



Property Tax Arbitration System (PTAS)

Filers User Guide
April 2025

Contents

Property Tax Arbitration System (PTAS).....	1
Introduction.....	3
Paper Filing.....	3
Request Numbering	3
Accessing PTAS.....	4
eSystems Profile	4
Locating the PTAS Tile	4
Profile Creation.....	5
Agent Profile Creation.....	6
Agent Organizations	6
Individual Agents.....	8
Profile Edits.....	10
Filing a Regular Binding Arbitration (RBA)	10
Filing without an Agent.....	12
Filing with an Agent	15
Filing a Limited Binding Arbitration (LBA).....	19
Filing without an Agent.....	22
Filing with an Agent	26
Deposit Payments.....	29
Payment by Credit Card	30
Payment by Electronic Check	32
Settlement Period.....	33
Waiver	33
Withdrawal	34
Hearings and Awards.....	36
Arbitrator Assignment.....	36
Hearings	36
Awards	37
Application Conversion.....	38
Future Enhancements.....	40

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 Profile Creation interface. On the left, there is a login section with a 'web file' logo, an 'eSystems Login' button, and input fields for 'User ID' and 'Password'. Below these are 'LOG IN' and 'CREATE PROFILE' buttons. On the right, a blue box contains the text 'First time user? Create a profile now.' and 'Start managing your tax-related business more easily and all in one place.' Below this is a 'CREATE PROFILE' button. At the bottom, there are links for 'FORGOT USER ID?' and 'FORGOT PASSWORD?'. A footer note states: 'We recommend that you use the latest version of Chrome, Microsoft Edge, Firefox, or Safari for the best user experience.'

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, scroll down the menu and select **Access Property Arbitration System**.


The screenshot shows the 'eSystems Services' menu. It has a search bar and a list of services. The 'Property Tax Arbitration System' is highlighted with a red box. The list of services includes: 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, and Jobs, Energy, Technology, and Innovation (JETI).



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


Agent 


Arbitrator

[Return to eSystems](#)

[Continue](#)

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

My Account

User Profile

Name
John Doe

Phone Number
(512) 463-4357

Email Address:
ptasownertest1

Mailing Address

Street Address

City

State

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, 78701-1403**

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

☐ **111 E. 17th Street, Austin, TX, Travis, 78701**

[Close](#)

[Save Changes](#)

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.

COMPTRROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Help (PDF) John Doe

Dashboard

Closed

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 ① 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](#)
- [① Regular Binding Arbitration - Comptroller.Texas.Gov](#)
- [① 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

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 Ptas Agent Company	Phone Number (512) 463-5737	Email Address: ptasagentcompany
----------------------------	--------------------------------	------------------------------------

Settings

Agent Type ☒ Company ☐ Individual

Company Name*

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 *

Check for Comptroller Account

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-XXX5555	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*
--	-----------------------

Company Mailing Address

Street Address *		
City *	State *	
Zip *		

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.

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-XXX5555	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 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.

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-XXX5555	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: Ptas Agent Company Phone Number: (512) 463-5737 Email Address: ptasagentcompany

Settings

Agent Type: ☐ Company ☒ Individual

First Name *: Jane Last Name *: Doe

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-XXX222 **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 *: Employer Identification Number (EIN) Employer Identification Number *: XX-XXX222 **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

Agent Mailing Address

Street Address *: City *: State *: Zip *:

Cancel

Save Changes

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.

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-XXX555	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 Ptas Agent Company	Phone Number (512) 463-5737	Email Address: ptasagentcompany
-----------------------------------	---------------------------------------	---

Settings

Agent Type ☐ Company ☒ Individual

First Name* Jane	Last Name* Doe
---------------------	-------------------

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 Identifica ▼	Social Security Number or Individual Tax Iden... XXX-XX-5555	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, 78701-1403**

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

☐ **111 E. 17th Street, Austin, TX, Travis, 78701**

Close **Save Changes**

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

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**.

The screenshot shows the eSystems Dashboard for the Texas Comptroller of Public Accounts. The top navigation bar includes the logo, date, time, and user name. The dashboard features three informational cards: 'Updated Sales and Use Tax Rate Locator', 'The sharing of your account, user identification or password is prohibited', and 'Password recovery v device is now available'. A dropdown menu is open in the top right corner, displaying user information and a 'MY ACCOUNT' link highlighted with a red box. Below the cards, a message states that no tax/fees are associated with the profile, with an 'ASSIGN TAX/FEE' button.

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

eSystems March 24, 2025 10:35:47 am | ptaspowner1 Help FAQs John D ▾

eSystems Dashboard

- Updated Sales and Use Tax Rate Locator**
Adds two new search options, time-stamped search results with date and quarter, and an improved design
<https://gis.cpa.texas.gov/search>
- The sharing of your account, user identification or password is prohibited**
Each user must have their own account.
<https://comptroller.texas.gov/taxes/sales>
- Password recovery v device is now available**
Add a mobile number to your profile and you can easily change your forgotten password.

User Identification
ID : ptaspowner1
Name : Doe, John
Email : ptasownertest
Phone : 512-463-4357
IP :
Version :
MY ACCOUNT (highlighted)
User Profile, Password, Paperless Settings and Security Questions
LOGOUT

It appears that you have no tax/fees associated with your profile. To assign a tax/fees to your account, please click the button provided below.

+ ASSIGN TAX/FEE

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

The screenshot shows the 'User Profile' section. It displays the user's name, phone number, and email address. An 'EDIT' button with a pencil icon is highlighted with a red box.

