

Note to Chief Appraisers: Tax Code Section 1.085(h) requires notice to be provided in newspapers by Feb. 1 concerning the availability of electronic communications. This applies only to appraisal districts located in counties with a population of more than 200,000 or that have authorized electronic communications, and that have implemented a system that allows such communications.

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

For Immediate Release

DATE

Notice of Availability of Electronic Communications

(CITY) — Appraisal district chief appraisers and appraisal review boards (ARBs) may communicate electronically through email or other media with property owners or their designated representatives. Written agreements are required for notices and other documents to be delivered electronically in place of mailing.

How does it work? Certain guidelines must be followed for this local option communication:

- Written agreements with the appraisal district must be entered first, ensuring what electronic means of delivery are acceptable. If you are interested in receiving communications in electronic format, you should contact your local appraisal district.
- Public notice regarding the availability of agreement forms authorizing electronic communications may be published in a newspaper of general circulation in the appraisal district on or before Feb. 1 each year, or agreement forms may be delivered on or before Feb. 1 each year to property owners shown on the certified appraisal roll for the preceding tax year.
- The chief appraiser may determine the medium, format, content and method to be used for electronic communications other than notices required by Tax Code Section 25.19 which are prescribed by rule.
- A decision by the chief appraiser not to enter into agreements may not be the subject of an ARB protest, a lawsuit or a complaint to the Texas Department of Licensing and Regulation.

For more information, contact (NAME) Appraisal District at (INSERT CAD CONTACT INFORMATION).