option is in the Action menu.

Property Tax Arbitration System | Help (PDF) | Honey Bee

Limited Binding Arbitration (LBA) Request

Request #: LBAE-000512 | Status: Pending Appraisal District Review

Request Dashboard

Arbitration Status Tracker

Submission ✓ Request submitted on 04/01/2024	Review 🕒 Pending Appraisal District Review by 04/11/2024	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 Honey Bee	Property Owner Type Individual
-----------------------------	-----------------------------------

Request Contact Information

Contact Name Honey Bee	Contact Type Property Owner	Phone Number (832) 744-0553	Email Address pouserbe1@yopmail.c	Mailing Address 111 E 17TH ST, AUSTIN, TX
---------------------------	--------------------------------	--------------------------------	--------------------------------------	--

Action Menu
Withdraw

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 on the dashboard changes to withdrawn.

Dashboard

+ Request involves more than one property

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status ↓
RBAE-000622		Anderson County	Adams, PO	500 Homestead	Withdrawn
LBAE-000618		Harris County	Adams, PO	500 homestead	Withdrawn

The request tracker status also changes to withdrawn.

Regular Binding Arbitration Request #: RBAE-000622 Status: **Withdrawn**

[Request Dashboard](#) [Attachments\(0\)](#)

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator	Hearing	Determination
✓ Request submitted on 04/09/2024	✍ Appraisal district review completed on	🕒 Settlement period completed on	👤 Arbitrator accepted appointment on	🏛 Arbitrator will reach out to you to schedule hearing and provide procedures	☑ A determination will be made by the arbitrator after the hearing is held

Progress Notes

This request was withdrawn prior to an arbitrator’s acceptance of their appointment to the case. The refund recipient will receive a refund of the deposit less the Comptroller’s \$50 fee. They can expect the refund check in the mail or direct deposit within 2-3 weeks. See refund details below.

Display:

- Refund Amount: 450.00
- Refund payable to name: PO Adams
- Refund mailing address: 500 HOMESTEAD RD,KYLE,TX,78640

Questions? You may contact PTAD by email at ptad.arbitration@cpa.texas.gov or by phone at 800-252-9121

Hearings and Awards

Arbitrator Assignment

Once an arbitrator is assigned, the status of the case on the dashboard is Pending Arbitrator Acceptance.

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status↑↓
RBAE-000368		Potter County	Evans, Byron., Il	111 E 17th Street	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 #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status↑↓
RBAE-000375 +		Potter County	Evans, Byron., II	111 E 17th Street	Arbitrator Accepted

Hearings

After an arbitrator accepts a case, contact information for the parties becomes available. The arbitrator reaches out to the parties and schedules the hearing outside of PTAS. Once a hearing date is set, the hearing notice is provided to the parties outside of PTAS and the arbitrator adds the hearing date information to the PTAS request dashboard, the status changes to Hearing Scheduled.

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status ↑
LBAE-000645		Anderson County	Bee, Honey	111 E 17TH	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

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

The Hearing Details section of the Request Dashboard shows the arbitrator's contact information and the date and time of the hearing.

Hearing Details

Arbitrators Payee ID:	32193613828	Arbitrators Phone Number:	(215) 439-0118
Arbitrator Name:	Testerr, Arbitratorr	Arbitrators Email Address:	arbitester104@yopmail.com
Hearing Date:	04/20/2024	Hearing Time:	10:30 AM

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

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Status ↓
RBAE-000370 +		Anderson County	Evans, Byron., II	111 E 17th Street	Pending Determination
LBAE-000453 +		Anderson County	BEE THREE, WORKER	111 E 17TH	Pending Determination

Arbitration Status Tracker

Submission Request submitted on 03/15/2024	Review Request Review Complete Complete on 03/19/2024	Settlement Period Settlement period completed on 03/19/2024	Arbitrator Arbitrator Accepted Complete on 03/25/2024	Hearing Hearing Completed on 04/15/2024	Determination A determination will be made by the arbitrator
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Progress Notes

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

Awards

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.

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 filer 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 and a refund of the deposit, minus the \$50 administrative fee retained by the Comptroller is sent to the refund recipient identified in the request.

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.