



Property Tax Arbitration System (PTAS)

Arbitrator User Guide

April 2025

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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 can be found 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.

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 a web interface for eSystems. 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, a 'LOG IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. On the right, a white panel titled 'First time user?' with the sub-header '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, you are able to see all the programs with which an eSystems login is linked. Scroll down until you see the Property Tax Arbitration System:

eSystem Name ↑	
	Register for Texas Sales and Use Tax
	Search State Payments Issued
	Complete Franchise Tax Accountability Questionnaire
	Ag/Timber Registration
	Special Purpose District Report
	Cigarette, Cigar, Tobacco and/or E-Cigarette Services
	Off-Highway Vehicle Use Tax
	Off-Highway Vehicle Warranty Report

	Qualified Research Exemption
	Eminent Domain Report
	Apply for CMBL
	Manage CMBL Accounts
	Submit Tax Increment Financing Act Chapter 311 & Tax Abatement Act Chapter 312
	Submit Texas Economic Development Act Chapter 313 Form
	Chapter 380 and Chapter 381
	Cable/Internet/Telecom Rebate
	Retail Inventory Tracking System (RITS)
	Register for International Fuel Tax Agreement (IFTA) License
	Temporary Fuel Trip Permit
	Property Tax Arbitration System
	Jobs, Energy, Technology, and Innovation (JETI)



Select **Property Tax Arbitration System**.

New Arbitrator Application

Select **Arbitrator** and select **Continue**.

Property Tax Arbitration System

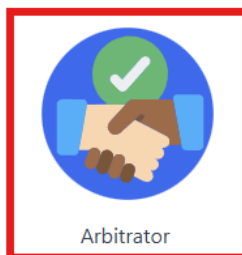
Select the role you represent



Property Owner



Agent 



Arbitrator

[Return to eSystems](#)

[Continue](#)

Prerequisites

The Prerequisites tab provides general information about registry qualifications. Select **Start Application** to apply for addition to the registry.

Arbitrator Registration Status: **New**

Prerequisites Applicant Details Eligibility Training Employment History Summary

Prerequisites

The Comptroller's office is required to maintain a registry of qualified individuals who have agreed to serve as arbitrators to hear [regular binding arbitration](#) cases requested under Tax Code Section 41A.06 and qualified attorneys who have agreed to hear regular binding and [limited binding arbitration](#) cases. Registry applications must be completed by an individual or sole proprietorship; businesses may not apply on behalf of their employees.

Registry Qualifications

Qualifications for persons to be included in the arbitrator registry are set out in [Tax Code Section 41A.06\(b\)](#) and the [Comptroller rules relating to arbitration](#). To be listed on the registry, arbitrators must:

- Reside in the state of Texas
- Agree to conduct the arbitration for the allowed fee schedule.
- Meet the following license and training requirements.

Prerequisites	Licensed Professionals	Attorney
Texas License Type	<ul style="list-style-type: none">Real estate broker or salespersonReal estate appraiserCertified public accountant	Attorney licensed by the State of Texas
License Status	Continuously active status for 5 years	Active in good standing
Training Requirements	<ul style="list-style-type: none">Comptroller's Comprehensive Arbitrator Training Series, including arbitrator training modules and appraisal review board (ARB) training courses (view courses)30 hours of training on arbitration and alternative dispute resolution procedures from a college, university, legal association or real estate trade association	Comptroller's Comprehensive Arbitrator Training Series, including arbitrator training modules and appraisal review board (ARB) training courses (view courses)
Documents Required for Upload	<ul style="list-style-type: none">License or certification issued in TexasProof of training completion	<ul style="list-style-type: none">State Bar of Texas cardState Bar of Texas attorney profile webpage

[Start Application](#)

Applicant Details

eSystems Profile Edits

Some personal information is pre-filled from eSystems profile information. To update pre-filled information, select the dropdown from the top right, then select **My Account**.

Arbitrator Registration Status: **New**

Prerequisites **Applicant Details** Eligibility Training Employment History Summary

Personal Information

Applicant Name: **Stephanie Mata** Phone Number: **(515) 787-9552** Email Address: **stephaniemata82@gmail.com**

Account Setup

Social Security Number (SSN): **XXX-XX-6245** Employer Identification Number:

Physical Residence Address

To be eligible for initial appointment in an arbitration, the arbitrator must reside in Texas. A property owner can request that the Comptroller's office appoint an initial arbitrator who resides in the subject county for regular binding arbitration requests.

Street Address: **500 Homestead** City: **kyle** County of Residence: **Hays County** Zip Code: **78640**

Mailing Address

☒ Same as physical residence address

Street Address: **500 Homestead** City: **kyle** State: **Texas** County of Residence: **Hays County** Zip Code: **78640**

[Next](#)

Name, phone number and email address can be changed using the **Edit** icon in the User Profile section of My Account.

My Account

User Profile

 Edit

Applicants must provide a social security number (SSN) or Comptroller-issued Texas Identification Number (TIN) if the individual has been registered with the Comptroller's office in the past, or employee identification number (EIN) issued by the Internal Revenue Service if the individual is a sole proprietorship.

Arbitrator Registration

Status: **New**

[Prerequisites](#) [Applicant Details](#) [Eligibility](#) [Training](#) [Employment History](#) [Summary](#)

Personal Information

Applicant Name
John Arbitrator

Phone Number
(512) 721-8055

Email Address
alt.gi-f4v9xe@yopmail.com

Account Setup

Social Security Number (SSN) *

Employer Identification Number *

Provide the required addresses and select **Next**. Because arbitration assignments are made according to arbitrator residence, you must provide a physical residence address. The provided mailing address is only used for mailings.

Physical Residence Address

To be eligible for initial appointment in an arbitration, the arbitrator must reside in Texas. A property owner can request that the Comptroller's office appoint an initial arbitrator who resides in the subject property's county or an arbitrator who resides outside that county for regular binding arbitration requests.