User Profile

EDIT (highlighted)

Name: Doe, John
Phone Number: 5124634357
Email: ptasownertest1

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.

The screenshot shows the 'Welcome to the Property Tax Arbitration System' page. The left navigation menu has 'RBA Request' highlighted with a red box. The main content area has two cards: 'Regular Binding Arbitration' and 'Limited Binding Arbitration'. The 'Regular Binding Arbitration' card has a 'Start RBA Request' button highlighted with a red box. The 'Program Links' section on the right lists various links.

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

Property Tax Arbitration System Help (PDF) John Doe ▾

Dashboard
Closed
RBA Request (highlighted)
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.](#)

Start RBA Request (highlighted)

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](#)

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

Regular Binding Arbitration

[Prerequisites](#) [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:

1. 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
2. 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 no 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
mm/dd/yyyy

Enter the date of receipt of the final ARB Order to test your eligibility for RBA

[←](#) [→](#)

[Continue to Request](#)

The Required Deposit tab provides a deposit chart based on property value and whether the property has a residence homestead exemption.

Regular Binding Arbitration

[Prerequisites](#) [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 their arbitration request. The Comptroller's office retains \$50 of the deposit for administrative costs. The remaining deposit is used to pay the arbitrator's fee (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.

[←](#) [→](#)

[Continue to Request](#)

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

Regular Binding Arbitration

[Prerequisites](#) [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.

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Help (PDF) John Doe

Dashboard

Closed

RBA Request

LBA Request

Settings

Regular Binding Arbitration

PrerequisitesRequest DetailsProperty DetailsSummary

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*
John

Middle Initial

Last Name*
Doe

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?*

Property Owner

First Name*
John

Middle Initial

Last Name*
Doe

Suffix

Email Address*

Phone Number*
(512) 463-4357

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. ⓘ

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

Social Security Number or Individual Tax Identification Number*
XXX-XX-4411

Check for Comptroller Account

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.

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. ⓘ

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

Social Security Number or Individual Tax Identification Number*
XXX-XX-4411

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.

Mailing Address type? ☐ US ☐ Non-US

Mailing Address*

City*

State*
Texas

County*
Select a County

Zip Code*

Zip Ext

Request Details

County that issued the ARB Order(s)*
Select a County

Tax year on the ARB Order(s)*
Select Tax Year

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 the county in which the property is located
☐ Resides outside of the county in which the property is located

Arbitration hearing type preference ⓘ*

☐ In person only ☐ By teleconference only ☐ Either and Arbitrator may decide

Previous

Next

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

Regular Binding Arbitration

Request #: RBAE-006300

Status: Draft

Prerequisites

Request Details

Property Details

Summary

Property Information

Complete the fields below using information from the Appraisal Review Board (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

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

Saved

Next

13

For contiguous requests, select the + **Add Another Property** button and add details for the next property and save.

Regular Binding Arbitration

Request #: RBAE-006300

Status: Draft

Prerequisites

Request Details

Property Details

Summary

Property Information

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

Property Account Number*
12345

Property Address/Legal Description*
6789 Test Street

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?*

03/01/2025

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 *
\$300,000

Value determined by the ARB for this property*
\$475,000

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

Save

Next

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

Regular Binding Arbitration

Request #: RBAE-006300

Status: Draft

Prerequisites

Request Details

Property Details (1)

Property Details (2)

Summary

Property Owner Information

Name
John Doe

Texas Identification Number

Contact Information

Name
John Doe

Mailing Address
111 E 17TH ST, AUSTIN, Texas, 78701

Phone Number
(512) 463-4357

Email Address
ptasownertest1@yopmail.com

Request Details

County in which the property is located
Travis

Tax year as shown on the ARB Order
2024

Request involves contiguous tracts of land
No

Arbitrator location preference
In Travis

Hearing type preference
In person only

Property Information

Account Number Street Address	Request Property Details			
12345 6789 Test Street	Type of Property Residential	Appeal Value Type Market Value	Property Owner Value \$300,000	ARB Order Value \$475,000
	Residence Homestead Yes	ARB Order Received On 03/02/2025	Appeal Reasons	
	<div>Over Appraisal</div> <div>Unequal Appraisal</div> <div>Details Not Considered</div> <div>Residence Homestead Limitation</div>			

Deposit Information

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
12345 6789 Test Street	\$475,000	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.

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-006300

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
12345 6789 Test Street	\$475,000	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

14

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

COMPTROLLER.TEXAS.GOV

Property Tax Arbitration System

Glenn Hegar
Texas Comptroller of Public Accounts

Request #: RBAE-006300

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

Payment Type: Electronic Check
Deposit Payment: \$450.00
Account Holder Name: John Doe
Type of Bank Account: CHECKING
Bank Routing Number: *****4503
Bank Account Number: *****3456
Payment Date: 03/20/2025
Trace Number: 90256816

Refund Recipient Information

Texas Identification Number: 32299655020
Name: JOHN DOE
Email: ptasowmertest1@yopmail.com
Phone Number: (512) 463-4357
Address: 111 E 17TH ST, AUSTIN, TX 78701-

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

PrerequisitesAgentRequest DetailsProperty DetailsSummary

Agent Information

Company Name

Agent Name
Jane, Agent

Agent Email
altjq-2wa2evd

Agent Phone Number
512-463-4357

Who is designated to receive the refund for this arbitration request?
☒ Agent ☐ Property Owner

Payee for Refund

Texas Identification Number

Mailing Address for Refund

Continue

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

Regular Binding Arbitration

PrerequisitesAgentRequest DetailsProperty DetailsSummary

Agent Information

Company Name

Agent Name
Jane, Agent

Agent Email
altjq-2wa2evd

Agent Phone Number
512-463-4357

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 *

Comptroller-issued Texas Identification Number (TIN)

Texas 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.

