

**PROPERTY TAX – NOTICE OF PROTEST**

Appraisal district name	Phone (Area code and number)
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Address

**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. If you are leasing the property subject to the protest, you must have a contract requiring you to pay the property taxes on the property.

**FILING DEADLINES:** The usual deadline for filing your notice (*having it postmarked if you mail it*) is midnight, May 31.

A different deadline will apply to you if:

- your notice of appraised value was delivered to you after May 2;
- your protest concerns a change in the use of agricultural, open-space or timber land;
- the ARB made a change to the appraisal records that adversely affects you and you received notice of the change;
- the appraisal district or the ARB was required by law to send you notice about a property and did not; or
- 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.

<b>Step 1:</b> Owner's or lessee's name and address	Owner's or lessee's first name and initial	Last name
	Owner's or lessee's present mailing address ( <i>number and street</i> )	
	City, town or post office, state, ZIP code	Phone ( <i>area code and number</i> )

<b>Step 2:</b> Describe property under protest	Give street address and city if different from above, or legal description if no street address
	Appraisal district account number ( <i>optional</i> )
	Mobile homes: ( <i>Give make, model and identification number</i> )

<b>Step 3:</b> Check reasons for your protest	<input type="checkbox"/> Value is over market value.	<input type="checkbox"/> Exemption was denied, modified or cancelled.
	<input type="checkbox"/> Value is unequal compared with other properties.	<input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timber land.
	<input type="checkbox"/> Property should not be taxed in _____ . <i>(name of taxing unit)</i>	<input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled.
	<input type="checkbox"/> Failure to send required notice. _____ . <i>(type)</i>	<input type="checkbox"/> Owner's name is incorrect.
	<input type="checkbox"/> Other: _____ .	<input type="checkbox"/> Property description is incorrect.
		<input type="checkbox"/> Property should not be taxed in this appraisal district or in one or more taxing units.

<b>Step 4:</b> Give facts that may help resolve your case (continue on additional page if needed)	
	What do you think your property's value is? ( <i>Optional</i> ) \$ _____

<b>Step 5:</b> Check to receive ARB hearing procedures	I want the ARB to send me a copy of its hearing procedures. <input type="checkbox"/> Yes <input type="checkbox"/> No* * If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures.
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<b>Step 6:</b> Sign the application	Signature sign here 	Date
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