Street Address *

City *

Zip Code *

County of Residence
Select County

Mailing Address

☐ Same as physical residence address

Street Address *

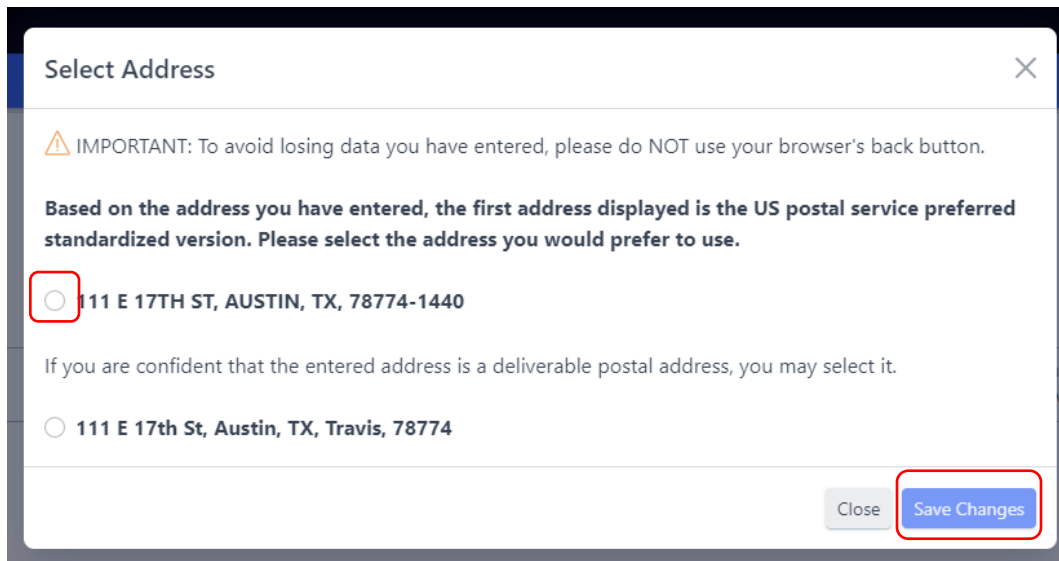
City *

State
Select State

Zip Code *

Next

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



Select Address [X]

⚠ 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

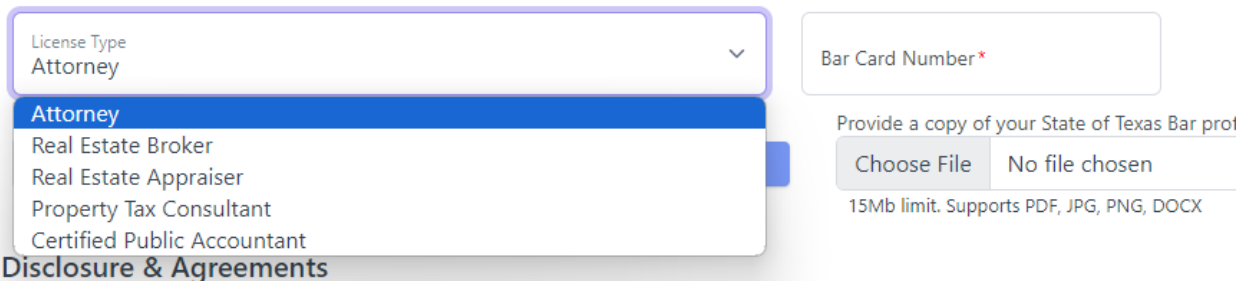
Close Save Changes

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

Eligibility

Select a Texas license from the dropdown list and enter the license number. To be an arbitrator, an individual must hold one of the required license types.

Texas License



License Type
Attorney

- Attorney
- Real Estate Broker
- Real Estate Appraiser
- Property Tax Consultant
- Certified Public Accountant

Bar Card Number*

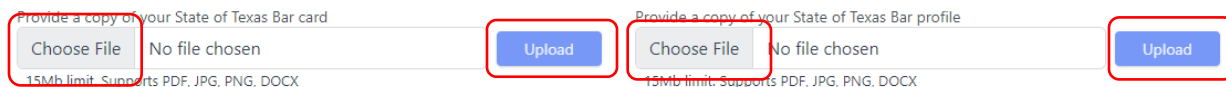
Provide a copy of your State of Texas Bar profile

Choose File No file chosen

15Mb limit. Supports PDF, JPG, PNG, DOCX

Disclosure & Agreements

Upload an image of the qualifying license or bar card and bar profile page showing good standing. Select **Choose File**. Navigate to the file location. Select **Upload**.



Provide a copy of your State of Texas Bar card

Choose File No file chosen

15Mb limit. Supports PDF, JPG, PNG, DOCX

Upload

Provide a copy of your State of Texas Bar profile

Choose File No file chosen

15Mb limit. Supports PDF, JPG, PNG, DOCX

Upload

Complete the Disclosure & Agreements questions. Select **View Fee Schedule** and select **I Agree**.

Disclosure & Agreements

Are you or do you intend to become a member of a board of directors of any appraisal district or an appraisal review board in this state; an employee, contractor or member of a governing body, officer or employee of any taxing unit in the state?

☐ Yes ☐ No

Do you agree to notify the Comptroller's office within 10 calendar days of any change in your qualifications or other information provided in this application?

☐ I Agree

Do you agree to perform each arbitration service for no more than the statutorily allowed fee for both limited binding arbitration and regular binding arbitration? If the parties to the arbitration.

[View Fee Schedule](#)

Binding Arbitration Fee Schedules×

Limited Binding Arbitration

Type of Property	Deposit	Arbitrator Fee
A single property with a residence homestead exemption valued at \$500,000 or less	\$450	\$400
Any other property, including a residence homestead valued at more than \$500,000	\$550	\$500

Regular Binding Arbitration

Type of Property and Exemption Status	Appraised/Market Value Listed on ARB Order	Deposit	Arbitrator Fee
Residence Homestead Exemption	\$500,000 or less	\$450	\$400
Residence Homestead Exemption	More than \$500,000	\$500	\$450
No Residence Homestead Exemption	\$1 million or less	\$500	\$450
No Residence Homestead Exemption	More than \$1 million but not more than \$2 million	\$800	\$750
No Residence Homestead Exemption	More than \$2 million but not more than \$3 million	\$1,050	\$1,000
No Residence Homestead Exemption	More than \$3 million but not more than \$5 million	\$1,550	\$1,500

Do you agree to perform each arbitration for no more than the statutorily allowed arbitrator fee defined in these fee schedules?

☒ I agree ☐ I disagree

Complete the Eligibility Criteria for Case Appointment question and select all ineligible counties, as appropriate.

Eligibility Criteria for Case Appointment

You are ineligible to serve as an arbitrator in a county if, at any time during the preceding two years, you have engaged in the following activities in that same county's appraisal district:

1. Represented any person or entity for compensation in any proceeding under the Property Tax Code, including:

- filing notices of protest;
- communicating with appraisal district employees regarding a matter under protest;
- protest settlement negotiations;
- any appearance at an Appraisal Review Board hearing;
- any involvement in a binding arbitration; or
- any involvement at either the district court or appellate court level at an appeal pursued under Tax Code Chapter 42.

2. Served as an officer or employee of any firm, company or other legal entity that represented a person or entity for compensation in any of the above-referenced proceedings.

3. Served as an appraisal district officer or employee.

4. Served as a member of the appraisal review board.

Based on the eligibility criteria:

☒ I am eligible to serve in all Texas counties ☐ I am ineligible to serve in one or more counties

Select Next.

