

2020 INFORMAL AND ARB PROTEST HEARING PROCEDURES

DUE TO COVID-19, THE FALLS COUNTY APPRAISAL DISTRICT WILL BE HANDLING INFORMALS BY EMAIL AND TELEPHONE ONLY. ARB HEARINGS WILL BE CONDUCTED BY TELEPHONE CONFERENCE, AFFIDAVIT AND IN PERSON. THE FOLLOWING ARE PROCEDURES FOR INFORMALS AND ARB PROTEST PROCESS.

Please use the following to contact our office:

Telephone: 254.883.2543

Email: info@fallscad.net or website (www.fallscad.net) and choosing the appropriate appraisal staff's email under the Organization tab

Mailing address: Falls County Appraisal District, 403 Craik St., Marlin, TX 76661

Drop Box: Located outside of the appraisal district

IF YOU ARE UNABLE TO SCAN AND EMAIL YOUR DOCUMENTATION OR EVIDENCE, YOU MAY DROP YOUR DOCUMENTATION OFF IN THE DROP BOX PROVIDED OUTSIDE OF THE APPRAISAL DISTRICT'S OFFICE. PLEASE MAKE SURE YOUR NAME, TELEPHONE NUMBER AND PROPERTY ID (ACCOUNT NUMBER) IS PROVIDED ON YOUR DOCUMENTATION. THE DROP BOX WILL BE AVAILABLE FROM 8AM TO 5PM, MON-FRI.

Providing Information or documentation - Please provide contracts, comparable sales data, appraisals, loan documents, repair estimates, photographs and any other relevant information by email or drop box.

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 - THE PROTEST DEADLINE IS PRINTED ON YOUR APPRAISAL NOTICE. You may email, mail, drop off your notice of protest (**if you are dropping off your notice of protest, please use the drop box that is located outside of the appraisal office**) or use the Falls CAD Online Appeals Form located on the Falls CAD website. If you have not received a response to your informal review before the protest deadline, please contact our office either by email or telephone.

Delivery of your written protest must be postmarked on or before the protest deadline to reserve your rights to an Appraisal Review Board hearing. If you choose to use the drop box, our staff will date stamp your written protest the day it was received. An informal review does not reserve your rights to an Appraisal Review Board hearing.

ARB HEARINGS WILL BE CONDUCTED BY TELEPHONE CONFERENCE, IN PERSON AND WRITTEN AFFIDAVIT- The Appraisal Review Board will notify you of the date, time of your scheduled telephone conference hearing.

IN PERSON PROTEST HEARING GUIDELINES DUE TO COVID-19

ALL persons scheduled for a protest hearing will wear a mask in the appraisal office and during their hearing.

Falls County Appraisal District will provide hand sanitizer.

Falls County Appraisal District will conduct temperature checks

If you have a fever, cough or symptomatic, have been in contact with anyone with a confirmed case of COVID-19 diagnosis in the past 14 days, please reschedule your hearing.

Please **do not** arrive early for your hearing. We will have limited space in the office. You may wait inside provided we have adequate space for social distancing.

Property owners or Agents scheduled for an in-person hearing will not be able to pass out anything directly or have any other direct contact with the ARB members, person(s) will present from behind a plexiglass window.