Mailing Address type?

☐ US ☐ Non-US

Mailing Address *

City *

State *

Texas

County *

Select a County

Zip Code *

Zip Ext

Request Details

County that issued the ARB Order(s) *

Select a County

Tax year on the ARB Order(s) *

Select Tax Year

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 the county in which the property is located
☐ Resides outside of the county in which the property is located

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.

Property Information

Complete the fields below using information from the Appraisal Review Board (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

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

Owner opinion of TOTAL property value *
\$300,000

Value determined by the ARB for this property *
\$475,000

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

Next

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

☐ 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

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-006302

Status: Draft

Prerequisites

Agent

Request Details

Property Details

Summary

Agent Details

Company Name
Test Agent Company

Full Name
Agent Jane

Phone Number
(512) 463-4357

Email Address
altjq-2wa2evd

Refund Recipient

Payee for Refund
John Doe

Payee Account

Mailing Address for Refund
111 E 17TH ST AUSTIN Texas 78701

Property Owner Information

Name
John Doe

Texas Identification Number

Contact Information

Name
John Doe

Mailing Address
111 E 17TH ST, AUSTIN, Texas, 78701

Phone Number
(512) 463-4357

Email Address
ptasownertest1

Property Information

Account Number
Street Address

1234567891011
98745 Test Street

Request Property Details

Type of Property
Residential

Appeal Value Type
Market Value

Property Owner Value
\$300,000

ARB Order Value
\$475,000

Residence Homestead
Yes

ARB Order Received On
02/12/1925

Appeal Reasons
Over Appraisal Unequal Appraisal Details Not Considered Methodology Evidence Not Considered
Residence Homestead Limitation

Deposit Information

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
1234567891011 98745 Test Street	\$475,000	Yes	\$450	\$0	\$450

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-006302

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
1234567891011 98745 Test Street	\$475,000	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) Agent Jane

Request #: RBAE-006302

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
Payment Type: Electronic Check
Deposit Payment: \$450.00
Account Holder Name: John Doe
Type of Bank Account: CHECKING
Bank Routing Number: ****4503
Bank Account Number: *****3456
Payment Date: 03/25/2025
Trace Number:

Refund Recipient Information
Texas Identification Number:
Name: JOHN DOE
Email: ptasownertes
Phone Number: (512) 463-4357
Address: 111 E 17TH ST, AUSTIN, TX, 78701-

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

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.

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Help (PDF) John Doe

Dashboard

Closed

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.](#)

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](#)

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](#)

Purpose of Limited Binding Arbitration

Property owners, or their agents, may file a request for LBA to compel an appraisal review board (ARB) or chief appraiser, as appropriate, to:

1. Comply with the hearing procedures adopted by the ARB under Tax Code Section 41.01(c);
2. Rescind procedural rules adopted by the ARB that are not in compliance with the model hearing procedures prepared by the Comptroller under Tax Code Section 5.103;
3. Schedule a hearing on a protest as required by law;
4. Deliver a copy of the [Taxpayer Assistance Pamphlet \(PDF\)](#) publication, the ARB hearing procedures or information on a property owner's right to request evidence the chief appraiser will introduce at the ARB hearing at least 14 days before the scheduled hearing;
5. Allow the property owner to offer evidence, examine or cross-examine witnesses or other parties, and present arguments during a hearing;
6. Set a hearing for a time and date certain and postpone a hearing that does not begin within two hours of the scheduled time;
7. Schedule hearings on protests concerning multiple properties identified in the same notice of protest on the same day at the request of the property owner or the property owner's designated agent; or
8. Refrain from using or offering as evidence information requested by the property owner that was not delivered to the property owner at least 14 days before the hearing.

[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](#)

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

Date property owner's notice was delivered

*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.

Enter the specified dates above to check your eligibility for filing for LBA

[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](#)

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](#)

Select **Start Request** to file for LBA.

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 contact for this request? * Select Contact Type		
First Name *	Middle Initial	Last Name *
Phone Number *	Ext	Email Address *

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. 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**.

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

Social Security Number (SSN) or Individual Taxpayer Identification...
XXX-XX-9445

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.

Is the primary contact's mailing address in the United States?* ☒ Yes ☐ No

Street Address*
111 E 17TH ST

City*
Austin

State*
Texas ▼

County*
Travis ▼

Zip Code*
78701

Zip Plus-4
1403

Request Details

County*
Harris ▼

Tax Year*
2024 ▼

Arbitration Hearing Type Preference*
Either and Arbitrator may decide ▼

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-006303

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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	<div><input type="radio"/> Yes <input type="radio"/> No</div>	Appraisal District ... \$0	<div><div></div><div></div></div>

<<

<

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-006303

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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"/>	12345	98765 Test Street, Houston TX 77099	<div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>	\$200,000	<div><div></div><div></div></div>

<<

<

1

>

>>

Previous

Next

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

Limited Binding Arbitration (LBA) Request

Request #: LBAE-006303

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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"/>	12344	98464 Test Street, Houston TX 77099	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$150,000	<div></div> <div></div>
<input type="checkbox"/>	12345	98765 Test Street, Houston TX 77099	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$200,000	<div></div> <div></div>

