

# Appraisal Review Board Hearing Procedures

## Quick Reference Guide

### *How to prepare and what to expect at a scheduled ARB Hearing?*

Please be prepared to present your case to the Appraisal Review Board (ARB) the day of the hearing. Informal appraisal reviews are not available on the day of your scheduled ARB hearing. There are three (3) options for attending an ARB hearing. Below are the OPTIONS and how to prepare and attend a hearing. All documents and evidence that you present in the hearing will become a part of the ARB's permanent records and will not be returned to you. If any evidence is presented to the ARB from a laptop, camera, phone, or other technical device a copy of the evidence must be provided on a compact disk, flash drive, or printed for the ARB records prior to the hearing. This is required or the evidence will not be permitted at the hearing. The property owner must bring copies of any evidence from their cell phone, The ARB will not accept any evidence from cell phones. If you need an interpreter to present your case, be aware that you must provide your own. The ARB will not provide an interpreter for you.

#### Option 1: Appear in-person

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- You must bring (6) copies of any evidence that you would like the ARB to consider. Pictures you will only need (2) copies.
- You will receive the results of your hearing by certified mail.

#### Option 2: Attend by Telephone

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##### Prior to your hearing complete the following:

- Notify the ARB in writing 10 days before the hearing that you want to appear by telephone, if you have not already done so on your protest form.
- Three (3) days prior to your hearing, you must submit any evidence that you would like the ARB to consider by:
  - 1) email to [arb@palopintocad.org](mailto:arb@palopintocad.org)
  - 2) mail to Palo Pinto ARB at PO BOX 250, Palo Pinto TX 76484
- Attach your evidence to notarized Comptroller Form 50-283 "Property Owner's Affidavit of Evidence". The form is located under the **Protest Process** menu on our website.

##### On the day of your hearing:

- Call 940-659-1281, ten (10) minutes before your scheduled ARB hearing to check in. After checking in, the ARB will call you back when the hearing is ready to begin. If they are not busy at the time you call you may be transferred immediately.
- Please make sure you are in an area that has a good phone connection.
- If you fail to call in on time, the ARB will review your submitted notarized evidence and make a determination.
- If you do not submit notarized evidence and you do not call in, your protest will be dismissed.
- You will receive the hearing results by certified mail.

#### Option 3: By Sworn Written Affidavit

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- At least three (3) days prior to your hearing submit your evidence that you would like the ARB to consider by:
  - 1) email to [arb@palopintocad.org](mailto:arb@palopintocad.org)
  - 2) mail to Palo Pinto ARB at PO BOX 250, Palo Pinto TX 76484
- Attach your evidence to notarized Comptroller Form 50-283 "Property Owner's Affidavit of Evidence". The form is located under the **Protest Process** menu on our website. The ARB determination will be based on the evidence that you submit. Types of evidence included but are not limited to, appraisals, closing statements, photos, repair statements, etc.
- You will receive the hearing results by certified mail.

For additional help in presenting your case go to [www.isouthwestdata.com](http://www.isouthwestdata.com), select **Palo Pinto Appraisal District** from the Appraisal District drop down menu, select **Protest Process**, and select "How to present your case at the ARB Hearing".

If you should have any rescheduling requests or general ARB procedure questions, please contact the Appraisal Review Board Coordinator, at [arb@palopintocad.org](mailto:arb@palopintocad.org) . All questions concerning value, exemptions, or special use appraisals should be directed to the Appraisal District staff at 940-659-1281.