Disclosure & Agreements

Are you or do you intend to become a member of a board of directors of any appraisal district or an appraisal review board in this state; an employee, contractor or officer of any appraisal district in the state; a current employee of the Comptroller's office; or a member of a governing body, officer or employee of any taxing unit in the state?

☐ Yes ☒ No

Do you agree to notify the Comptroller's office within 10 calendar days of any change in your qualifications or other information provided in this application?

☒ I Agree

Do you agree to perform each arbitration service for no more than the statutorily allowed fee for both limited binding arbitration and regular binding arbitration? The fee is the statutory maximum; all other expenses and costs must be borne by the arbitrator and the parties to the arbitration.

[View Fee Schedule](#)

✔ You have agreed to the LBA and RBA fee schedules.

Eligibility Criteria for Case Appointment

You are ineligible to serve as an arbitrator in a county if, at any time during the preceding two years, you have engaged in the following activities in that same county's appraisal district:

1. Represented any person or entity for compensation in any proceeding under the Property Tax Code, including:

- filing notices of protest;
- communicating with appraisal district employees regarding a matter under protest;
- protest settlement negotiations;
- any appearance at an Appraisal Review Board hearing;
- any involvement in a binding arbitration; or
- any involvement at either the district court or appellate court level at an appeal pursued under Tax Code Chapter 42.

2. Served as an officer or employee of any firm, company or other legal entity that represented a person or entity for compensation in any of the above-referenced proceedings.

3. Served as an appraisal district officer or employee.

4. Served as a member of the appraisal review board.

Based on the eligibility criteria:

☒ I am eligible to serve in all Texas counties ☐ I am ineligible to serve in one or more counties

[Next](#)

Training


Comptroller Training Courses

All applicants must complete PTAD ARB Training Modules for Arbitrators and either the PTAD Comprehensive Arbitrator Training Series or the PTAD Arbitrator Training Modules.

To complete the Comptroller Training Courses, select **PTAD Learning Portal** from the lefthand menu.

eSystems

 New Application

 Arbitrator Resources

 PTAD Learning Portal

Register for an account or sign into an existing account and select **View Arbitrator Courses** under Training Courses.

Training Courses

Appraisal Review Board (ARB)

The Comptroller must provide training and education materials to ARB members and issue certificates of course completion before members participate in hearings or vote on a determination. New members must complete at least eight hours of instruction. Returning members must complete four hours for continuing education.

[View ARB Courses](#)

Property Tax Professionals

Taxpayers and practitioners may take property tax courses for Texas Department of Licensing and Regulation (TDLR) continuing education (CE) credit. Enroll in self-paced courses, ranging in topic from Texas property tax laws and rules to appraisal standards and methodology to tax assessment and collection practices and more.

[View Property Tax Professional Courses](#)

Arbitrators

Potential arbitrators must complete the Comptroller's arbitrator training course series on property tax law and appraisal review board procedures and meet licensing requirements before conducting an arbitration hearing. PTAD will notify active arbitrators to enroll here to take revised courses, as needed.

[View Arbitrator Courses](#)

Taxpayer Liaison Officers

TLOs and deputy TLOs are required to complete the Comptroller's two-hour TLO training course and ARB training programs to meet the requirements to serve taxpayers in their appraisal district. A copy of these certificates must be submitted to the appraisal district board of directors and retained for at least three years to be eligible to serve.

[View Taxpayer Liaison Courses](#)

After completing the required courses, navigate back to PTAS and select the **Training** tab. Add the course completion date(s) and upload the training certificate(s).

Comptroller Training Courses

You must have completed either the PTAD Comprehensive Arbitrator Training Series or both the PTAD Arbitrator Training Modules and the PTAD appraisal review board (ARB) Training Modules completed and earned certificates from previous Comptroller arbitrator or ARB training).

Course Names

PTAD Comprehensive Arbitrator Training Series

PTAD Arbitrator Training Modules

PTAD ARB Training Modules for Arbitrators

PTAD Training Certificates Upload

Upload certificates for the required training

Choose File

No file chosen

Upload

15MB limit. Supports PDF, JPG, PNG, DOCX

Completion Date

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

Arbitration and Alternative Dispute Resolution Training

Applicants other than attorneys must complete 30 hours of training in arbitration and alternative dispute resolution from a college, university, real estate association or legal association. The Comptroller's office does not maintain a list of available courses. Email questions about whether a course is acceptable to ptad.arbitration@cpa.texas.gov.

Complete the Provider Name, Course Name, Hours and Completion Date and select the save icon. Select **+ Add More Training** to add additional rows. Upload the training certificate(s). Select **Next**.

Arbitration and Alternative Dispute Resolution Training Requirement

You must have completed at least 30 hours of training in arbitration and alternative dispute resolution procedures from a university, college, legal or real estate trade association. Fill in the details in each row for each training course/class you have completed. Select the Add More Training button to add a new row.

[+ Add More Training](#)

Provider Name	Course Name	Hours	Completion Date	Actions
		0	mm/dd/yyyy	  

File Upload

Upload certificates for any trainings not completed in the PTAD Learning Portal

Choose File

No file chosen

Upload

15MB limit. Supports PDF, JPG, PNG, DOCX

Next

Employment History

Complete the employment history for the past 10 years. Select + **Add Employer** to add an employer. Select **Next**.

Instructions

List previous employment, starting with your most recent position. Do not submit any employment experience dated more than ten years before this application submission. If you are currently employed by the most recent employer, please enter today's date for end date.

Employer #1

Employer Name *

Position Title *

Employer Location

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Describe your duties and responsibilities (300 character limit, including spaces):

+ Add Employer

Next

Summary

Review the summary tab for accuracy. To edit, select the appropriate tab.

When edits, if any, are complete, agree to the attestation and select **Submit Application**.

Attestation

☒ I swear or affirm the following:

1. I meet all qualifications required under Tax Code Section 41A.06.
2. I will conduct each arbitration for which I am appointed in the manner required under applicable law, including without limitation, Tax Code Sections 41A.08 , 41A.015 as applicable and 41A.09, Comptroller Rules relating to arbitration, and all other relevant laws and procedures.
3. I do not violate registry disqualifications regarding certain employment, public service, and other matters.
4. I agree to perform the arbitration service for no more than the statutorily allowed fee for each arbitration. The fee is the statutory maximum; all other expenses and costs must be borne by myself and the parties to the arbitration.
5. I understand inclusion in the Arbitrator Registry does not guarantee appointment for any minimum number of arbitrations.
6. To remain on the registry, I must update any changes to my information within 10 calendar days.
7. 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. The Comptroller's office may remove me from the Arbitrator Registry at any time for failure to meet statutory qualifications or to comply with requirements of law or administrative rules or for good cause as determined by the Comptroller's office.
8. This attestation shall remain in effect until the renewal date of the my license or certification under which I qualified to be included in the registry pursuant to Tax Code Section 41A.06.
9. To continue to be included in the registry, a renewal application must be submitted on or before the earlier of the renewal date of my license or certification under which I was qualified or the second anniversary of the date I was initially added to or subsequently renewed on the registry pursuant to Tax Code 41A.061.

