

# Property Owner's Declaration of Evidence

Collin ARB 2020

Appraisal District Property ID number(s) or Geo Number(s): \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This form is for use by a property owner to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call or written declaration pursuant to Tax Code Section 41.45.

**FILING INSTRUCTIONS:** This affidavit and evidence for the hearing may be submitted to the ARB either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB.

## SECTION 1: Property Owner or Lessee

Name of Property Owner or Lessee \_\_\_\_\_

Mailing Address, City, State, Zip Code \_\_\_\_\_

Phone Number (*area code and number*) \_\_\_\_\_

Email Address\* \_\_\_\_\_

\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

## SECTION 2: Property Description

Physical Address, City, State, Zip Code (*if different than above*) \_\_\_\_\_

If no street address, provide legal description. \_\_\_\_\_

Mobile Home Make, Model and Identification Number (*if applicable*) \_\_\_\_\_

## SECTION 3: Reasons for Protest

**To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply.** Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.

- |   |   |
|---|---|
| <input type="checkbox"/> Incorrect appraised (market) value.  | <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled.                                       |
| <input type="checkbox"/> Value is unequal compared with other properties.   | <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timberland.   |
| <input type="checkbox"/> Property should not be taxed in _____<br>( <i>name of taxing unit</i> )  | <input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal. |
| <input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the appraisal district's record. | <input type="checkbox"/> Owner's name is incorrect.   |
| <input type="checkbox"/> Failure to send required notice. _____<br>( <i>type</i> )  | <input type="checkbox"/> Property description is incorrect.   |
| <input type="checkbox"/> Exemption was denied, modified or cancelled.<br>( <i>type</i> ): _____   | <input type="checkbox"/> Other _____<br>_____<br>_____  |

## SECTION 4: Evidence

Attach evidentiary materials (such as letters, receipts, deeds, photographs, etc.) to be submitted with this declaration.

Provide the total number of pages or images submitted as evidence with this declaration: \_\_\_\_\_

### SECTION 4(a): Collin ARB Evidence File Criteria

Evidence and/or documentation to support your protest and the arguments made in SECTION 5 of this form should be attached to this document if submitting your declaration on paper or attached to the email delivering your declaration electronically. Electronic evidence should be submitted in the following file types: PDF, MS Office (Word/Excel/PowerPoint) or image types: JPEG, PNG or TIFF. Multiple files may be submitted electronically, however, the total combined size must not exceed 20MB per declaration submittal.

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## SECTION 5: Statement of Facts or Arguments

**State all facts or arguments that may help resolve your case:**

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SECTION 5: Statement of Facts or Arguments (continued from previous page)

**State all facts or arguments that may help resolve your case:**

**SECTION 6: Hearing Type**

For purposes of scheduling, indicate how you intend to participate in the ARB hearing regarding your protest (select only one box).

I do **not** intend to appear at the hearing, either in person or by telephone conference call.  
This declaration and the evidence and/or argument submitted with it may be used for the hearing.

I intend to appear **by telephone conference call** for the hearing.  
If you change your mind and decide not to appear by phone, the ARB will conduct the hearing based on your declaration and supporting documents.  
If you decide later to appear by telephone conference call, you must **provide written notice to the ARB at least 10 days before the hearing date** and submit your evidence with a declaration (if not previously done).

**NOTE:** For 2020, due to Covid-19 health concerns, the ARB will not conduct in-person hearings. The ARB will conduct protest hearings based on evidence and testimony presented by affidavit or written declaration, which may be accompanied by a telephone hearing, if requested by the owner or their authorized representative.

**SECTION 7: Name and Signature (DOES NOT REQUIRE A NOTARY)**

My name is \_\_\_\_\_ My date of birth is \_\_\_\_\_ and my address is,

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Country) I declare under penalty of perjury that the foregoing is true and correct.

Signed in \_\_\_\_\_ County, State of \_\_\_\_\_

On the \_\_\_\_\_ Day, of \_\_\_\_\_  
(Month) (Year)

**Declarant Signing Form Is**

The Owner

A Property Tax Agent

An Attorney

Other: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Declarant*

**DOES NOT REQUIRE NOTARY**

**Important Information**

**GENERAL INFORMATION:** This form is for use by a property owner to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call or written declaration pursuant to Tax Code Section 41.45.

Property owners with a scheduled ARB protest hearing are required to offer and submit evidentiary materials (such as documents, photographs, etc.) or argument (such as a written statement that specifies the action of the appraisal district relating to the property from which relief is sought) by written declaration delivered to the ARB before the hearing. To facilitate input of a property owner's declaration and evidentiary materials into the ARB's hearing records the ARB is requesting evidence from the property owner and appraisal district at least three (3) days prior to the scheduled protest hearing.

**FILING INSTRUCTIONS:** The ARB is requesting that you submit this declaration and evidence for the hearing to the ARB by -

**Email:** [collinarb2020@collinarb.org](mailto:collinarb2020@collinarb.org)

**Fax:** 469.742.9201

You may submit the original paper declaration and paper copies of the evidence for the hearing, by in-person drop-off during business hours at 250 Eldorado Pkwy, McKinney, TX 75069, by mail or other common carrier that tracks the date sent to the ARB. If sent by mail or common carrier delivery use the following address:

**Collin Appraisal Review Board  
250 Eldorado Pkwy.  
McKinney, TX 75069-8023**

***Do not file this document with the Texas Comptroller of Public Accounts.***

**DEADLINES:** The declaration and evidence must be submitted to the ARB before the protest hearing begins. To facilitate input of a property owner's declaration and evidentiary materials into the ARB's hearing records the ARB is requesting evidence from the property owner and appraisal district at least three (3) days prior to the scheduled protest hearing.