



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

# INFORMAL APPRAISAL REVIEW PROCEDURE

We will do our best to resolve all protest issues prior to an Appraisal Review Board (ARB) hearing, but in most cases, we need your assistance.

**\*\*IMPORTANT\*\*** Appointments are required to discuss your property market value with an appraiser. Walk-in/In-Person meetings are not available without an appointment. Many business needs can be completed by phone, email, or online without an in-person visit.

The Parker County Appraisal District will be implementing the following procedure for scheduling appointments with property owners.

## "How do I schedule an appointment to have my property value reviewed?"

### STEP 1: FILE A PROTEST

- Filing a protest allows appraisers to work with you beyond the protest deadline
- Provide good contact information on the protest form (Phone & Email)
- Provide your Opinion of Value on the protest form
- Protests can be filed online using our website: [www.parkercad.org](http://www.parkercad.org)

### STEP 2: PREPARE EVIDENCE

- Please send prepared evidence to: [evidence@parkercad.org](mailto:evidence@parkercad.org)
  - Examples of evidence include:
    - Closing/Settlement Statement from a recent purchase
    - Fee Appraisal from a recent refinance
    - Inspection Report
    - Repair Estimates (Cost to cure)
    - 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 may attempt to contact you to resolve your protest  
----- OR -----
  - The Appraisal Review Board will contact you for a hearing

### STEP 4: APPOINTMENTS

- **You must file a protest** to be scheduled for an appointment
  - Informal conferences will be by appointment only
  - Informal conferences will be by phone or email
  - In-person appointments will begin after the protest deadline

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