Cancel

Submit Application

The status changes to **Pending Approval**. An email notification indicates approval, denial or additional information requested. Once approved, the status changes to Active.

Arbitrator Renewal

PTAS will notify arbitrators by email six weeks prior to the renewal deadline. The renewal status bar and instructions also appear on the registry profile six weeks prior to the renewal deadline.

Property Tax Arbitration System

Dashboard

Determinations

Scheduled Hearings

Arbitrator Payments

Arbitrator Resources

Registry Profile

Request Dashboard

Pending Appointments

+ Request involves more than one property

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Property Category↑↓	Hearing T
No items found						

Active Assignments

+ Request involves more than one property

Request #↑↓	Appraisal District Arbitration #↑↓	County↑↓	Property Owner↑↓	Property Address↑↓	Arbitrator Name↑↓	Arbitrator Fees↑↓
No items found						

eSystems

Registry Profile

Arbitrator Resources

PTAD Learning Portal

Request Dashboard

Arbitrator Registration

Arbitrator ID /TIN: 32094882779

Status: Active

Action Menu

Applicant Details Eligibility Training Summary

Arbitrator Registry Renewal Date
Your registry profile is due for renewal by 06/01/2024. Please renew by 05/01/2024 to allow for processing time and to avoid a lapse in active assignment status.

Renewal Instructions: Select each section to review and make changes.
You must update your license expiration date and upload a copy of your new license (or bar information for attorneys). Review or make edits to your ineligible counties.

Select the **Eligibility** tab. Update the Texas License expiration date and upload a copy of the updated license. Attorneys upload a current bar profile page indicating good standing.

Arbitrator Registration

Arbitrator ID /TIN: 32193613539

Status: Active

Action Menu

Applicant Details **Eligibility** Training Summary

Arbitrator Registry Renewal Date
Your registry profile is due for renewal by 05/27/2024. Please renew by 04/27/2024 to allow for processing time and to avoid a lapse in active assignment status.

Renewal Instructions: Select each section to review and make changes.
You must update your license expiration date and upload a copy of your new license (or bar information for attorneys). Review or make edits to your ineligible counties.

Texas License

License Type*
Real Estate Appraiser

License Number*
1234567

Expiration Date*
05/27/2024

Provide a copy of your license

Choose File No file chosen

Upload

Eligibility Criteria for Case Appointment

You are ineligible to serve as an arbitrator in a county if, at any time during the preceding two years, you have engaged in the following activities in that same county's appraisal district:

1. Represented any person or entity for compensation in any proceeding under the Property Tax Code, including:
 - filing notices of protest;
 - communicating with appraisal district employees regarding a matter under protest;
 - protest settlement negotiations;
 - any appearance at an Appraisal Review Board hearing;
 - any involvement in a binding arbitration; or
 - any involvement at either the district court or appellate court level at an appeal pursued under Tax Code Chapter 42.

2. Served as an officer or employee of any firm, company or other legal entity that represented a person or entity for compensation in any of the above-referenced proceedings.




Every two years, arbitrators must complete eight hours of continuing education in arbitration and alternative dispute resolution from a college, university, real estate association or legal association. The Comptroller's office does not maintain a list of available courses. Email questions about whether a course is acceptable to ptad.arbitration@cpa.texas.gov.

If continuing education hours are due, select the **Training** tab. Select **+ Add More Training** and complete the form. Select the save icon to save the course. Select **+ Add More Training** to add additional rows. Upload the training certificate(s). Select **Next**.

Arbitration and Alternative Dispute Resolution Training Requirement

You must have completed 8 hours continuing education on Arbitration or Alternative Dispute Resolution from a college, university, legal trade association, or real estate trade association. Fill in the details in each row for each training course/class you have completed. Select the Add More Training button to add a new row.

+ Add More Training

Provider Name	Course Name	Hours	Completion Date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	  

File Upload

Upload certificates for continuing education trainings

No file chosen

Next

Agree to the attestation and select **Submit Application**.

Attestation

☒ I swear or affirm the following:


1. I meet all qualifications required under Tax Code Section 41A.06.
2. I will conduct each arbitration for which I am appointed in the manner required under applicable law, including without limitation, Tax Code Sections 41A.08, 41A.015 as applicable and 41A.09, Comptroller Rules relating to arbitration, and all other relevant laws and procedures.
3. I do not violate registry disqualifications regarding certain employment, public service, and other matters.
4. I agree to perform the arbitration service for no more than the statutorily allowed fee for each arbitration. The fee is the statutory maximum; all other expenses and costs must be borne by myself and the parties to the arbitration.
5. I understand inclusion in the Arbitrator Registry does not guarantee appointment for any minimum number of arbitrations.
6. To remain on the registry, I must update any changes to my information within 10 calendar days.
7. 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. The Comptroller's office may remove me from the Arbitrator Registry at any time for failure to meet statutory qualifications or to comply with requirements of law or administrative rules or for good cause as determined by the Comptroller's office.
8. This attestation shall remain in effect until the renewal date of my license or certification under which I qualified to be included in the registry pursuant to Tax Code Section 41A.06.
9. To continue to be included in the registry, a renewal application must be submitted on or before the earlier of the renewal date of my license or certification under which I was qualified or the second anniversary of the date I was initially added to or subsequently renewed on the registry pursuant to Tax Code 41A.061.


The status changes to **Pending Review**. An email notification indicates approval, denial or additional information requested. Once approved, the status changes to Active.

Accepting/Declining Cases

PTAS notifies arbitrators of appointments by email. Cases pending acceptance also appear on the dashboard. To navigate to the dashboard, select **Dashboard** from the left menu in PTAS.

Dashboard

 Determinations

 Scheduled Hearings

The Pending Appointments dashboard displays all cases awaiting acceptance. The Response Due column indicates the deadline. If the case is not declined or accepted by the deadline, or if the case is withdrawn prior to acceptance, the case disappears from the dashboard. This action cannot be undone.

To view case information, select the blue request number.