<

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-006303

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 ⓘ	Rescind Procedure ⓘ	Schedule Hearing ⓘ	Deliver Information ⓘ	Offer Evidence ⓘ	Postpone Late Hearing ⓘ	Multiple Property Hearing ⓘ	Evidence Not Delivered ⓘ
1	12344 98464 Test Street, Houston TX 77099	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	12345 98765 Test Street, Houston TX 77099	<input type="checkbox"/>	<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-006303

Status: Draft

Prerequisites

Request Form

Property Details

Procedure Violations

Summary

Property Owner Information

Property Owner
JOHN DOE

Property Owner Type
Individual

Request Contact Information

Contact Name
John Doe

Contact Type
Property Owner

Phone Number
(512) 463-4357

Email Address
ptasownertest1

Mailing Address
111 E 17TH ST, Austin, TX, 78701

Request Details

County
Harris

Tax Year
2024

Hearing Type Preference
Either and Arbitrator may dec

Appraisal District Arbitration Number
N/A

Property Details			Procedural Requirement Violations							
Property Account # Property Address	Property Value	Residence Homestead	Procedure Compliance	Rescind Procedure	Schedule Hearing	Deliver Information	Offer Evidence	Postpone Late Hearing	Multiple Property Hearing	Evidence Not Delivered
12344 98464 Test Street, Houston TX 77099	\$150,000	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12345 98765 Test Street, Houston TX 77099	\$200,000	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
12345 98765 Test Street, Houston TX 77099	\$200,000	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.

☒ 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](#)
[Delete this Request](#)

Save and Exit Continue to Payment

COMPTROLLER.TEXAS.GOV

Property Tax Arbitration System

Request #: LBAE-006303

Status: Pending Appraisal District Review

Glenn Hegar
Texas Comptroller of Public Accounts

Help (PDF) John Doe

✓ 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

Payment Type: Electronic Check

Deposit Payment: \$450.00

Account Holder Name: John Doe

Type of Bank Account: CHECKING

Bank Routing Number: *****4503

Bank Account Number: *****3456

Payment Date: 03/25/2025

Trace Number: ..

Refund Recipient Information

Texas Identification Number: ..

Name: JOHN DOE

Email: ptasownerntest1

Phone Number: (512) 463-4357

Address: 111 E 17TH ST, Austin, TX, 78701

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

25

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

Agent Name
Jane Agent

Agent Phone Number
512-463-4357

Agent Email

Refund Recipient

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

Payee for Refund
Jane, Agent

Texas Identification Number

Mailing Address for Refund
111 E 17TH ST AUSTIN TX 78701

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*
John

Middle Initial

Last Name*
Doe

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*
John Doe Construction LLC

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*
Harris

Tax Year*
2024

Arbitration Hearing Type Preference*
By teleconference 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-006306

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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	Appraisal Dis... \$0	<div><div></div><div></div></div>

«

<

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-006306

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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"/>	12323	1300 Test Avenue, Houston TX 77099	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$750,000	<div><div></div><div></div></div>

«

<

1

>

»

Previous

Next

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

Limited Binding Arbitration (LBA) Request

Request #: LBAE-006306

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. Enter the appraised or market total property value as shown in the appraisal district records.

+ 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"/>	23567	4868 Test Street, Houston TX 77036	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$550,000	<div><div></div><div></div></div>
<input type="checkbox"/>	12323	1300 Test Avenue, Houston TX 77099	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$750,000	<div><div></div><div></div></div>

«

<

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-006306

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 ⓘ	Rescind Procedure ⓘ	Schedule Hearing ⓘ	Deliver Information ⓘ	Offer Evidence ⓘ	Postpone Late Hearing ⓘ	Multiple Property Hearing ⓘ	Evidence Not Delivered ⓘ
1	23567 4868 Test Street, Houston TX 77036	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	12323 1300 Test Avenue, Houston TX 77099	<input type="checkbox"/>	<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-006306

Status: Draft

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

Agent Details

Full Name	Phone Number	Email Address
PTAD AGENT	(512) 463-1578	

Refund Recipient

Payee for Refund	Payee Account	Mailing Address for Refund
PTAD AGENT		111 E 17TH ST AUSTIN TX 78774

Property Owner Information

Organization Name	Property Owner Type
John Doe Construction LLC	Organization

Request Details

County	Tax Year	Hearing Type Preference	Appraisal District Arbitration Number
Harris	2024	Either and Arbitrator may dec	N/A

Properties and Procedural Requirement Violation Subject to LBA Request

Property Details		Procedural Requirement Violations							
Property Account # Property Address	Property Value	Residence Homestead	Procedure Compliance ①	Schedule Hearing ①	Deliver Information ①	Offer Evidence ①	Postpone Late Hearing ①	Multiple Property Hearing ①	Evidence Not Delivered ①
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.

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Request #: LBAE-006306

Status: Pending Appraisal District Review

Help (PDF) PTAD Agent

✓ 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

Payment Type: Electronic Check

Deposit Payment: \$550.00

Account Holder Name: John Doe Construction LLC

Type of Bank Account: CHECKING

Bank Routing Number: *****4503

Bank Account Number: *****3456

Payment Date: 03/25/2025

Trace Number:

Refund Recipient Information

Texas Identification Number:

Name: PTAD AGENT

Email: ptadagent

Phone Number: 5124631578

Address: 111 E 17TH ST, AUSTIN, TX, 78774

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://texas.gov/propertytaxarbitration).

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.

