

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

STEP 1: FILE A PROTEST

- Protests can be filed online using our website: www.tomgreencad.com
- 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

– **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 for:**
 - Correspondence from the Appraisal District with any informal value adjustment offer.
 - You can respond with additional information that you believe is relevant to your value.
 - 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 in person or by email.
 - Informal conferences may take place directly before your scheduled ARB hearing.
 - In-person hearings with the ARB will be scheduled after a protest is filed.