COMPTROLLER.TEXAS.GOV

Property Tax Arbitration System

Glenn Hegar
Texas Comptroller of Public Accounts

Dashboard

Determinations

Scheduled Hearings

Fee schedule

Arbitrator Resources

Registry profile

Request Dashboard

Pending Appointments

Request involves more than one property

Filter by

Request #	Appraisal District Arbitration #	County	Property Owner	Property Address	Property Category	Hearing Type	Agent Name	Response Due
RBAE-000375		Potter County	Evans, Byron, II	111 E 17th Street		By teleconference only		03/30/2024
RBAE-000372		Potter County	Evans, Byron, II	111 E 17th Street		By teleconference only		03/30/2024
RBAE-000371		Potter County	Evans, Byron, II	111 E 17th Street		By teleconference only		03/30/2024
RBAE-000374		Potter County	Wade, KD	49 Prestwick Ln, Amarillo, TX 79124		Either in person or by teleconference and the arbitrator may decide		03/30/2024
RBAE-000379		Potter County	Lenamond, Laura	Out of this world		By teleconference only		03/30/2024
RBAE-000376		Potter County	Lenamond, Laura, III	It's been a long hard road		Either in person or by teleconference and the arbitrator may decide		03/30/2024
RBAE-000373		Potter County	Lenamond, Laura	Lucy I'm Home		In person only		03/30/2024
RBAE-000378		Potter County	TK, Michelle	5701 Hollywood Rd, Amarillo, TX 79118		By teleconference only		03/30/2024

Items per page: 8

Limited information about the case is available to assist the arbitrator in determining whether to accept or decline the appointment.

Select either the accept or decline. Select **Submit**.

Pending Appointment

Request #: RBAE-006289

Status: Pending Arbitrator Acceptance

Request Details

Property Location: Harris County

Property Owner: Washington, George

Agent Name: PTAD AGENT

Hearing Type: Either in person or by teleconference and the arbitrator may decide

Tax Year: 2024

Account Number	Property Address	Property Category
0852660000333	1051 Logandale Ln	Land
0852660000334	1047 Logandale Ln	Land

Items per page: 10

Arbitrator Response

Response Due Date: 2025-03-21

☐ I hereby ACCEPT appointment as Arbitrator for this case

☐ After careful consideration, I DECLINE appointment as Arbitrator for this case for the following reason(s):

Cancel

Submit

For declined appointments, select at least one reason for declining. Select **Submit**.

Arbitrator Response

Response Due Date
2025-03-21

☐ I hereby ACCEPT appointment as Arbitrator for this case
☒ After careful consideration, I DECLINE appointment as Arbitrator for this case for the following reason(s):
☐ Conflict of interest
☒ Workload does not permit me to hear this case in a timely manner
☐ Ineligible to act as arbitrator
☐ Lack of experience or expertise with this property type
☐ Lack of experience or expertise with properties in this region of Texas
☒ Not willing to conduct the requested hearing type
☒ Travel expenses to be present at requested hearing type exceed arbitrator fee
☐ Other

Cancel

Submit

After acceptance, a case moves to the Active Assignments dashboard.

Hearing Scheduling

Arbitrators must comply with [Comptroller Rule 9.4212](#) relating to Arbitration Proceedings, including requirements for hearing types, setting a hearing date and hearing notices. Arbitrators coordinate with the parties to schedule hearings and provide notice to the parties of the hearing date outside of PTAS.

To view detailed information about a case, select the blue request number from the Active Assignments dashboard.

Filter by ▽									
+ Request involves more than one property									
Request # ↑↓	County ↑↓	Property Owner ↑↓	Agent Name ↑↓	Account Number / Address ↑↓	Property Category ↑↓	Status ↑↓	Hearing Type ↑↓	Acceptance Date ↑↓	Award Due Date ↑↓
LBAE-006303 +	Harris County	Doe, John		12344 / 98464 Test Street, Houston TX 77099	null	Withdrawn Pending Arbitrator Fee	Either in person or by teleconference and the arbitrator may decide		
RBAE-006289 +	Harris County	Washington, George	PTAD Agent	085266000333 / 1051 Logandale In	Land	Arbitrator Accepted	Either in person or by teleconference and the arbitrator may decide		
RBAE-006287	Harris County	ABC Supply	PTAD Agent	123456 / 123 Main Street	Commercial	Pending Determination	In person only	03/10/2025	03/31/2025

Information about the filer and the property displays in the Request Dashboard.

Regular Binding Arbitration Request #: **RBAE-006289** Status: **Arbitrator Accepted** Action Menu

[Request Dashboard](#) [Hearing](#) [Award](#)

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator Appointment	Hearing	Determination
✓ Completed Request submitted on 02/28/2025	✓ Completed Appraisal district review complete on 03/11/2025	✓ Completed Settlement period completed on 04/25/2025	✓ Completed Arbitrator accepted appointment on 04/15/2025	Pending Arbitrator will reach out to you to schedule hearing and provide procedures	✗ Not Started A determination will be made by the arbitrator after the hearing is held

Progress Notes
An arbitrator has accepted their appointment to your request. They will reach out to you and the appraisal district representative to schedule the arbitration hearing. Their contact information is provided below.

Arbitrator/Hearing Details

Arbitrators Payee ID 32206739313	Arbitrator Name ARBITRATOR, ATTORNEY	Arbitrator Phone Number (512) 463-1578	Arbitrator Email Address ptadarbitrator@yopmail.com
Hearing Date -	Hearing Time -	Hearing Information -	

Agent Details

Full Name PTAD AGENT	Phone Number (512) 463-1578	Email Address ptadagent@yopmail.com
--------------------------------	---------------------------------------	---

Property Owner Information

Name George Washington	Ownership Type Individual
----------------------------------	-------------------------------------

After setting a hearing date and providing notice outside of PTAS, select the **Hearing** tab. Complete the date, time and hearing details, then select **Schedule**.

Regular Binding Arbitration Request #: **RBAE-006289** Status: **Arbitrator Accepted** Action Menu

[Request Dashboard](#) [Hearing](#) [Award](#)

Request Details

Property Owner Washington, George	County Harris County	Tax Year 2024	Hearing Type Either in person or by teleconference and the arbitrator may decide	Appraisal District Arbitration Number N/A
---	--------------------------------	-------------------------	--	---

Request Contacts

Agent PTAD AGENT ✉ ptadagent@yopmail.com ☎ (512) 463-1578	Appraisal District Harris CAD ✉ harriscaduser2@yopmail.com ☎ (512) 463-1059	Arbitrator Arbitrator, Attorney ✉ ptadarbitrator@yopmail.com ☎ (512) 463-1578 📍 111 E 17TH ST AUSTIN TX 78774
---	---	--

Schedule Hearing

Hearing Date* 04/16/2025	Enter time* 04:00 PM	Hearing Details* By teleconference, please show up ten minutes early. Instructions will be provided via email the day before. <small>Up to 600 characters allowed.</small>
-----------------------------	-------------------------	--

Schedule

The status in the Request Dashboard changes to Hearing Scheduled and the Award Due Date column in the Active Assignments dashboard updates to reflect the award submission deadline.