29

Payment by Credit Card

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

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Payment PortalJohn D



Property Tax Arbitration System

Deposit for Regular Binding Arbitration Request RBAE-006300

Refund Recipient
JOHN DOE
Texas Identification Number:

Address
111 E 17TH ST
AUSTIN, TX 78701

Payment Amount: \$450.00

Select a Payment Type *
☒  Credit Card
☐  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 nonrefundable \$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.

Cancel

Agree and Continue

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Payment PortalJohn D

Property Tax Arbitration System

Deposit for Regular Binding Arbitration Request RBAE-006300

Refund Recipient
JOHN DOE
Texas Identification Number:

Address
111 E 17TH ST
AUSTIN, TX 78701

Credit Card Processing Service

You will be redirected to the secure credit card processing site to make a credit card payment. After making a payment, you will return to the Property Tax Arbitration System and receive confirmation of your payment and request status.

Payment Amount: \$450.00
Processing Fee: \$10.38
(Non-Refundable)
Total Payment: \$460.38

By selecting the Continue button, I hereby authorize the Texas Comptroller of Public Accounts to charge the credit card identified in this authorization for the amount shown above for payments owed to the State of Texas. This permission is for a single transaction for the amount indicated only. I certify that I am an authorized user of this credit card.

Back

Continue

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

Address
John Doe
111 E. 17th Stret
Austin, TX 78701

Phone Number
5124634357

Country
United States

Email Address
ptasownertest1@yopmail.com

Payment Information

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 >

Transaction Summary

Texas Arbitration Fee	\$460.38
Texas.gov Price	\$460.38

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**.

Payment

Payment Type

Credit/Debit Card

Customer Information

Address
Sam Owner
4 Corporate Square
Austin, TX 30329

Phone Number
1899494

Country
United States

Email Address
pounera:10@yopmail.com

Payment Information

Credit Card Number *

Credit Card Type

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

☒ Payment Address is the same as Customer Information *

Submit Payment

Transaction Summary

Texas Arbitration Fee	\$1.5
Texas.gov Price	\$1.58

Need Help?

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.

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.

Property Tax Arbitration System


Deposit for Regular Binding Arbitration Request RBAE-006300


Refund Recipient
JOHN DOE
Texas Identification Number: 32299655020

Address
111 E 17TH ST
AUSTIN, TX 78701

Payment Amount: \$450.00

Select a Payment Type *

☐  Credit Card

☒  Electronic Check

ACH Payment
Type of Bank Account *
☒ Checking ☐ Savings
Name as it appears on Bank Account *

Bank Routing Number *

Bank Account Number *

Re-enter Bank Account Number *

Payment Effective Date

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 nonrefundable \$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.

Property Tax Arbitration System

Deposit for Regular Binding Arbitration Request RBAE-006300

Refund Recipient
JOHN DOE
Texas Identification Number: 32299655020

Address
111 E 17TH ST
AUSTIN, TX 78701

Verify Bank Account Data

Please verify that the information below is correct. Incorrect account data will result in your transaction being returned invalid. When you select the Submit Payment button, the amount shown will be processed on the bank account and will serve as your authorization for this transaction.

Total Payment: \$450.00

ACH Payment
Type of Bank Account: **Checking**
Bank Account Name: **John Doe**
Bank Routing Number: **111904503**
Bank Account Number: **61790000123456**
Payment Effective Date: **03/20/2025**

By selecting the Submit Payment button, I hereby authorize the Texas Comptroller of Public Accounts to initiate an Automated Clearing House (ACH) debit entry for the amount shown above to my account for payments owed to the State of Texas. This authorization is to remain in full force and effect until the Texas Comptroller of Public Accounts has received notifications from me of its termination and has a reasonable opportunity to act on it.

Back

Submit Payment

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**.

The screenshot displays the 'Regular Binding Arbitration' dashboard for request RBAE-000523, which is currently in the '45-Day Settlement Period' status. The dashboard includes a sidebar with navigation links for Dashboard, RBA Request, LBA Request, and Settings. The main content area features a 'Request Dashboard' with tabs for Request Dashboard, Appraisal Review, Discrepancy, and Attachments(0). Below these tabs is an 'Arbitration Status Tracker' with six stages: 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), and Determination (A determination will be made by the arbitrator after the hearing is held). A 'Progress Notes' section indicates the settlement period ends on 05/18/2024. Below this is 'Property Owner Information' for SPRING LLC and 'Contact Information' for Honey Bee. At the bottom, there is a 'Request Details' section. In the top right corner, an 'Action Menu' dropdown is highlighted with a red box, showing the option 'Waive Settlement Period'.

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-006302

Status: 45-Day Settlement Period

Request Dashboard

Appraisal District Review

Attachments (0)

Arbitration Status Tracker

Submission

✓ Completed

Request submitted on 03/25/2025

Review

✓ Completed

Appraisal district review completed on 03/26/2025

Settlement Period

🕒 Pending

Settlement period ends on 05/12/2025

Arbitrator Appointment

🕒 Not Started

Arbitrator appointed after settlement period ends

Hearing

🏛️ Not Started

Arbitrator will schedule hearing and provide hearing procedures

Determination

✓ Not Started

A determination will be made by the arbitrator after the hearing is held

Progress Notes

This request has entered the 45-day settlement period. This time can be used to:
- negotiate a settlement with the appraisal district, or
- withdraw the request.
Upon expiration of the 45-day settlement period, the Comptroller's office appoints an eligible arbitrator.

