

# Facts about Value Notices and Protest Process

## Notices of Appraised Value

The district is in the process of printing and mailing *Notices of Appraised Values*. The purpose of these notices is to inform property owners of the district's opinion of market value of taxable property. Please be aware that the district values all property in Palo Pinto County as of January 1, 2010. (What the property would sell for on that day.) It is important to read the notice thoroughly and be aware of the deadlines associated with protesting. If you disagree with the district's opinion of value, there are certain methods available to resolve the disagreement. First, you can file a formal protest. By filing a protest, you are entitled to present information and evidence to an independent panel of the Appraisal Review Board. Otherwise, if you do not wish to file a formal protest, you can contact our office and speak with an appraiser informally to possibly resolve the disagreement. You should be aware, however, that if you cannot resolve the matter informally, you are required to file a formal protest by the protest deadline stated on your *Notice of Appraised Value* in order to appear before the Appraisal Review Board to present your case formally. The Palo Pinto Appraisal District is required to appraise all taxable property at market value in an equal and uniform manner. To achieve these results, the District is committed to open communications between taxpayers and appraisers.

## Information and Evidence

To expedite the resolution process during an informal meeting with a district appraiser, property owners should be prepared to provide certain documents and evidence to arrive at an accurate opinion of value. Documentation a property owner should consider providing at an informal meeting may include, but may not be limited to, the following: closing documents of a recent sale, recent property appraisals, income and expense information, rent rolls, recent surveys or plats, fixed asset listings or inventory counts. Many times the difference between the opinions of value of the district and of the property owner can be resolved by a thorough review of additional information and open communication during an informal meeting.

## Website Information

- The 2010 Schedule Changes information for areas that increased in value is available for your inspection and copy on our website. The PPAD website will be updated weekly during the months of May, June and July, 2010. The maps that will be used in ARB hearings are available for inspection at the Palo Pinto Appraisal District office Monday thru Friday, 8:00 Am to 4:30 PM. *If you have filed a Protest and would like all the evidence that PPAD will use at your hearing you should visit with an appraiser at the Palo Pinto Appraisal District. Monday through Friday. 8:00 AM to 4:30 PM.*

### **Requests for Evidence that will be used at your ARB hearing**

- If you have filed a Protest. Before the date of your hearing, you may inspect all of the data, schedules, formulas, and other information that the District plans to introduce at the hearing to establish any matter at issue. You may get copies of this information by visiting with an appraiser at the Palo Pinto Appraisal District. The charges for such copies will not exceed \$15 for each residence and \$25 for each property of another type.

### **Reviewing information that was used to determine value for 2010.**

- The 2010 Schedule Changes information for areas that increased in value is available for your inspection and copy on our website. The PPAD website will be updated weekly during the months of May, June and July, 2010. The maps that will be used in ARB hearings are available for inspection at the Palo Pinto Appraisal District office Monday thru Friday, 8:00 Am to 4:30 PM.

### **ARB Hearing without physically being at hearing.**

- You may present evidence or argument without attending the hearing in person by sending an affidavit **executed before a Notary Public** (or other authorized public official) stating that you swear or affirm that the information is contains if true and correct. The affidavit should (1) identify you as the property owner, (2) state the account number and description of the property that is the subject of the protest, and (3) give the date and time of the hearing. You should provide the original and 6 copies of the affidavit. **For an affidavit to be considered, it must be received by the Appraisal Review Board before the time of the hearing. An affidavit cannot be faxed.**

### **Authorizing another person to attend your ARB hearing instead of yourself**

- A property owner may designate another person to represent him for property tax purposes by filing certain forms required by Texas law. These forms are available from the District at 200 Church Ave, PO Box 250, Palo Pinto, Texas 76484. In this notice "you" includes property owners and their property designated agents.