

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 on the Appraisal District website at www.tomgreencad.com.

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 five (5) 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:

- The affidavit and evidence must be submitted to the ARB before the protest hearing begins. Evidence can be sent to info@tomgreencad.com.
- Attach your evidence to a notarized Comptroller Form 50-283 "Property Owner's Affidavit of Evidence".

On the day of your hearing:

- The ARB will call the phone number that was provided on either your protest or affidavit.
- If the ARB is unable to reach you; the ARB will conduct the hearing based on the notarized evidence you have submitted and make a determination.
- If the notarized Comptroller Form 50-283 "Property Owner's Affidavit of Evidence" is not received prior to the hearing time, the ARB will dismiss your protest.
- You will be notified by certified mail of the results of the hearing.

OPTION 3: BY WRITTEN AFFIDAVIT

- The affidavit and evidence must be submitted to the ARB before the protest hearing begins. Evidence can be sent to info@tomgreencad.com.
- Attach your evidence to a notarized Comptroller Form 50-283 "Property Owner's Affidavit of Evidence".
- You will be notified by certified mail of the results of the hearing.