



1108 Santa Fe Drive  
Weatherford, TX 76086  
817-596-0077

# ARB HEARING PROCEDURES QUICK REFERENCE GUIDE

The intent of this guide is to highlight certain sections of the ARB hearing procedures and help prepare you for the ARB hearing. This does not replace the full set of ARB hearing procedures. For more information, please reference the full set of ARB hearing procedures.

## How to prepare for an Appraisal Review Board hearing?

Please be prepared to present your case to the Appraisal Review Board (ARB) the day of the hearing. Generally, most hearings last no longer than 15 minutes. If you are representing yourself, there are three (3) main OPTIONS for attending an ARB hearing.

### OPTION 1: APPEAR IN PERSON

- You should bring three (3) copies of any evidence that you would like the ARB to consider.
- You will be notified by certified mail of the results of the hearing.

### OPTION 2: BY TELEPHONE / VIDEOCONFERENCE

**Prior to your telephone or videoconference hearing complete the following:**

- Three (3) days prior to your hearing, submit any evidence that you would like the ARB to consider by email to [submitevidence@parkercad.org](mailto:submitevidence@parkercad.org)
- Attach your evidence to a notarized "Property Owner's Affidavit of Evidence".

**On the day of your hearing:**

- Call 817-596-0077, fifteen (15) minutes prior to your scheduled ARB hearing time to check in.
- 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

- Three (3) days prior to your hearing, submit any evidence that you would like the ARB to consider by email to [submitevidence@parkercad.org](mailto:submitevidence@parkercad.org)
- Attach your evidence to a notarized "Property Owner's Affidavit of Evidence".
- You will be notified by certified mail of the results of the hearing.

EMAIL ADDRESS	QUESTIONS/TOPIC(S)
<a href="mailto:settlement@parkercad.org">settlement@parkercad.org</a>	- To return a Signed Settlement and Waiver.
<a href="mailto:withdraw@parkercad.org">withdraw@parkercad.org</a>	- To withdraw a Protest/Cancel an ARB Hearing.
<a href="mailto:reschedule@parkercad.org">reschedule@parkercad.org</a>	- To reschedule/postpone an ARB Hearing.
<a href="mailto:submitevidence@parkercad.org">submitevidence@parkercad.org</a>	- To submit your Evidence to PCAD or the ARB.
<a href="mailto:agent@parkercad.org">agent@parkercad.org</a>	- For Tax Agent matters and to submit AoA forms.
<a href="mailto:appraisal@parkercad.org">appraisal@parkercad.org</a>	- For General Appraisal Questions.