



# Williamson Central Appraisal District

## Understanding Informal Inquiry And Formal Hearing

### Procedures and Forms

Sí usted necesita asistencia en Español, por favor llame al teléfono 512-930-3787. Para más información visite nuestra página web: [www.wcad.org](http://www.wcad.org)

Williamson Central Appraisal District strives to keep the public informed of the latest information about the Informal and Formal procedures to protest your notice of appraisal.

**YOUR PROPERTY VALUE IS IMPORTANT TO US. WE WOULD LIKE THE OPPORTUNITY TO INFORMALLY DISCUSS ANY QUESTIONS OR CONCERNS YOU MAY HAVE ABOUT YOUR NOTICE OF APPRAISED VALUE.**

### **Informal Inquiry – Meeting with District Staff**

**Before You File a Notice of Protest** and appear before the Appraisal Review Board, we encourage you to review your property appraisal with a member of the District's staff. The following information will assist you in reviewing your property appraisal informally.

**About The Appraisal** – The appraiser is required to appraise property at market value as of January 1<sup>st</sup> each year. The appraiser has applied generally accepted mass appraisal methods and techniques based upon the individual characteristics that affect the market value of your property.

### **Informal Inquiry Procedures:**

If you disagree with the Proposed Value on your Notice of Appraised Value, or any other action the Appraisal District may have taken on your property, please come to our office to discuss your concerns with our staff. Please visit our office by the Unscheduled Walk-in Protest Period date indicated on your Notice of Appraised Value.

District staff will see property owners on a first-come, first-serve basis. Typical wait time is 30 – 45 minutes. Expect wait time to increase during peak times, which can occur the end of each week in April.

Following an Informal inquiry, the District staff member may or may not change the Proposed Value based on property records and evidence supplied by property owner.

**After receiving the District staff's decision from the Informal inquiry, you may choose one of two options:**

Agree with the District staff's decision and finalize the property value by signing a final value agreement document.

Disagree with the District staff's decision, file a timely protest, and attend a Formal Hearing with the Appraisal Review Board that will be scheduled for a later date.

**Providing Evidence and Property Information:**

Please also see document Tips For Productive Review for further details.

**Real Property** – Documents that may help determine property value include, but are not limited to, the following below:

- Settlement statements
- Sale or purchase contracts
- Closing papers
- Sales of similar properties
- Fee appraisals
- Photographs of property
- Income and expense statements
- Survey plat
- Recorded warranty deed documentation
- Agricultural history documentation
- Wildlife management plan
- Recent engineer's reports or professional cost to cure estimates

**Business Personal Property** – Please provide evidence regarding your business such as an asset listing with cost and year acquired, IRS forms such as depreciation schedule, balance sheets with inventory information, income and expense statements. These types of evidence will be helpful in determining the market value of your property.

**THE APPRAISAL REVIEW BOARD (ARB):**

The ARB is an independent board of citizens that hears property owner protests. The ARB has the authority to order the Appraisal District to make changes to property records by comparing property owner evidence and opinion to the evidence the District provides. If you file a written request, a Notice of Protest, for an ARB Formal Hearing before the deadline indicated on your notice, your case will be scheduled for a hearing. It is important that you be on time for your hearing to preserve your right to protest.

On the day of the hearing, ARB procedures require you to first meet informally with an appraiser to discuss evidence you and the appraiser plan to present. You and the appraiser may reach a final value agreement during this meeting and conclude the protest. If an agreement is not reached, you will then proceed directly to the Formal Hearing before the ARB.

**Protests to the ARB must be filed online, by email or in writing by the deadline indicated on your appraisal notice.** Your Notice of Appraised Value includes a Notice of Protest form for your convenience. If you are filing online, access [www.wcad.org](http://www.wcad.org) prior to the protest deadline and click on the link for Online Protests.

Any received Notice of Protest will be acceptable as long as it identifies the owner, the property that is the subject of the protest and indicates the reason for the protest. Please identify the property in question by

Quickrefid account number or property address. You may attach any relevant evidence or documentation that you wish to review with appraiser to your Notice of Protest.

A protest must be filed by May 31<sup>st</sup>, or no later than 30 days from the mail date of your Notice of Appraised Value, whichever is later. The protest deadline will be indicated on your Notice of Appraised Value. If you fail to file a protest timely, your options to obtain a hearing are limited.

- Protest filing through Online Protests eservices available on [wcad.org](http://wcad.org) will be suspended midnight May 31<sup>st</sup>.
- If you email your protest document(s) to [protestsubmission@wcad.org](mailto:protestsubmission@wcad.org), it must be received the day of your protest deadline.
- If you deliver your protest document(s) in person, it must be received before or by 5:00 pm on the day of your protest deadline.
- If you mail your protest documents(s), the protest must be postmarked before or the day of your protest deadline. Our physical and mailing address is as follows:

Williamson Central Appraisal District  
625 FM 1460  
Georgetown, TX 78626-8050

### **Scheduling and Rescheduling ARB Hearing**

Once your protest is received, you have the option of:

1. Scheduling your ARB Hearing online at [www.wcad.org](http://www.wcad.org) and accessing the Online Protests link (further instruction included on the website). Please locate your Online Protest ID on your Notice of Appraised Value before you attempt to schedule online. Using the online scheduling process gives you the option of choosing an available date and time that fits your schedule. ARB Hearings scheduled online will not receive further notification on the hearing date.
2. If you do not schedule online, the Appraisal Review Board will schedule your hearing and send you notification by mail at least 15 days before the date of the hearing. The notification will include the date, time and location of your hearing, copies of the Property Taxpayer Remedies (a publication of the State Comptroller's Office), ARB hearing procedures, and Tips for Productive Review.

The full ARB reschedule policy will be provided on the insert that is sent with your ARB Hearing Notice.

On request made to the Appraisal Review Board before the date of the hearing, a property owner who has not designated an agent under Section 1.111 to be their representative at the hearing is entitled to 1 postponement of the hearing to a later date without showing cause. In addition and without limitation as to the number of postponements, the ARB shall postpone the hearing to a later date if good cause is shown by the property owner or the owner's agent if the chief appraiser consents to the postponement. The hearing may not be postponed to a date less than 5 or more than 30 days unless agreed to by the chief appraiser and the ARB chairman or his representative

### Alternatives to Requesting Rescheduled Hearing

If you cannot be in person at your scheduled hearing, you can be represented in one of the following ways:

- Designate another party to attend the hearing in your place either by providing the attending party with written authorization, or by submitting written authorization to our office before the hearing. You may authorize any party to appear on your behalf, such as a spouse, relative or neighbor.

To authorize someone who is paid for representing you, you must file and sign an Appointment of Agent form. The Appointment of Agent form is available on our website.

- Submit a notarized affidavit prior to your scheduled ARB hearing date. The affidavit signed before a Notary Public must state that you swear or affirm that the information it contains is true and correct. Please indicate on the affidavit the property owner's name and mailing address, Quickrefid account number, property address and description, opinion of value, and the date and time of the hearing. Relevant evidence can be supplied with your affidavit (see document Tips For Productive Review). The hearing will take place and all information submitted will be considered at the time of your ARB hearing.

### Withdrawal of Protest

If you no longer have an issue and wish to withdraw your protest, please email the request to [protestwithdrawal@wcad.org](mailto:protestwithdrawal@wcad.org) for the fastest processing. Written withdrawals are also accepted by mail or if hand-delivered to our office.

In your withdrawal request, please provide your name, Quickrefid and address of property protested and a daytime phone number or email address where you may be contacted.