To modify a hearing date, follow the steps above and select **Schedule** to override previous hearing information.

Regular Binding Arbitration Request #: **RBAE-006289** Status: **Hearing Scheduled** Action Menu

[Request Dashboard](#) [Hearing](#) [Award](#)

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator Appointment	Hearing	Determination
✓ Completed Request submitted on 02/28/2025	✓ Completed Appraisal district review completed on 03/11/2025	✓ Completed Settlement period completed on 04/25/2025	✓ Completed Arbitrator accepted appointment on 04/15/2025	Scheduled Hearing Scheduled for 04/16/2025	✗ Not Started A determination will be made by the arbitrator after the hearing is held

Progress Notes

A calendar of scheduled hearings is available from the Arbitrator Dashboard.

Regular Binding Arbitration Request #: RBAE-006289 Status: Hearing Scheduled

[Request Dashboard](#) [Hearing](#) [Award](#) Action Menu

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator Appointment	Hearing	Determination
✓ Completed Request submitted on 02/28/2025	✓ Completed Appraisal district review completed on 03/11/2025	✓ Completed Settlement period completed on 04/25/2025	✓ Completed Arbitrator accepted appointment on 04/15/2025	Scheduled Hearing Scheduled for 04/16/2025	✗ Not Started A determination will be made by the arbitrator after the hearing is held

Recusal

An arbitrator may self-recuse from a case at any time prior to awarding the case. Navigate to the case by selecting the blue request number from the Active Cases dashboard. In the main dashboard for the case, click the Action Menu in the top-right corner and select **Recuse Assignment** from the drop-down menu.

Property Tax Arbitration System Help (PDF) Attorney Arbitrator

Dashboard Closed Scheduled Hearings Fee Schedule Arbitrator Resources Registry Profile

Regular Binding Arbitration Request #: RBAE-006289 Status: Hearing Scheduled

[Request Dashboard](#) [Hearing](#) [Award](#) Action Menu
Recuse Assignment

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator Appointment	Hearing	Determination
✓ Completed Request submitted on 02/28/2025	✓ Completed Appraisal district review completed on 03/11/2025	✓ Completed Settlement period completed on 04/25/2025	✓ Completed Arbitrator accepted appointment on 04/15/2025	Scheduled Hearing Scheduled for 04/16/2025	✗ Not Started A determination will be made by the arbitrator after the hearing is held

Progress Notes
Your arbitration hearing has been scheduled by the arbitrator. Specific hearing details are listed below.

Arbitrator/Hearing Details

Arbitrators Payee ID 32206739313	Arbitrator Name ARBITRATOR, ATTORNEY	Arbitrator Phone Number (512) 463-1578	Arbitrator Email Address ptadarbitrator@yopmail.com
Hearing Date 04/16/2025	Hearing Time 04:00 PM	Hearing Information By teleconference, please show up ten minutes early. Instructions will be provided via email the day before.	

Agent Details

Full Name PTAD AGENT	Phone Number (512) 463-1578	Email Address ptadagent@yopmail.com
--------------------------------	---------------------------------------	---

Property Owner Information

Name George Washington	Ownership Type Individual
----------------------------------	-------------------------------------

Complete the Arbitrator Recusal pop up and select **Confirm**. The case disappears from the dashboard. This cannot be undone.

Recuse Arbitration Assignment ✕

This action only recuses the arbitrator from this assignment.

Notes

I cannot accommodate a request for an in-person hearing.

Cancel Submit

Awards and Dismissals

When a case is awarded, the status on the dashboard changes to either Dismissed, Determination in Favor of Appraisal District or Determination in Favor of Property Owner. All parties can select the request from the dashboard and select the **Award** tab to view the determination.

LBA

Request Dismissal

Once a hearing date has passed, the Award tab becomes visible in the request details for a case. If an LBA requires dismissal under [Comptroller Rule 9.4223](#), navigate to the case by selecting the blue request number from the Active Cases dashboard. Select the **Award** tab. Select **Dismiss Request**.

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

[Request Dashboard](#) [Hearing](#) [Award](#)

Instructions
Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button; for determinations, select an option in the Determination column, or use the Mark All Failed to Comply or the Mark All No Violation button to update all violations in the request. Update your fee amount, certify your findings and select Submit Determination.

[View Detailed Instructions](#)

Determination Form

#	Account Number	Address	Alleged Violations	Determination	Dismissal Reason
<input type="checkbox"/>	1	47921255	Travel Way	<div><input type="checkbox"/> Procedure Compliance <input type="checkbox"/> Schedule Hearing <input type="checkbox"/> Evidence Not Delivered</div> <div><input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found</div>	

Arbitrator Fee
Indicate whether you wish to charge a fee and the fee amount, if any. The fee payment will be mailed to the address in your profile or deposited directly into your account, if you are set up for direct deposit.

Minimum Arbitrator Fee: \$450

Arbitrator Fee Amount:

Arbitrator Payment Details

Arbitrator Name: arbattorney041903 Arbitrator TIN:

Phone Number: Email Address: Mailing Address:

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[Submit Determination](#)

Indicate the reason for dismissal. Select **Confirm**. If the dismissal is for any reason other than delinquent taxes, complete the Arbitrator Fee amount. Select **Submit Determination**.

Dismissal
I hereby dismiss the properties listed below with prejudice for lack of jurisdiction.

Properties to Dismiss

#	Account Number	Address
1	000	111 E 17TH

Select dismissal reason*

☐ A protest was not filed under Tax Code Chapter 41 for the subject property.

☐ Taxes on the subject property are delinquent for any prior year have not been paid in full for the year at issue, or have not been deferred under Tax Code Section 33.06 or 33.065; or the undisputed tax amount was not paid before the statutory delinquency date.

☐ The owner or agent has not delivered written notice to the appraisal review board (ARB) chair, the chief appraiser and the taxpayer liaison officer for the applicable appraisal district as required by Tax Code Section 41A.015(b)(1).

☐ The property owner filed the request earlier than the 11th day or later than the 30th day after the notice required by Tax Code Section 41A.015(b)(1) was delivered to the ARB chair, the chief appraiser and the taxpayer liaison officer for the applicable appraisal district.

☐ The ARB or chief appraiser delivered a written statement to the property owner by the deadline pursuant to Tax Code Section 41A.015(b)(2).

☐ Litigation was filed before this request was submitted that involves the same issues for the same properties in the same tax year addressed in this request.

