

Tips for a Productive Review

1. You have the choice of requesting an informal conference, also known as an informal meeting. The meeting has to take place before your formal ARB hearing date. A notice of protest must be filed to be able to request an informal meeting.

Informal conferences are conducted remotely with an appraiser. You can request one online at <https://www.fbcad.org/informal/>. You can also submit your notice of protest through our online appeals portal. When you do so and an appraiser reviews your protest, and this counts as your informal hearing. You can do so at <https://www.fbcad.org/appeals/> and then clicking on File Now next to Option 1.

An informal meeting gives the opportunity to discuss your property value with a registered FBCAD appraiser. There is the potential during a meeting to reach a settlement. You should provide documentation regarding your value to the appraiser. It should be sent prior to or during the meeting. The information could include estimates of repairs, closing statements, and independent appraisal reports. You can learn about this at <https://www.fbcad.org/informal-meetings/>.

2. Make sure the property description and measurements are correct for your home. If they are not, mention it at the informal meeting.
3. Make sure you request an evidence packet, the earlier the better. It will be mailed sent to you At least 14 days before your formal ARB hearing. You can request your ARB evidence packet at <https://www.fbcad.org/arb-protest-evidence-packet-request/>. You must file a Notice of Protest before you can request an evidence packet.
4. If you or your agent fail to appear, you may lose the right to be heard by the ARB on the protest and you may lose the right to appeal. If you file with the ARB a written statement showing good cause for failing to appear and requesting a new hearing, it may be granted.

5. You should consult with FBCAD about your property's value before your hearing. Ask questions about things you don't understand. We have a great deal of information on our website.
6. Be on time and prepared for your hearing. The ARB typically place time limits on hearings.
7. Stick the facts and avoid emotional pleas. The ARB does not have control over FBCAD's operations or budget, tax rates, inflation, or local politics. Talking about these types of topics during your hearing will not help you win your case.
8. Review the ARB hearing procedures. Become familiar with them and be prepared to follow them. They are at <https://www.fbcad.org/resources-media/2022/04/2022-ARB-Informational-Packet.pdf>.
9. Take anything that will help you make your case with you to the protest hearing. You should gather all information about your property that may be relevant such as: photographs of your properties and comparables; receipt or estimates of repairs; sales price documentation such as listings, closing statements, and other information; calculation of median level of appraisal, if equal and uniform appraisal is being protested; affidavits; newspaper articles; architectural drawings or blueprints, engineering report, property surveys, deed records, etc.
10. Present your information in a simple and well-organized way. You and the FBCAD staff are required to exchange evidence before or at the hearing. Photos and other documents are useful. You should take enough copies so that each ARB member and the appraisal district representative can each have one.
11. We value a property based on January 1st, so you should make sure than any improvements that make up your property or damage that occurred to

your property before or on January 1st are included in the appraisal of your property.

12. If you are protesting the value of business property or other appraisal matters, you should bring evidence to support your opinion of the value. Sales data may not be available, and it may not be relevant, but income and expense information may be helpful.