

TIPS FOR A PRODUCTIVE REVIEW

To effectively resolve value concerns for Williamson County property owners, please use the following information to prepare for review with District staff and Appraisal Review Board. Our goal is to make the review process as expedient as possible.

- ❖ Williamson Central Appraisal District is required by Texas Law to appraise all property at 100% market value as of January 1st of each year.
- ❖ The District staff and Appraisal Review Board are authorized to discuss and revalue property but cannot deliberate on or change tax rates and tax collection.
- ❖ Both the Informal and Formal review will each be kept to a 15-minute time frame. If more than one property is to be reviewed, each property will be discussed in as timely a manner as possible.
- ❖ Please silence all cell phones while in the building to avoid interruptions.
- ❖ Be prepared to provide evidence relevant to the protested year in question to support your opinion of property value.
- ❖ Evidence is accepted in physical form, electronic format, or on portable device like CD or USB. If an appeal was filed online, electronic evidence can be uploaded directly using the manage documents feature. Upload before the hearing date to ensure District staff has access to your evidence. Evidence will NOT be admissible if presented on a smart phone or tablet.
- ❖ Applicable evidence for the following property types includes, but is not limited to:

Real Property

- Settlement statement, or sale contract detailing purchase price
- Current fee appraisal of your property(s)
- Sales of similar properties within Williamson County
- Repair cost estimates and dated photo documentation for significant problems existing prior to January 1st
- Cost documents if constructed in prior year
- Operating statement (income and expense data), rent roll, and tenant leases for commercial property
- Survey plat
- Recorded deed documentation

Ag, Special Valuation and / or Rollback Tax protests

- Contracts or receipts for land maintenance services including, but not limited to: sprigging, cutting, baling, fertilizer, herbicide, fence installation and repair, pond construction. Documents should indicate number of acres serviced, date of service, and product types where applicable
- Sales receipts on livestock
- Production records and registration papers for breeding operations
- Current contract with government program
- Plan and documentation of activities for Wildlife management
- Notarized letters from leases indicating the usage of property i.e., type of crop, plant and harvest date, type and number of livestock, grazing timeframe, etc.

Personal Property

- Sale of Business prior to January 1st. Sale contract or documentation to show date of ownership change.
- Closure of Business prior to January 1st. Final utility bill, cancelled insurance policy, cancelled lease, etc.

Personal Property - Inventory, Furniture, Fixtures, Machinery & Equipment

- Schedule 1120s (U.S. Income Tax Return for an S Corporation)
- Form 4562 (Depreciation and Amortization, includes Sections 179 and Vehicle data)
- Form 1065 (U.S. Return of Partnership Income) along with any other supporting documentation for the Balance Sheet and the Profit and Loss Statement from the most current IRS filing
- Schedule A Form 1040 (Itemized Deductions)
- Schedule C Form 1040 (Profit or Loss from Business)
- Completed asset list including description, original cost and year acquired. For equipment that has additional attachments/accessories, list items separately with the year, make, model number and description

Personal Property - Aircraft

- List of year, make, model, engine hours and log time as of January 1st

Personal Property – Vehicles

- List of year, make, model and mileage as of January 1st. Separately list attached equipment (booms, lifts, toolboxes, etc.)