



Appraisal Review Board Hearing Procedures

The Tom Green County Appraisal Review Board (ARB), in order to give each party at a protest a reasonable time for their presentation, coupled with the time constraints necessary to adequately serve the public, is providing the following information prior to the beginning of the formal hearing.

1. Appraisal Review Board (ARB) Members Are:

- Citizens of Tom Green County, appointed by a District Judge to perform an independent review of your protest.
- Trained by the Texas State Comptroller's office.
- Not employed by the Appraisal District and are not Appraisers.
- Hearings are conducted at the Appraisal District for your convenience.

2. ARB Hearing Structure:

- Introductions and swearing in of parties to the hearing.
- Presentation of evidence & testimony by District and Property Owner.
- You have the option of presenting your evidence first or second.
- The hearing should take approximately 15 minutes. Allotting the property owner and the Appraisal District approximately 5 minutes each to present their initial evidence and testimony.
- Each party will also be given 3 minutes for follow up discussion, questions, and/or rebuttal.
- When testimony is concluded the Chair will close the evidentiary portion of the hearing. No further evidence may be presented.
- ARB deliberates, considering the evidence of both parties and may ask questions prior to making a determination.
- The hearing is then concluded.
- You will know the results of the hearing before you leave today.

3. Other Hearing Details:

- Please turn off Cell Phones and all other electronic devices.
- The ARB is required to retain all evidence presented at this hearing. Any evidence presented to the ARB on an electronic device such as a cell phone or laptop, requires the party to download the evidence presented. The ARB must keep all the evidence.

- Exchange of Evidence must occur before the hearing or immediately after the hearing begins. All material preserved on a portable device that the person intends to offer or submit to the ARB at the hearing must be uploaded or scanned prior to the hearing.
- The ARB panel may not ask for or seek evidence and the District Representative will only present such evidence that they ascertain is relevant to the issue under protest. Thus, it is your obligation to present all information related to the property under protest that you wish the ARB panel to consider.
- When presenting evidence please refrain from repeating testimony multiple times and refrain from talking over or interrupting each other.
- The District and Property Owner should direct their questions to each other.
- There will be an audio recording of all ARB hearings.
- Information regarding the voluntary survey has been provided to you prior to your hearing. Surveys are available in the hearing room or available in the lobby of the appraisal district.

4. Acknowledgment and Waiver:

- By signing and dating this document, I agree that the steps set out above are adequately covered in this document. I waive the right to have the Chair perform them verbally during my hearing.

Signature

Date