

PROPERTY APPRAISAL – NOTICE OF PROTEST – Tax Year

CCAD-132 [Rev 19/03.01]

Collin Central Appraisal District 250 Eldorado Pkwy • McKinney, TX 75069	www.CollinCAD.org 469.742.9200 or 866.467.1110
---	---

If you want the Appraisal Review Board (ARB) to hear and decide your case, you must file a written Notice of Protest.

GENERAL INSTRUCTIONS: Pursuant to Tax Code Section 41.41, a property owner has the right to protest certain actions taken by the appraisal district. This form is for use by a property owner or designated agent who would like the ARB to hear and decide a protest. If you are leasing the property, you are subject to the limitations set forth in Tax Code Section 41.413. **The ARB will not accept protest filings by fax or email.**

FILING DEADLINES: The typical deadline for filing a protest (having it postmarked, if you mail it) is **midnight, May 15.**

A different deadline will apply to you if:

- your notice of appraised value was postmarked after April 16;
- your protest concerns a change in the use of agricultural, open-space or timberland;
- the appraisal district or the ARB was required by law to send the property owner a notice about a property and did not;
- the ARB made a change to the appraisal records that adversely affects the property owner and the property owner received notice of the change; or
- in certain limited circumstances, the property owner had good cause for missing the protest filing deadline. *(The ARB determines good cause for missing the deadline.)*

STEP 1: Owner's or Lessee's Name & Address	Owner's or Lessee's Last Name, First Name and Initial:	
	Owner's or Lessee's Current Mailing Address (<i>number, street, city, state, zip code</i>): <input type="checkbox"/> Check here if mailing address has changed	
	Daytime Phone (<i>area code and number</i>):	Evening Phone (<i>area code and number</i>):

STEP 2: Describe Property Under Protest	Give Street Address and City if different from above, or Legal Description if no street address:
	Appraisal District Account Number (<i>if known</i>):
	Mobile Homes (<i>give make, model and identification number</i>):

STEP 3: Check Reason(s) for Your 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.	
	For example, if you select the first box indicating an incorrect appraised (market) value for your property, you are representing that the value is incorrect—usually that the value should be lowered. If you also want to protest that your property is not appraised at the same level as a representative sample of comparable properties appropriately adjusted for condition, size, location, and other factors, you must also select the box indicating the value is unequal compared with other properties. Your property may be appraised at its market value, but be unequally appraised.	
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 canceled.
	<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"/> Exemption was denied, modified, or canceled.	<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"/> Owner's name is incorrect.	<input type="checkbox"/> Property should not be taxed in _____ (<i>name of taxing unit</i>)
	<input type="checkbox"/> Property description is incorrect.	<input type="checkbox"/> Failure to send required notice. _____ (<i>type of notice</i>)
	<input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the district's record.	<input type="checkbox"/> Other: _____ (<i>write-in reason</i>)

--	-------------------------

STEP 4: Give Facts That May Help Resolve Your Case
	<i>(continue on additional pages if needed)</i>
	What do you think your property's value is? (<i>optional</i>) \$ _____

STEP 5: Hearing Procedures	I want the ARB to send me a copy of its hearing procedures.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<i>*If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures.</i>

STEP 6: Protester's Name & Signature	print here ⇨	Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Agent
	sign here ⇨	<input type="checkbox"/> Other: _____
	Date: _____	

***** The ARB will not accept protest filings by fax or email. *****