



1108 Santa Fe Drive
Weatherford, TX 76086
817-596-0077
evidence@parkercad.org

ARB 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 on how to prepare and attend an ARB hearing.

OPTION 1: APPEAR IN-PERSON

- The office is open to the public and the ARB is conducting in-person hearings.
- The entire duration of a scheduled hearing will be no longer than 15 minutes.
- You must bring three (3) copies of any evidence that you would like the ARB to consider.
- In the interest of public health, the number of people allowed in the building will be limited.

OPTION 2: ATTEND BY TELEPHONE

Prior to your hearing complete the following:

- Three (3) days prior to your hearing, you must submit any evidence that you would like the ARB to consider by:
 - 1) email to evidence@parkercad.org
 - 2) mail to PCAD: *ATTN: % ARB Evidence, 1108 Santa Fe Dr. Weatherford, TX 76086*
- 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 at www.parkercad.org.

On the day of your hearing:

- Call 817-596-0077, 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.
- 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 WRITTEN AFFIDAVIT

- There is no need to attend in-person or by phone if you submit a written affidavit.
- Three (3) days prior to your hearing, you must submit any evidence that you would like the ARB to consider by:
 - 1) email to evidence@parkercad.org
 - 2) mail to PCAD: *ATTN: % ARB Evidence, 1108 Santa Fe Dr. Weatherford, TX 76086*
- 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 at www.parkercad.org.
- **The ARB determination will be based on the evidence you have submit. Types of evidence can include but are not limited to, appraisals, closing statements, photo's, repair estimates, 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.

The intent of this document is to offer a quick reference guide for ARB hearing procedures. This does not replace the full set of ARB hearing procedures. For more information, please reference the full set of ARB hearing procedures included with your Appraisal Review Board Protest Hearing Notice.