

**Note to Chief Appraisers: This is a sample press release you may use as a template if you send out press releases to your local news media to alert taxpayers regarding important property tax information. Please feel free to localize the sample release by adding contact information for your county appraisal district office; quotes from the chief appraiser; other helpful information such as dates, times and locations of ARB hearings; whether applications for property tax exemptions are required annually; or any specific instructions that apply to taxpayers in your appraisal district.**

**For Immediate Release**

**Date**

## **Property Owners Should Soon Start Receiving Appraisal Notices for the \_\_\_\_\_ Tax Year**

You may soon receive an appraisal notice from the (NAME) County Appraisal District. The appraisal district mailed about (NUMBER) appraisal notices on (DATE). Your city, county, school district and other local taxing units will use the appraisal district's value to set your (TAX YEAR) property taxes.

Under Texas law, county appraisal districts are required to notify property owners about changes in their property's value. The notice contains important information about the property's location, ownership and property tax exemptions that apply to the property. It must also include an estimate of the taxes by local taxing units if your property value increased in the last year.

Property owners who disagree with the appraised value of their property, the exemptions or any other action by the appraisal district have the right to appeal to the (NAME) County Appraisal Review Board (ARB). The ARB is an independent panel of citizens responsible for hearing and settling property owner protests. The notice of appraised value includes instructions on how and when to file a protest, a protest form and the Comptroller's *Property Taxpayer Remedies*. The deadline for filing a protest with the ARB is May 15 or 30 days after your notice of appraised value was delivered to you.

The Comptroller's publication, *Property Taxpayer Remedies*, explains in detail how to protest your property appraisal, what issues the ARB can consider and what to expect during a protest hearing. The publication also discusses the options of taking your case to district court, the State Office of Administrative Hearings or binding arbitration if you are dissatisfied with the outcome of your ARB hearing.

*Property Taxpayer Remedies* is available from the (NAME) County Appraisal District at (INSERT CAD CONTACT INFORMATION). The publication is also available on the Comptroller's Property Tax Assistance Division's website at [comptroller.texas.gov/taxes/property-tax/](http://comptroller.texas.gov/taxes/property-tax/).