

# HOOD CENTRAL APPRAISAL DISTRICT

## INFORMAL PROTEST PROCEDURES

If you selected the informal conference option on the protest form the following procedures are implemented.

### **STEP 1: FILE A PROTEST**

- Filing a protest allows us to work with you beyond the protest deadline
- Provide good contact information on the protest form (phone and email)
- Include your Opinion of Value on the protest form
- Include any evidence to be considered so we can review prior to contacting you

### **STEP 2: EVIDENCE**

Examples of evidence include:

- Closing/Settlement Statement from a recent purchase
- Fee Appraisal from a recent refinance
- Inspection Report
- Repair Estimates
- Photographs
- Market Analysis (CMA) from a Realtor
- Any other information you feel is valuable

### **STEP 3: WAIT TO BE CONTACTED**

After you file a protest:

- An appraiser will attempt to contact you by phone or email prior to the ARB hearing date.
- In person meetings are only available in special circumstances and require an appointment.

Please file your protest and be prepared to attend your hearing with the Appraisal Review Board (ARB). We will try our best to resolve the issue prior to an ARB hearing. Informal appraisal reviews are not available on the scheduled hearing date.

**We appreciate your patience and rest assured that all protests filed with ARB will be reviewed by an appraiser prior to your hearing.**