



# PROPERTY TAX NOTICE OF PROTEST

HCAD Account Number: \_\_\_\_\_ Tax Year: \_\_\_\_\_

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This space is reserved for HCAD use only



**INSTRUCTIONS:** If you want the appraisal review board to hear and decide your case, you must file a written notice of protest with the appraisal review board (ARB) for the appraisal district that took the action you want to protest. To be valid, a notice of protest must identify the owner and the property, and must indicate the nature of the protest. For this reason, it is important that the notice of protest form be completed fully (including the tax account number).

***Filing Deadlines: The usual deadline for filing your notice (having it postmarked if you mail it) is midnight, May 31. However, we encourage you to return the form as quickly as possible. Exceptions to this deadline are described on the back of this form.***

You may file this form in person or by mail.

(continued on back)

**Step 1:  
Phone Number** Telephone (area code and number) \_\_\_\_\_

**Step 2:  
Describe Property under Protest** Mobile Homes: (Give make, model and Identification number) \_\_\_\_\_

Give street address and city if different from above, or legal description if no street address

**Step 3:  
Check Reason(s) for Protest**

- |   |  |
|---|--|
| <input type="checkbox"/> Value is over market value.<br><input type="checkbox"/> Property should not be taxed in _____ (name of taxing unit)<br><input type="checkbox"/> Failure to send required notice. _____ (type)<br><input type="checkbox"/> Other: _____<br><input type="checkbox"/> Exemption denied, modified, or cancelled. | <input type="checkbox"/> Ag-use, open-space, timber, or other special valuation denied, modified, cancelled, or rolled back due to change in use.<br><input type="checkbox"/> Owner's name incorrect.<br><input type="checkbox"/> Owner's mailing address incorrect.<br><input type="checkbox"/> Property description incorrect.<br><input type="checkbox"/> Improvement (structures, etc.)<br><input type="checkbox"/> Land (attach copy of deed)<br><input type="checkbox"/> Property should not be taxed in this appraisal district.<br><input type="checkbox"/> Value is unequal compared with other properties. |
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**Step 4:  
Give facts that may help resolve your case**

Optional - State your opinion of your property's market value: \$ \_\_\_\_\_

**Step 5:  
ARB Hearing Procedures**

I want the ARB to send me a copy of its hearing procedures.       YES       NO  
 \* If your protest goes to a hearing, you will automatically receive a copy of the ARB'S hearing procedures.

**Step 6:  
Sign the Application**

Signature of Owner       Agent      Agent Code # \_\_\_\_\_      Date: \_\_\_\_\_  
 (Sign here)

A notice of protest must be signed by the owner or an authorized agent. You can use the form on the back to authorize a family member or friend to appear for you. You must fill out state form 1.111 if you want a paid agent to appear for you. See the back for more details.

**ADDITIONAL INFORMATION APPEARS ON BACK**

While May 31 usually is the last day to file a protest, a different deadline will apply to you if:

- 1) your notice of appraised value was mailed to you after May 2;
- 2) your protest concerns a change in use of agricultural, open-space, or timber land;
- 3) the ARB made a change to the appraisal records that adversely affects you and you received notice of the change;
- 4) the appraisal district or the ARB was required by law to send you notice about a property and did not; or
- 5) you had good cause for missing the May 31 protest filing deadline.

Contact the appraisal district for your specific protest filing deadline. The ARB will determine if good cause exists for missing a deadline. Good cause means that something beyond your control, such as a medical emergency, prevented you from meeting the deadline.

Weekends, holidays: If your deadline falls on a Saturday, Sunday or other legal holiday, it is postponed until midnight of the next working day.

When the Appraisal Review Board schedules your protest hearing, the board will send you (or in some cases your authorized agent) a notice giving the date, time, and place of the hearing at least 15 days in advance.

Before the hearing, you may wish to visit the Harris County Appraisal District's Information & Assistance Division at 13013 Northwest Fwy., Houston, Texas. You may conduct research using public computer terminals, or you may review printouts of property value and sales information. Once your hearing has been scheduled, you will be able in most cases to view the chief appraiser's evidence on line at [www.hcad.org/ifile](http://www.hcad.org/ifile).

If you cannot or do not want to attend your scheduled hearing in person, the law allows you to submit your evidence in the form of a sworn affidavit. **The affidavit must state that you swear or affirm that the information it contains is true and correct, and you must execute it before a notary public or other public official who is authorized to administer oaths.**

After you receive your scheduling notice, if you decide you want to submit an affidavit, please make sure it identifies the property owner and his or her address, that it reflects the account number and property description and that it shows the date and time of the hearing. **To ensure that the affidavit is available for consideration, it should be received at the hearing location at least two (2) days prior to the date and time of the hearing.**

You may also have a representative appear for you. This person should be able to discuss your property from personal knowledge. If a property tax agent will be appearing in your behalf, a valid agent appointment form must first be filed with the appraisal district. Agent appointments must be made on Texas State Comptroller's Form 1.111.

You may authorize a relative or friend to appear at your hearing by completing and signing the following statement.

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Fill out the following authorization if you want to have a family member or friend represent you at the protest hearing. **Use this only for family or friends who do not charge you for representation.** You must use State form 1.111 to appoint a paid representative or to have notices and tax bills mailed to a representative.

#### APPOINTMENT OF FAMILY OR FRIEND TO REPRESENT ME IN PROTEST HEARING

I hereby appoint:

First Name	Last Name
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to represent me in my protest hearing. My representative has general authority to review confidential information, appear for me at the protest hearing, and to negotiate and resolve the matters covered by this protest.

This appointment applies only for the hearing on this protest. I understand that notice will be delivered to me.

Property Owner's Signature	Name Printed	Date
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