

FORT BEND APPRAISAL REVIEW BOARD (ARB)

FORMAL HEARING PROCEDURES

We are the appraisal review board panel that will be hearing your protest today. We are Fort Bend residents who are appointed to perform an independent review of your protest. We do not work for the Appraisal District. At the end of the hearing, you may complete a survey regarding your experience today which is located at the kiosk in the lobby of our building or the hard copy on your desk. The survey is voluntary.

I N T R O D U C T I O N

1. **Introduction** - Introduce all parties in room. Note the procedure is being voice and video recorded.
2. **Under Oath** - Administer Oath of Sworn Testimony, have property owner sign affidavit and state that the ARB members considering the protest have signed affidavits stating we have not communicated with anyone about the hearing.
3. **Property Introduction** - State R #, Protest type, Property Address, Legal Description, Owner's identified. Confirm property subject to the protest. OK to continue?
4. **Decision** - Panel's decision based only on testimony and evidence from the hearing.
5. **Evidence** - All evidence that has not been exchanged must be provided at this time (3 copies). Evidence submitted by electronic means shall be accompanied by 1 hard copy. Format types include but are not limited to PDF, Word, Excel, Power Point or JPEG. Devices include but are not limited to Flash drives and CD's. Property owners must provide their own Internet access. The above format types and devices are available for use by property owners except property owners may not access CAD data other than that made available by the CAD.
6. **License** - Does property owner or agent have a license or certificate from the Texas Appraiser Licensing and Certification Board? Appearing in that capacity?

O R D E R O F H E A R I N G

1. **Property Owner presentation** - Property owner or agent presents evidence and testimony and opinion of value or desired outcome if other than value hearing.
2. **Appraisal District presentation** - Appraisal District representative presents evidence and testimony and opinion of value or desired outcome if other than value hearing.
3. **Cross examinations** - Panel chair directs cross examinations.
4. **Closing statements** - Property owner or agent and CAD representative may each make a closing statement without introducing new evidence.

D E L I B E R A T I O N

1. **Evidence portion of hearing closed and deliberations of panel** - Panel members deliberate openly so all parties can observe discussions. Deliberations should summarize the decision making process.
2. **Motions, seconds and votes** - Each matter brought before the panel will receive a separate motion, second and vote. Panel chair will announce vote, margins and results and will announce final determination of the panel. After full ARB approval, an order determining the protest will be sent by certified mail along with any other pertinent information.
3. **Hearing closed**

N O T E:

1. Telephone hearings may be available upon written request.