

# PROPERTY APPRAISAL – NOTICE OF PROTEST – 2024

Appraisal District Name <b>BASTROP CENTRAL APPRAISAL DISTRICT * 212 JACKSON ST * PO BOX 578 * BASTROP, TX 78602</b>		Phone <b>(512) 303-1930</b>
<b>GENERAL INSTRUCTIONS:</b> This form is for use by a property owner or an owner's designated agent to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413. <b>FILING INSTRUCTIONS:</b> This form and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. <b>Do not file this document with the Texas Comptroller of Public Accounts.</b> <b>DEADLINES:</b> With exceptions, the typical deadline for filing a notice of protest is midnight, May 15. (Tax Code Section 41.44)		
<b>SECTION 1: Property Owner Or Lessee Information</b>	<input type="checkbox"/> Person Age 65 or Older <input type="checkbox"/> Disable Person <input type="checkbox"/> Military Service Member <input type="checkbox"/> Military Veteran <input type="checkbox"/> Spouse of a Military Service Member or Veteran	
	Name of property owner or lessee	
	Mailing Address	
	City, State, Zip Code	
	Primary Phone Number (area code and number)	Email Address*
<b>SECTION 2: Property Description</b>	Physical Address, City, State, Zip Code ( <i>if different than above</i> ) or Legal Description:	
	Appraisal District Account Number ( <i>if known</i> )	
	Mobile Home Make, Model, and Identification ( <i>if applicable</i> )	
<b>To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply.</b> Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.		
<b>SECTION 3: Reason For Protest</b>	<input type="checkbox"/> Incorrect appraised (market) value and/or value is unequal.	
	<input type="checkbox"/> Property should not be taxed in _____ ( <i>taxing unit</i> ).	<input type="checkbox"/> Change in use or land appraised as ag-use, open-space, or timber land.
	<input type="checkbox"/> Failure to send required notice. _____ ( <i>type</i> ).	<input type="checkbox"/> Ag-use open space or other special appraisal was denied, modified or cancelled.
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Owner's name is incorrect.
	<input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal.	<input type="checkbox"/> Property description is incorrect.
	<input type="checkbox"/> Temporary disaster damage exemption was denied or modified.	<input type="checkbox"/> Property is not located in this appraisal district or otherwise Should not be included on the appraisal district's record.
	<input type="checkbox"/> Incorrect damage assessment rating for a property qualified For a temporary disaster exemption.	<input type="checkbox"/> Circuit breaker limitation on appraised value for non-homestead real property was denied, modified or cancelled.
	<input type="checkbox"/> Exemption was denied, modified or cancelled.	
<b>SECTION 4: Additional Facts</b>	Provide facts that may help resolve this protest: ( <i>Attach additional information and/or photos</i> )	
	What is your opinion of your property's value? ( <i>Optional</i> ) \$ _____	
<b>SECTION 5: Hearing Type</b>	Do you request an informal conference with the appraisal office before the protest hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you request a formal ARB hearing with a single-member ARB panel? (This does not pertain to an informal hearing.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	I intend to appear at the ARB hearing scheduled for my protest in the following manner ( <i>Check only one box</i> ): <input type="checkbox"/> In Person <input type="checkbox"/> By telephone conference call or videoconference and will submit evidence with a written affidavit delivered to the ARB before the hearing begins. ** <input type="checkbox"/> On written affidavit submitted with evidence and delivered to the ARB <b>before</b> the hearing begins.	
<b>SECTION 6: ARB Hearing Notice And Procedures</b>	I request my notice of formal ARB hearing to be delivered by ( <i>check one box only</i> ): <input type="checkbox"/> Regular first-class mail <input type="checkbox"/> Certified mail and have included \$8.10 <input type="checkbox"/> Email to the email address provided in Section 1 of this form	
	If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB's hearing procedures. I request the ARB to send me a copy of its hearing procedures..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SECTION 7 Certification/ Signature</b>	<input type="checkbox"/> Property Owner <input type="checkbox"/> Property Owner's Agent <input type="checkbox"/> Other    Date: _____	
	Print Name _____	Sign Here: _____

\*An email address of a member of the public could be confidential under Government Code Section 552.137, however by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

\*\* If you decide later to appear by telephone conference call, you must provide written notice to the ARB at least 10 days before the hearing date. You are responsible for providing access to the call to any person(s) you wish to invite to participate in the hearing.

## IMPORTANT INFORMATION

### GENERAL INFORMATION

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### FILING INSTRUCTIONS

This form and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. **Do not file this document with the Texas Comptroller of Public Accounts.** Contact information for appraisal district offices may be found on the Comptroller's website.

### ELECTRONIC DELIVERY OF COMMUNICATIONS

A property owner or their authorized representative may request electronic communications from a tax official under Tax Code Section 1.008(a-1) by using Form 50-843, Request for Electronic Delivery of Communication with a Tax Official. The form must be filed with the applicable tax official in the county where the property is located. This form is located on our website at [www.bastropcad.org](http://www.bastropcad.org)

### SINGLE-MEMBER PANELS

An ARB must provide the option of a single-member panel hearing if requested in the notice of protest or submitted in writing to the ARB not later than the 10<sup>th</sup> day before the hearing date (Tax Code Section 41.45(b-4))

### HEARING TYPE INFORMATION

A property owner does not waive the right to appear in person at a protest hearing by submitting an affidavit to the ARB or by electing to appear by telephone conference call.

### NOTICE

The Comptroller's office may not advise a property owner, a property owner's agent, the chief appraiser, or any appraisal district employee on a matter that the Comptroller's office knows is the subject of an ARB protest. Consult Tax Code Chapter 41 or the ARB hearing procedures for more information.

### DEADLINES

With exceptions, the typical deadline for filing a notice of protest is midnight, May 15 (Tax Code Section 41.44). Contact the ARB for the county in which the property is located for the specific protest filing deadline.

### VIDEOCONFERENCES

Videoconference hearings are not available in counties with a population of less than 100,000 that lack the technological capabilities to conduct a videoconference (Tax Code Section 41.45(b-4)).