

## INFORMAL APPRAISAL REVIEW PROCEDURES

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. **PLEASE NOTE – AN INFORMAL DISCUSSION/REVIEW DOES NOT RESERVE YOUR RIGHTS TO AN APPRAISAL REVIEW BOARD HEARING.**

**Informal Review** – You may want to review your property appraisal with a member of the District’s staff. The following is provided to assist you in reviewing your appraisal informally with the District’s staff prior to the protest deadline.

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

### **Why Did I Receive This Notice of Appraised Value?**

This value notice was sent to inform you of the appraised value your School District, County, City, or Special District (if you live in a city or special district that levies taxes) will use in calculating your property taxes this year.

**After We Receive Your Request** - An Appraisal District staff member will create an informal inquiry record from the information you provide. An employee will contact you within 10 days to schedule a time for an informal meeting to discuss your proposed value and discuss your opinion of value, and review any pictures or documents you have that might impact the current market value of your property.

**Providing Information** - Please provide contracts, comparable sales data, appraisals, loan documents, repair estimates, photographs and any other relevant information.

**After Informally Reviewing** - The appraiser will choose one of two actions:

1. Change the appraised value based on a review of the appraisal (including information & documents you provided); or
2. Make no change to the original appraisal.

**After Receiving the Appraiser’s Action** – You may choose one of two options:

1. Agree with the change the appraiser made to the appraised value: OR
2. Disagree with the decision the appraiser made and decide whether or not to file a written protest for a formal hearing with the Appraisal Review Board.

**Protest Deadline** - THERE IS A PROTEST DEADLINE. THE PROTEST DEADLINE IS PRINTED ON YOUR APPRAISAL NOTICE. If you have not received a response to your informal review before the protest deadline, you may want to deliver your written protest (postmarked on or before the protest deadline OR hand-delivered to our office on or before the protest deadline) to reserve your rights to an Appraisal Review Board hearing. An informal review does not reserve your rights to an Appraisal Review Board hearing. The Appraisal Review Board will notify you of the date, time and place of your scheduled hearing.

**PLEASE VERIFY THAT THE OWNERSHIP & MAILING ADDRESS LISTED  
ON THE APPRAISAL NOTICE ARE CORRECT**

**THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOU IN REVIEWING  
YOUR NOTICE OF APPRAISED VALUE**

**What are the Appraisal District's primary duties?**

The Appraisal District's primary duties include placing all taxable property on the appraisal roll, appraising all properties at market value, approval or denial of exemption applications, approval or denial of agricultural use appraisal applications and processing agricultural use rollbacks for change of use.

**What is the appraised value based on?**

Section 1.04 of the Texas Property Tax Code requires the Appraisal District to appraise all properties at MARKET VALUE. The tax code defines market value as the price at which a property would transfer under prevailing market conditions on January 1<sup>st</sup>, considering the seller has a reasonable time to find a purchaser, and both are knowledgeable of the possible uses of the property and neither are in a position to take advantage of the other.

**What must I do to qualify for a general homestead exemption?**

To qualify for the general homestead exemption, you must:

- Own the home on January 1<sup>st</sup>;
- Occupy the home as your principal residence on January 1<sup>st</sup>;
- AND file an exemption application with the Appraisal District

Applications are available on our website or by mail.

**What if I am age 65 or older?**

**If you qualify for the over-65 or disability exemption:**

You may receive the over-65 or disability exemption immediately upon qualification by filing an application with our office. And you must apply before the first anniversary of your qualification date to receive the exemption for that year.

If you are the surviving spouse of someone who received the over-65 exemption, you can continue the exemption if you were 55 years old at the time of your spouse's death and if the death occurred after December 1, 1987.

Please be aware if you have made a physical improvement to your property such as adding a pool, additions to your home, etc. and you have an existing tax ceiling, your tax ceiling will increase.

**Who adopts the tax rates?**

The governing body of each taxing unit determines their tax rate for each year. The Appraisal District does not recommend, determine, or adopt tax rates. Please contact the appropriate taxing unit for questions or concerns related to their tax rate.