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# INFORMAL CONFERENCE REVIEW PROCEDURE

## \*\*\*IMPORTANT\*\*\*

The Parker County Appraisal District completes a full reappraisal every other year. The last full reappraisal in Parker County was completed in 2023; therefore, any value difference for 2024 is likely due to an ownership change, new improvements made to the property, or due to an appraisal cap increase. Please see reverse side for more information.

## “What are the steps to have my property value reviewed?”

### STEP 1: FILE A PROTEST

- **Protests can be filed online using our website: [www.parkercad.org](http://www.parkercad.org)**
- 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.

### STEP 2: PREPARE EVIDENCE

- **Please send evidence to: [submitevidence@parkercad.org](mailto:submitevidence@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, continually check your mailbox and/or email:**
  - The Appraisal District will review the information you submitted with your protest.
  - Depending on the information you submit, an appraiser may contact you to resolve your protest.
  - If the protest is not resolved, the Appraisal Review Board will contact you for a hearing.

### STEP 4: INFORMAL CONFERENCE / ARB HEARING

- **You must file a protest prior to the protest deadline.**
  - Informal conferences will be by written request only.
  - Informal conferences will be conducted by email.
  - Informal conference information will be delivered with the ARB hearing notice.
  - In-person hearings with the ARB will be scheduled after a protest is filed.

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