

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. The ARB does not have the capabilities to handle a large number of parcels by telephone. Therefore, if you have more than 2 parcels you should choose option 1 or 3. 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 does not have the ability to provide an interpreter for you.

Option 1: Appear in-person

You must bring (4) copies of any evidence that you would like the ARB to consider. Pictures you will only need (1) copy. You will be notified by certified mail of the results of the hearing.

Option 2: Attend by Telephone

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.
- Five (5) 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
 - 2) mail to Palo Pinto ARB at PO Box 250, Palo Pinto TX 76484
- You must attach your evidence to a 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, fifteen (15) minutes prior to your scheduled hearing time 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 to them immediately.
- Please make sure you are in an area that has a good phone connection.
- If you do not call 15 minutes prior to your hearing, the ARB will conduct the hearing based on the notarized evidence you have submitted and make a determination.
- If notarized evidence is not provided and you do not call in, the ARB will dismiss your protest.
- You will be notified by certified mail of the results of the hearing.

Option 3: By Sworn Written Affidavit

There is no need to attend in-person or by phone if you submit a sworn written affidavit

- Five (5) 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
 - 2) mail to Palo Pinto ARB at PO Box 250, Palo Pinto TX 76484
- You must attach your evidence to a 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 you submit. Types of evidence can include but are not limited to, appraisals, closing statements, photo's, repair statements, etc.

If notarized evidence is not provided, the ARB will dismiss your protest.

You will be notified by certified mail of the results of the hearing.

For additional help in presenting your case go to 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 . All questions concerning value, exemptions, or special use appraisals should be directed to the Appraisal District staff at 940-659-1281.

AoA's for any accounts needing assigned authorization as of the scheduled hearing date are due at check in.