Property Information

Account Number

Street Address

1234567891011

98745 Test Street

Request Property Details

Type of Property

Residential

Appeal Value Type

Ag/Timber Productivity Value

Property Owner Value

\$300,000

ARB Order Value

\$475,000

Residence Homestead

Yes

ARB Order Received On

02/12/1925

Appeal Reasons

Over Appraisal

Edit

Deposit Information

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
1234567891011 98745 Test Street	\$475,000	Yes	\$450	\$450	\$0

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

Payment History

Date and Time	Transaction Description	Amount	Account Holder Name	Texas ID No (TIN)	Trace Number	Audit Rec No	Payment Type	View Details
03/25/2025 08:52 am	Payment	\$450	John Doe	32299656390	90256856	4	ACH	SHOW
Deposit Payment \$450			Account Type CHECKING	Account Last Four Digits 3456	Bank Routing Number 111904503			HIDE

Withdraw

Withdraw Arbitration Request Number - RBAE-006302

Requests withdrawn before an Arbitrator accepts the case are considered timely per Comptroller Rule 9.4208. Once an arbitrator accepts the case, withdrawal is untimely, and the arbitrator is entitled to claim a fee pursuant to Comptroller Rule 9.4208(c).

Per the current request status, an arbitrator has not yet accepted this case and the withdrawal is considered timely. A refund of the deposit amount, less the \$50 administrative fee, will be processed and mailed to the designated recipient upon submission.

Refund amount: \$400

☒

certify that I am the property owner or individual authorized to file this withdrawal request. 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.

Cancel

Withdraw Request

Withdraw Submitted for the request Number - RBAE-006302

All parties will be notified this request has been withdrawn.

[Back To Dashboard](#)

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Help (PDF) Agent Jane

Dashboard

Closed

RBA Request

LBA Request

Closed

1 ALL

1 WITHDRAWN

Request #	Tax Year	Account #	Property Owner	Agent	Property Address	Status	Arbitrator	Date Determined or Closed	Arbitrator Fee	Date CPA Payment Issued
RBAE-006302	2024	1234567891011	JOHN DOE	Agent Jane	98745 Test Street	Withdrawn		03-26-2025	\$0	

Filter by

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

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

Limited Binding Arbitration (LBA) Request

Request #: LBAE-006303

Status: Pending Arbitrator Acceptance

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

Arbitration Status Tracker

Submission

✓ Request submitted on 03/25/2025

Review

✓ Request Review Complete on 03/26/2025

Arbitrator

⏳ Awaiting Acceptance Due by 04/07/2025

Hearing

🏛️ Present evidence and meet with arbitrator

Determination

✓ A determination will be made by the arbitrator

Progress Notes

An arbitrator has been appointed to your request. An arbitrator has 10 calendar days to accept their appointment to your request. If the arbitrator does not respond or declines the appointment, another arbitrator will be appointed to your request.

Action Menu

Withdraw

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.

Limited Binding Arbitration (LBA) Request

Request #: LBAE-006303

Status: Arbitrator Accepted

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

Arbitration Status Tracker

Submission

✓ Request submitted on 03/25/2025

Review

✓ Request Review Complete on 03/26/2025

Arbitrator

✓ Arbitrator Accepted Complete on 03/27/2025

Hearing

🏛️ Arbitrator will reach out to schedule hearing

Determination

✓ A determination will be made by the arbitrator

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.

Action Menu

Withdraw

Withdraw Arbitration Request Number - LBAE-006303

Requests withdrawn before an Arbitrator accepts the case are considered timely per Comptroller Rule 9.4208. Once an arbitrator accepts the case, withdrawal is untimely, and the arbitrator is entitled to claim a fee pursuant to Comptroller Rule 9.4208(c).

Per the current request status, an arbitrator has accepted this case. Withdrawal is considered untimely. A refund of the deposit amount, less the \$50 administrative fee and less the arbitrator fee, will be processed and mailed to the designated recipient upon submission.

☒

I certify that I am the property owner or individual authorized to file this withdrawal request. 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.

Cancel

Withdraw Request

Withdraw Submitted for the request Number - LBAE-006303

All parties will be notified this request has been withdrawn. Please allow up to 30 days for the refund to process and mail to the designated recipient.

[Back To Dashboard](#)

When a case is withdrawn, the status changes to withdrawn and can be viewed on the closed tab on menu.

Dashboard

Closed

1 ALL

1 WITHDRAWN

RBA Request

LBA Request

Filter by

Request #↑↓	Tax Year↑↓	Account #↑↓	Property Owner↑↓	Agent↑↓	Property Address↑↓	Status↑↓	Arbitrator↑↓	Date Determined or Closed↑↓	Arbitrator Fee↑↓	Date CPA Payment Issued↑↓
LBAE-006302	2024	1234567891011	JOHN DOE	Agent Jane	98745 Test Street	Withdrawn		03-26-2025	\$0	

35

The request tracker status also changes to withdrawn.

Regular Binding Arbitration

Request #: **RBAE-006302**

Status: **Withdrawn**

[Request Dashboard](#)

[Appraisal District Review](#)

[Attachments \(0\)](#)

Arbitration Status Tracker

Submission	Review	Settlement Period	Withdrawn
✓ Completed Request submitted on 03/25/2025	✓ Completed Appraisal district review completed on 03/26/2025	✓ Completed Settlement period completed on 05/12/2025	✓ Confirmed Withdrawn on 03/26/2025

Progress Notes

We received your withdrawal of this request. A refund of the deposit, less the Comptroller's \$50 administrative fee, will be sent to the refund recipient indicated on the request form.

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.