☐ The ARB or chief appraiser complied with the procedural requirement or the request was withdrawn.

☐ The request does not involve a matter described under Tax Code 41A.015(a)(1) - (7).

*Select an option

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

[Request Dashboard](#) [Hearing](#) [Award](#)

Instructions
Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button. For determinations, select an option in the Determination column, or use the Mark All Failed to Comply or the Mark All No Violation button to update all violations in the request. Update your fee amount, certify your findings and select Submit Determination.

Determination Form
[Dismiss Request](#) [Dismiss Selected Properties](#) [Reset Selected Properties](#) [Reset All](#)

#	Account Number	Address	Alleged Violations	Determination	Dismissal Reason
<input type="checkbox"/>	1	47921255	Travel Way	<input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found	No Written Notice

Arbitrator Fee
Indicate whether you wish to charge a fee and the fee amount, if any. The fee payment will be mailed to the address in your profile or deposited directly into your account, if you are set up for direct deposit.

Maximum Arbitrator Fee: \$450
 Arbitrator Fee Amount*:

Arbitrator Payment Details
 Arbitrator Name: arbattorney041903
 Arbitrator TIN:
 Phone Number: Email Address: Mailing Address:

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[Submit Determination](#)

Property Dismissal

In some instances, only certain properties require dismissal while others can move forward with a hearing. Select the **Award** tab. Select the property or properties to be dismissed and select **Dismiss Selected Properties**.

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

[Request Dashboard](#) [Hearing](#) [Award](#)

Instructions
Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button. For determinations, select an option in the Determination column, or use the Mark All Failed to Comply or the Mark All No Violation button to update all violations in the request. Update your fee amount, certify your findings and select Submit Determination.

Determination Form
[Dismiss Request](#) [Dismiss Selected Properties](#) [Reset Selected Properties](#) [Reset All](#)

#	Account Number	Address	Alleged Violations	Determination	Dismissal Reason
<input type="checkbox"/>	1	47921255	Travel Way	<input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found <input type="checkbox"/> Failed to Comply <input type="checkbox"/> No Violation Found	

Arbitrator Fee
Indicate whether you wish to charge a fee and the fee amount, if any. The fee payment will be mailed to the address in your profile or deposited directly into your account, if you are set up for direct deposit.

Maximum Arbitrator Fee: \$450
 Arbitrator Fee Amount*:

Arbitrator Payment Details
 Arbitrator Name: arbattorney041903
 Arbitrator TIN:
 Phone Number: Email Address: Mailing Address:

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[Submit Determination](#)

Complete the dismissal pop-up. Select **Confirm**. The dismissed properties are no longer able to be awarded.

Dismissal
I hereby dismiss the properties listed below with prejudice for lack of jurisdiction.

Properties to Dismiss

#	Account Number	Address
1	000	111 E 17TH

Select dismissal reason*

☐ A protest was not filed under Tax Code Chapter 41 for the subject property.
☐ Taxes on the subject property are delinquent for any prior year have not been paid in full for the year at issue, or have not been deferred under Tax Code Section 33.06 or 33.065; or the undisputed tax amount was not paid before the statutory delinquency date.
☐ The owner or agent has not delivered written notice to the appraisal review board (ARB) chair, the chief appraiser and the taxpayer liaison officer for the applicable appraisal district as required by Tax Code Section 41A.015(b)(1).
☐ The property owner filed the request earlier than the 11th day or later than the 30th day after the notice required by Tax Code Section 41A.015(b)(1) was delivered to the ARB chair, the chief appraiser and the taxpayer liaison officer for the applicable appraisal district.
☐ The ARB or chief appraiser delivered a written statement to the property owner by the deadline pursuant to Tax Code Section 41A.015(b)(2).
☐ Litigation was filed before this request was submitted that involves the same issues for the same properties in the same tax year addressed in this request.
☐ The ARB or chief appraiser complied with the procedural requirement or the request was withdrawn.
☐ The request does not involve a matter described under Tax Code 41A.015(a)(1) - (7).

Must select an option

Award

Once a hearing date has passed, the Award tab becomes visible in the request details for a case. Navigate to the case by selecting the blue request number from the Active Cases dashboard. Select the **Award** tab. Complete the Determination column for each property and each procedural violation by selecting either Failed to Comply or No Violation Found. Complete the **Arbitrator Fee Amount** and select **Submit Determination**.

Limited Binding Arbitration (LBA) Request Request #: LBAE-001186 Status: Pending Scheduled

[Request Dashboard](#) [Hearing](#) [Award](#)

Instructions
Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button. For determinations select an option in the Determination column, or use the Mark All Failed to Comply or the Mark All No Violation button to update all violations in the request. Update your fee amount, certify your findings and select Submit Determination. [View Detailed Instructions](#)

Determination Form
[Dismiss Request](#) [Dismiss Selected Properties](#) [Reset Selected Properties](#) [Reset All](#)

#	Account Number	Address	Alleged Violations	Determination	Dismissal Reason
1	874448148	wn4353 test test test	(1) Procedure Compliance (2) Deliver Information (3) Postpone Late Hearing (4) Evidence Not Delivered	<input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found <input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found <input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found <input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found	
2	56565565	43434 test test test	(1) Schedule Hearing (2) Other Evidence (3) Multiple Property	<input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found <input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found <input type="radio"/> Failed to Comply <input type="radio"/> No Violation Found	

Arbitrator Fee
Indicate whether you wish to charge a fee and the fee amount, if any. The fee payment will be mailed to the address in your profile or deposited directly into your account, if you are set up for direct deposit.

Maximum Arbitrator Fee: \$450
Arbitrator Fee Amount:

Arbitrator Payment Details
Arbitrator Name: arbitronet041903
Arbitrator TIN:
Phone Number:
Email Address:
Mailing Address:

Submit Determination

RBA

Request Dismissal

Once a hearing date has passed, the Award tab becomes visible in the request details for a case. If an RBA requires dismissal under [Comptroller Rule 9.4244](#), navigate to the case by selecting the blue request number from the Active Cases dashboard. Select the **Award** tab. Select **Dismiss Request**. Indicate the dismissal reason. Select **Confirm**. If the dismissal reason is for anything other than delinquent taxes, complete the Arbitrator Fee Amount. Select **Submit Award**.

Property Tax Arbitration System [Admin](#) [Arbitrator](#)

Regular Binding Arbitration (RBA) Request Request #: RBAE-000123 Status: Pending Determination

[Request Dashboard](#) [Arbitration Hearing](#) [Award](#) [Request History](#)

Instructions
• Enter the awarded value for each property in the Awarded Value column of the Award Form table.
• Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button.
• Update your fee amount, certify your findings and select Submit Award.

