



10 Steps in a Tax Protest

Step 1: Receive Notice of Appraised Value or, if you just can't stand the anticipation...
...Go to Central Appraisal District (CAD) website to view "preliminary" valuation

<https://www.collincad.org/>

- **Deadline to file Notice of Protest on real property is May 15, *BUT.. because this year (2021) it falls on a weekend, the deadline is next business day: May 17***
- **MOST IMPORTANT RULE - DO NOT** tell CAD what you think your property is worth at any point during the negotiation. This is optional, **so let them figure it out**

Step 2: Review details for your property, as listed on the appraisal district website

- Check that the appraisal district has accurately described your property improvements and amenities. Extra amenities drive up value on your home and assessors don't know any changes you made
- Check that exemptions are correct, i.e. homestead, over 65, disabled, temporary disaster form 50-312 (May 28, 2021 deadline)
- Note property classification

Step 3: Compare assessed value of similar homes/property in your immediate neighborhood

- Be aware, assessors give little consideration to this approach

Step 4: Check recent sales prices of comparable and similar homes. It's optimal to have a Texas licensed real estate broker prepare a Broker Price Opinion (BPO) or Comparable Market Analysis (CMA)

- Select minimum of 3 comparable(s)
- All must have same classification as your property or be adjusted per appraisal district's residential cost schedule
- Comps should be in same neighborhood, if possible, or close to your property
- **WARNING: picking distant comps is frowned upon**
- Select comps that have sold **as close to Jan 1** as possible. **Old comps don't work**
- Make sure the BPO uses industry accepted adjustment factors to adjust comps to make them similar to your subject property
- **DO NOT** use distressed properties, i.e. foreclosures or short sales
- **BRING ATTENTION** to needed repairs that will bring property up to original construction standard - NOT maintenance items. Estimates from licensed or experienced contractors should be obtained

Step 5: Request the comparable sales data that the appraisal district has used in determining their assessment of your appraised value

- **HOT TIP: BE PREPARED: CALL AHEAD FOR CAD COMPS**
- You are entitled to see the comparable(s) CAD uses. **ASK TO SEE THEM**
- CAD usually picks 3-5 comps
- Compare CAD comps to those selected in the BPO or CMA

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Hot tip to Phil and Lucille DeVechnio of Academy Realty of DFW for developing these guidelines



Step 6: If anything is disputable, **file a “Property Appraisal – Notice of Protest”**

- Form 50-132 or the second page of your “Notice of Appraised Value”
- Check only “Value is over market value” and/or “Value is unequal compared to other properties”
- **DO NOT give them your opinion of value. DO NOT give evidence prior to ARB**

Step 7: Receive notice of hearing on 2021 protest from the Appraisal Review Board (ARB)

- Usually scheduled mid-June
- If you have not requested or received comps from county appraisal district you must appear at the office and request same **at least 14 days prior to the scheduled ARB hearing**

Step 8: Conduct an informal hearing at the appraisal districts office

- As a walk-in you can have an informal hearing one-on-one with one of the district appraisers. Go early, the line can get pretty long
- Bring all your comps, photos, and contractor estimates
- Be businesslike and prepared (at minimum: business casual)
- Appraiser shows you their comps; then you present yours, then negotiations proceed
- If not successful in lowering your assessed valuation you still can go before the ARB as scheduled for your formal hearing

Step 9: Formal Hearing before Appraisal Review Board

- More formal: you are sworn-in and Roberts Rules of Order are followed
- Board is made up of 4-5 citizens, usually real estate professionals or appraisers, who are not employees of CAD
- Present your evidence and then CAD representative presents theirs. **You are allowed to rebut one time**
- ARB closes hearing, discusses evidence, then ARB votes decision

Step 10: As last resort, if you are dissatisfied with ARB decision you have right to appeal to:

- The state district court in the county in which your property is located; to binding arbitration; or to the State Office of Administrative Hearings (SOAH)
- **Step 10 options are time consuming and expensive**

BONUS: VOTE FOR PEOPLE WHO WILL ADOPT A NO NEW REVENUE RATE... NOT those that just brag about “lowering the tax rate”

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