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# 2024 PROPERTY OWNER INFORMATION

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## FORT BEND CENTRAL APPRAISAL DISTRICT (FBCAD) | Informal Meetings

An **Informal Meeting** allows you the opportunity to discuss the value the district has placed on your property with an FBCAD appraiser; with the potential of reaching an agreed value for this tax year. **Informal Meetings must be conducted prior to the date of the formal ARB hearing.**

FBCAD recommends the **Informal Meeting** request be made a minimum of **5 days** prior to your formal ARB hearing date. **If you did not previously request an informal meeting on your Notice of Protest and would like to, please utilize one of the following options to submit one:**

- Go to [www.fbcad.org/informal](http://www.fbcad.org/informal) or scan the QR code on this form
- Call FBCAD at (281) 344-8623



Please have your Quick Reference ID (ex: R987654) readily available in order to expedite the process.

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## APPRAISAL REVIEW BOARD (ARB) | Formal Hearings

The ARB requests for property owners to provide **(3) THREE HARD COPIES** of all evidence he/she intends to present at the scheduled Formal Hearing. The hard copies provided will become a part of the hearing record and will not be returned upon conclusion of the Formal Hearing. Evidence and/or documentation to support your protest may be submitted for any hearing type, either in paper or on a small portable device (such as a USB), which will be kept by the ARB. **DO NOT** bring evidence on a portable device (such as a smart phone, iPad, laptop, etc.).

### POSTPONEMENT REQUESTS

On request made to the ARB **before the date of the hearing**, a property owner who has not designated an agent under Tax Code Section 1.111 to represent the property owner at the hearing is entitled to **one postponement** of the hearing to a later date without showing cause. In addition, and without limitation as to the number of postponements, the ARB shall postpone the hearing to a later date if good cause is shown by the property owner or the owner's agent or if the chief appraiser consents to the postponement. The hearing may not be postponed to a date less than five or more than 30 days unless agreed to by the chief appraiser and the ARB chairman or the chairman's representative. A property owner who has not designated an agent under Tax Code Section 1.111 is entitled to a postponement if a scheduled hearing has not commenced within two hours of the time initially set for the hearing. **All postponement requests must be submitted in writing, prior to the initial hearing date.** To request a postponement, please go to [www.fbcad.org/arb-reschedule-request](http://www.fbcad.org/arb-reschedule-request).

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## 41.461 NOTICE OF CERTAIN MATTERS BEFORE HEARING | Delivery of Requested Information

The property owner or the agent of the owner is entitled on request to a copy of the data, schedules, formulas, and all other information the chief appraiser will introduce at the hearing. To submit your request, please go to [www.fbcad.org/arb-protest-evidence-packet-request](http://www.fbcad.org/arb-protest-evidence-packet-request).

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## PREPARATION TIPS AND ADDITIONAL INFORMATION

- Please visit the Knowledge Base tab of [www.fbcad.org](http://www.fbcad.org) for additional information on how to prepare for the protest process.
  - For informational videos on how to prepare for your ARB Formal Hearing, please go to [www.fbcad.org/property-tax-videos](http://www.fbcad.org/property-tax-videos).
  - The following data is recommended to present during your informal meeting or formal hearing: estimates of repairs, dated photographs, closing statements, and independent appraisal reports.
  - FBCAD's 2024 Market Trends Report can be found by visiting [www.fbcad.org/2024values](http://www.fbcad.org/2024values).
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# **FORT BEND APPRAISAL REVIEW BOARD (ARB) FORMAL HEARING PROCEDURES**

We are the Appraisal Review Board panel that will be hearing your protest today. We do not work for the Appraisal District. We are Fort Bend County residents who are appointed to perform an independent review of your protest. You may complete a survey regarding your experience today. The survey is voluntary and may be submitted to the Texas Comptroller. The survey and instructions for the survey will be included in the certified letter that you will receive with the ARB Determination.

## **INTRODUCTION**

1. **Property Introduction** - State R #, Protest type, Property Address, Legal Description, Owner is identified. Confirm property subject to the protest. OK to continue?
2. **Evidence** - At this time, any and all evidence that will be used during this hearing must now be exchanged. In accordance with Texas Tax Code Section 41.45(h) the parties must provide all written and electronic material that has not been provided. If electronic evidence is to be used, please understand that any evidence submitted by electronic means must have a thumb drive which contains the information presented and is to be given to the Appraiser prior to the ARB panel deliberation. Any electronic device used in the presentation must also be left with the Appraiser.
3. **Introduction** - Introduce all parties in room. Note the procedure is being voice and video recorded.
4. **License** - Does property owner or agent have a license or certificate from the Texas Appraiser Licensing and Certification Board? Appearing in that capacity?
5. **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.
6. **Decision** - Panel's decision based only on testimony and evidence from the hearing.

## **ORDER OF HEARING**

1. **Property Owner presentation** - Property owner or agent has the option of presenting evidence and testimony first and opinion of value or desired outcome if other than a 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/Rebuttals** - Panel chair directs cross examinations/rebuttals.
4. **Closing statements** - Property owner or agent and CAD representative may each make a closing statement without introducing new evidence.

## **DELIBERATION**

1. **Evidentiary part of hearing closed and deliberations of panel** - The panel chair states that the hearing is closed. 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. Thank the parties for their participation and announce that an order determining protest will be sent by certified mail or email. Provide the property owner or agent documents indicating that the members of the board hearing the protest signed the required affidavit.
3. **Hearing closed.**

## **NOTE:**

1. Single-member panels must make a recommendation on each motion submitted under protest. The ARB will ultimately accept the panel's determination, make it's own determination on the protest, or refer the matter for rehearing to a single-member panel composed of someone who did not hear the original protest.
2. Telephone or video hearings may be available upon written request.

**Full ARB procedures can be provided upon written request or can be found at [www.fbcad.org/arb](http://www.fbcad.org/arb).**