Refund Amount
\$400.00

Payee for Refund
JOHN DOE

Mailing Address for Refund
111 E 17TH ST,AUSTIN,TX,78701

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 ↑↓	Account Number / Address ↑↓	Owner Value ↑↓	ARB Value ↑↓	Status ↑↓	Status Due Date ↑↓	Appraisal District Contact Name ↑↓	Settlement Period End Date ↑↓	Arbitrator ↑↓
LBAE-006303 +		Harris County	Doe, John	12344 / 98464 Test Street, Houston TX 77099		\$150,000	Pending Arbitrator Acceptance	04/07/2025	HCAD Appraiser, Test		
RBAE-006300		Harris County	DOE, JOHN	12345 / 6789 Test Street	\$300,000	\$475,000	Pending Arbitrator Acceptance	04/07/2025	HCAD Appraiser, Test	05/12/2025	

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 ↑↓	Account Number / Address ↑↓	Owner Value ↑↓	ARB Value ↑↓	Status ↑↓	Status Due Date ↑↓	Appraisal District Contact Name ↑↓	Settlement Period End Date ↑↓	Arbitrator ↑↓
LBAE-006303 +		Harris County	Doe, John	12344 / 98464 Test Street, Houston TX 77099		\$150,000	Arbitrator Accepted		HCAD Appraiser, Test		Attorney Arbitrator
RBAE-006300		Harris County	DOE, JOHN	12345 / 6789 Test Street	\$300,000	\$475,000	Arbitrator Accepted		HCAD Appraiser, Test	05/12/2025	Attorney Arbitrator

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 ^{↑↓}	Account Number / Address ^{↑↓}	Owner Value ^{↑↓}	ARB Value ^{↑↓}	Status ^{↑↓}	Status Due Date ^{↑↓}	Appraisal District Contact Name ^{↑↓}	Settlement Period End Date ^{↑↓}	Arbitrator ^{↑↓}
RBAE-006300		Harris County	DOE, JOHN	12345 / 6789 Test Street	\$300,000	\$475,000	Hearing Scheduled		HCAD Appraiser, Test	05/12/2025	Attorney Arbitrator

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

Regular Binding Arbitration Request #: RBAE-006300 Status: Hearing Scheduled

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

Arbitration Status Tracker

Submission	Review	Settlement Period	Arbitrator Appointment	Hearing	Determination
✓ Completed Request submitted on 03/20/2025	✓ Completed Appraisal district review completed on 03/27/2025	✓ Completed Settlement period completed on 05/12/2025	✓ Completed Arbitrator accepted appointment on 03/27/2025	Scheduled Hearing Scheduled for 03/28/2025	✓ 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.

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

Arbitrator/Hearing Details

Arbitrator Name
ARBTRATOR, ATTORNEY

Arbitrator Phone Number
(512) 463-1578

Arbitrator Email Address
ptadarbitrator@yopmail.com

Hearing Date
03/28/2025

Hearing Time
06:00 AM

Hearing Information
Parties agree to meet in person at appraisal district office room 123.

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 ^{↑↓}	Account Number / Address ^{↑↓}	Owner Value ^{↑↓}	ARB Value ^{↑↓}	Status ^{↑↓}	Status Due Date ^{↑↓}	Appraisal District Contact Name ^{↑↓}	Settlement Period End Date ^{↑↓}	Arbitrator ^{↑↓}
LBAE-006306		Harris County	John Doe Construction LLC	23567 / 4868 Test Street, Houston TX 77036		\$550,000	Pending Determination	04/22/2025	HCAD Appraiser, Test		Attorney Arbitrator

Arbitration Status Tracker

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

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.

Request #↑↓	Tax Year↑↓	Account #↑↓	Property Owner↑↓	Agent↑↓	Property Address↑↓	Status↑↓	Arbitrator↑↓	Date Determined or Closed↑↓	Arbitrator Fee↑↓	Date CPA Payment Issued↑↓
LBAE-006306 +	2024	23567	John Doe Construction LLC	PTAD Agent	4868 Test Street, Houston TX 77036	Determined in Favor of Appraisal District	Attorney Arbitrator	03-31-2025	\$500	
RBAE-006300	2024	12345	JOHN DOE		6789 Test Street	Determined in Favor of Property Owner	Attorney Arbitrator	03-31-2025	\$400	

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.

Application Conversion

Filers can request to convert a paper application to an electronic filing by submitting a written request to the Comptroller. Please send the request to ptad.arbitration@cpa.texas.gov after updating your profile on PTAS.

To initiate the conversion, filers must first create a Esystems profile using the same email address listed on form AP-219 (Property Owner Request for Regular Binding Arbitration) or form AP-241 (Property Owner Request for Limited Binding Arbitration).

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 ALL written communications from the Arbitrator assigned to the request, the appraisal district or the Comptroller's office.

5. Primary contact (select one): ☒ Property Owner (skip to question 7) ☐ Owner's Power of Attorney ☐ Organization Representative

6. John Doe
First Name Last Name

7. Phone Number 512 — 463 — 4357 Phone Ext (optional)

8. Email Address (optional but recommended for email status notifications) ptas_test_email@gmail.com
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.

The email listed under the paper request contact information field must be used for profile creation.

eSystems Login

User ID
Password

LOG IN

FORGOT USER ID?
FORGOT PASSWORD?

First time user?
Create a profile now.