Award Form
[Dismiss Request](#)

Dismiss All Properties
I hereby dismiss the properties listed below with prejudice for lack of jurisdiction. The reason for this dismissal is:

#	Account Number	Address
1	102030405000	123 Main Street, Austin, TX 78701
2	102030405000708090	456 Main Street, Austin, TX 78701
3	0654789123548000	789 Main Street, Austin, TX 78701

Dismissal Reason:

Submit Dismissal Reason

Totals

Awarded Value
Awarded Value *
Awarded Value *
Awarded Value *

Confirm

Submit Award

Property Tax Arbitration System

Arbitrator

Dashboard

RBA Request

LBA Request

Settings

Regular Binding Arbitration (RBA) Request

Request #: RBAE-000123

Status: Pending Determination

Request Dashboard

Arbitration Hearing

Award

Request History

Instructions

- Enter the awarded value for each property in the Awarded Value column of the Award Form table
- Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button.
- Update your fee amount, certify your findings and select Submit Award.

Award Form

Dismiss Request

Dismiss Selected Properties

#	Account Number	Address	Property Owner's Opinion	ARB Order Value	Awarded Value
1	102030405060708090	123 Main Street, Austin, TX 78701	\$100,000	\$200,000	Dismissed - Delinquent Taxes
2	3216549870000	456 Main Street, Austin, TX 78750	\$200,000	\$300,000	Dismissed - Delinquent Taxes
3	0654789123548000	789 Main Street, Austin, TX 78750	\$100,000	\$200,000	Dismissed - Delinquent Taxes
Totals			-	-	-

Arbitrator Fee

Arbitrators are not permitted to charge a fee for dismissals due to delinquent taxes.

Maximum Arbitrator Fee

Arbitrator Fee Amount

Property Dismissal

In some instances, only certain properties require dismissal while others can move forward with a hearing. Select the **Award** tab. Select the checkbox next to the property or properties to be dismissed and select **Dismiss Selected Properties**. Indicate the dismissal reason. Select **Confirm**. The dismissed properties are no longer able to be awarded and the values are removed from the award calculation. Award the remaining properties, complete the **Arbitrator Fee Amount** and select **Submit Award**.

Property Tax Arbitration System

Arbitrator

Dashboard

RBA Request

LBA Request

Settings

Regular Binding Arbitration (RBA) Request

Request #: RBAE-000123

Status: Pending Determination

Request Dashboard

Arbitration Hearing

Award

Request History

Instructions

- Enter the awarded value for each property in the Awarded Value column of the Award Form table
- Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button.
- Update your fee amount, certify your findings and select Submit Award.

Award Form

Dismiss Request

Dismiss Selected Properties

Dismiss Properties from Request

I hereby dismiss the properties listed below with prejudice for lack of jurisdiction. The reason for this dismissal is:

Properties to Dismiss

#	Account Number	Address
1	102030405060708090	456 Main Street, Austin, TX 78701

Dismiss Reason

Select Dismissal Reason

Cancel Confirm

Submit Award

Property Tax Arbitration System

Regular Binding Arbitration (RBA) Request Request #: RBAE-000123 Status: Pending Determination

Request Dashboard Arbitration Hearing Award Request History

Instructions

- Enter the awarded value for each property in the Awarded Value column of the Award Form table
- Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button.
- Update your fee amount, certify your findings and select Submit Award.

Award Form

☐ Dismiss Request ☐ Dismiss Selected Properties

#	Account Number %	Address	Property Owner's Opinion	ARB Order Value	Awarded Value
1	102030405060708090	123 Main Street, Austin, TX 78701	\$100,000	\$200,000	Awarded Value *
2	3216549870000	456 Main Street, Austin, TX 78750	\$200,000	\$300,000	Dismissed - Delinquent Taxes
3	0654789123548000	789 Main Street, Austin, TX 78750	\$100,000	\$200,000	Awarded Value *
Totals			\$200,000	\$400,000	\$300,000

Arbitrator Fee

Indicate whether you wish to charge a fee and the fee amount, if any. The fee payment will be mailed to the address in your profile or deposited directly into your account, if you are using for direct deposit.

Non-refundable Arbitrator Fee \$450

Arbitrator Fee Amount \$450

I certify that the fee amount is correct and I understand that the fee amount cannot be changed once submitted.

Arbitrator Payment Details

Arbitrator Name: Arise Arbitrator
 Account ID #: 32055500011
 Phone Number: 555-555-5555
 Email Address: arise_arbitrator@gmail.com
 Mailing Address: 1000 Walldale Way Austin, TX 78750-0000

Texas Direct Deposit

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Submit Award

Award

Once a hearing date has passed, the Award tab becomes visible in the request details for a case. Navigate to the case by selecting the blue request number from the Active Cases dashboard. Select the **Award** tab. Complete the Awarded Value column for each property. Complete the **Arbitrator Fee Amount** and select **Submit Award**.

Property Tax Arbitration System

Regular Binding Arbitration (RBA) Request Request #: RBAE-000123 Status: Pending Determination

Request Dashboard Arbitration Hearing Award Request History

Instructions

- Enter the awarded value for each property in the Awarded Value column of the Award Form table
- Dismissal is a one-time action that can NOT be undone. Dismiss the entire request or select individual properties and use the Dismiss Selected Properties button.
- Update your fee amount, certify your findings and select Submit Award.

Award Form

☐ Dismiss Request ☐ Dismiss Selected Properties

#	Account Number %	Address	Property Owner's Opinion	ARB Order Value	Awarded Value
1	102030405060708090	123 Main Street, Austin, TX 78701	\$100,000	\$200,000	Awarded Value *
2	3216549870000	456 Main Street, Austin, TX 78750	\$200,000	\$300,000	Awarded Value *
3	0654789123548000	789 Main Street, Austin, TX 78750	\$100,000	\$200,000	Awarded Value *
Totals			\$400,000	\$700,000	-

Submit Award

Payment

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

If an arbitration determination is in favor of the appraisal district, dismissed or the case is withdrawn untimely, the Comptroller's office is responsible for paying the arbitrator's fee from the property owner's deposit. This payment is by paper check or direct deposit.

Direct Deposit

We recommend arbitrators sign up for direct deposit. For more information visit comptroller.texas.gov/programs/systems/direct-deposit/. Once direct deposit is setup, login with your [eSystems](#) username and password and select **Search State Payments Issued** for detailed information about deposits.

eSystems Services

Click the list below to access

 Search...

eSystem Name



Register for Texas Sales and Use Tax



Search State Payments Issued



Complete Franchise Tax Accountability Questionnaire



Ag/Timber Registration



Special Purpose District Report



Cigarette, Cigar, Tobacco and/or E-Cigarette Services

Future Enhancements

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