



COLLIN APPRAISAL REVIEW BOARD

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Informational Handout Concerning a Good Cause Request

Disclaimer: This information is provided to inform you about the types and nature of the evidence that a panel of three members of the ARB might consider should you decide to file a good cause request. This information is neither advice nor does it guarantee any results.

When considering whether or not there is **evidence** of a good cause, detailed information and documentation is most useful to the ARB. For instance:

- (a) If you were **out-of-town** for a period of time, when did you leave? Return? Where were you? Why were you there? Did you have access to a phone, internet or the post office? Do you have copies of airline tickets, etc.?
- (b) If you or a member of your family was/were **ill or hospitalized**, who was it? When did the illness occur? If under care of doctor or in hospital, what days? How did the medical condition prevent you from filing on time or requesting a continuance of a scheduled hearing in a timely manner?
- (c) If a member of your **immediate family died**, who died? What relationship to you? When did he/she die? When and where were the funeral services? Do you have an obituary, death notice, etc.?
- (d) If you were on **active duty** in the US armed forces, where were you stationed? From when to when? Copy of your orders?
- (e) If you believe that you have good cause for **some other reason** – one that would have prevented a reasonable person from filing on time or from requesting a postponement before the scheduled date and time of the hearing, set forth in detail all the facts and supply any third-party written evidence you have to support your cause.

The ARB will consider all evidence that you submit concerning the nature of your claimed good cause. However, a simple statement such as “I forgot” or “I was sick” or “I didn’t have time”, etc., while evidence, is generally not sufficient to find good cause. Be specific and include back-up documentation if possible.

The ARB has adopted more detailed internal guidelines, policies and procedures on this subject. This is just an overview prepared for your convenience.