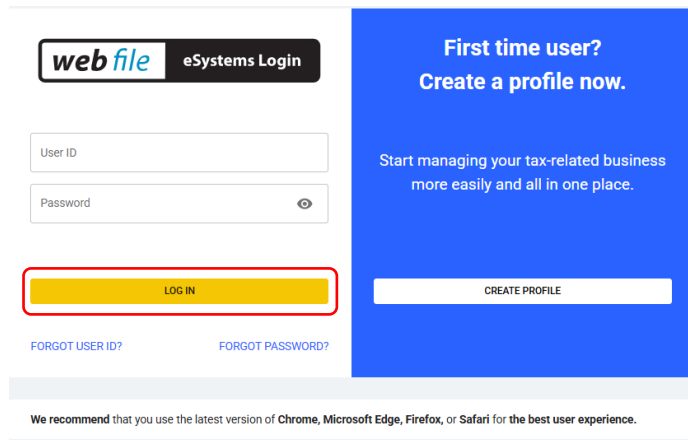
Start managing your tax-related business more easily and all in one place.

CREATE PROFILE

We recommend that you use the latest version of Chrome, Microsoft Edge, Firefox, or Safari for the best user experience.

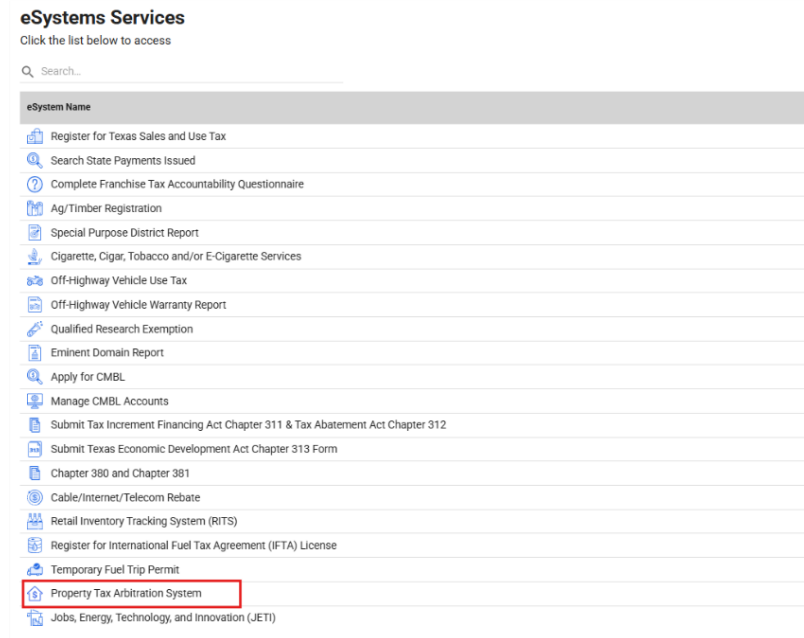
To complete eSystems profile creation, PTAS will send a verification email to the email address used to create the profile. In that email, select **Verify Your Email** to finalize the profile creation

If there already exists an eSystems account under the email, please log in to review the user profile information for accuracy.



The screenshot shows the eSystems login and registration interface. On the left, there is a login section with a 'web file eSystems Login' header, input fields for 'User ID' and 'Password', a red-outlined 'LOG IN' button, and links for 'FORGOT USER ID?' and 'FORGOT PASSWORD?'. On the right, a blue box contains the text 'First time user? Create a profile now.' and 'Start managing your tax-related business more easily and all in one place.' with a 'CREATE PROFILE' button. At the bottom, a note recommends using the latest version of Chrome, Microsoft Edge, Firefox, or Safari.

After logging into eSystems, scroll down the menu and select **Access Property Arbitration System**.



The screenshot displays the 'eSystems Services' menu. It features a search bar and a list of services. The 'Property Tax Arbitration System' is highlighted with a red box. The services listed include: 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, and Jobs, Energy, Technology, and Innovation (JETI).

Select your role as a Property Owner and click continue.



The screenshot shows the 'Property Tax Arbitration System' role selection screen. It features a house icon with a dollar sign and the title 'Property Tax Arbitration System'. Below the title, it says 'Select the role you represent'. There are three role options: 'Property Owner' (highlighted with a red box), 'Agent', and 'Arbitrator'. At the bottom, there are two buttons: 'Return to eSystems' and 'Continue' (highlighted with a red box).

Update or review the mailing address for accuracy as it is used for any potential refund payments and save changes.

My Account

User Profile

Name
John Doe

Phone Number
(512) 463-4357

Email Address:
ptasownertest1

Mailing Address

Street Address

City

State

Zip Code

Cancel

Save Changes

The mailing address is run through the agency's 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, 78701-1403

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

☐ 111 E. 17th Street, Austin, TX, Travis, 78701

Close

Save Changes

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

After completing this step, please send a written request to ptad.arbitration@cpa.texas.gov to confirm the profile creation. PTAD will review the request for accuracy and convert the paper filing to an electronic filing. The previously assigned paper request number will also convert from RBAP-XXXXXX to RBAE-XXXXXX.

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Property Tax Arbitration System

Help (PDF) John Doe

Dashboard

1 ALL

1 PENDING APPRAISAL DISTRICT REVIEW

Request involves more than one property

Request #	Appraisal District	County	Property Owner	Account Number / Address	Owner Value	ARB Value	Status	Status Due Date	Appraisal District Contact Name	Settlement Period End Date	Arbitrator
RBAE-006300		Travis County	DOE, JOHN	12345 / 6789 Test Street	\$300,000	\$475,000	Pending Appraisal District Review	03/31/2025			

Items per page: 8

Your electronic request can be found on the dashboard with the updated arbitration request number.

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.