

PROPERTY APPRAISAL – NOTICE OF PROTEST – Tax Year

CCAD-132 [Rev 2021.03-02]

Collin Central Appraisal District 250 Eldorado Pkwy • McKinney, TX 75069	www.CollinCAD.org 469.742.9200 or 866.467.1110
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If you want the Appraisal Review Board (ARB) to hear and decide your case, you must file a written Notice of Protest.

GENERAL INSTRUCTIONS: This form is used for a property owner or an owner's designated agent to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413. **Protests must be filed using the Online Appeals website or by mail or hand delivery.**

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

A different deadline may apply 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 or Lessee Information	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> :	
	Primary Phone Number <i>(area code and number)</i> :	<input type="checkbox"/> Check here if mailing address has changed.

STEP 2: Property Description	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: Reason(s) 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. [1]	<input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified, or canceled. [8]
	<input type="checkbox"/> Value is unequal compared with other properties. [2]	<input type="checkbox"/> Change in use of land appraised as ag-use, open-space, or timberland. [7]
	<input type="checkbox"/> Exemption was denied, modified, or canceled. [6]	<input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space, or other special appraisal. [12]
	<input type="checkbox"/> Owner's name is incorrect. [9]	<input type="checkbox"/> Property should not be taxed in _____ [3] (name of taxing unit)
	<input type="checkbox"/> Property description is incorrect. [10]	<input type="checkbox"/> Failure to send required notice. _____ [4] (type of notice)
	<input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the district's record. [11]	<input type="checkbox"/> Other: _____ [5] (write-in reason)

STEP 4: Additional Facts
	What do you think your property's value is? <i>(optional)</i> \$ _____ (continue on additional pages if needed)

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STEP 5: Hearing Type	Indicate how you intend to appear for your scheduled protest hearing <i>(check only one)</i> :
	<p style="text-align: center; color: red;">NOTE: For 2021, due to COVID-19 health concerns, the ARB will not conduct in-person hearings.</p> <input type="checkbox"/> On written sworn affidavit or declaration submitted with evidence and delivered to the ARB before the hearing begins. <small>*To facilitate input of a property owner's affidavit or declaration and evidentiary materials into the ARB's records, the ARB requests evidence from the property owner and appraisal district at least three (3) days prior to the hearing.</small>

STEP 6: Hearing Notice & Procedures	Rather than regular first-class mail, you may request on the notice of protest that your notice of hearing be delivered by certified mail or email.
	<ul style="list-style-type: none"> • 41.46 (d) The appraisal review board shall deliver notice of the hearing by certified mail if, in the notice of protest under Section 41.44, the property owner requests delivery by certified mail. The board may require the property owner to pay the cost of postage under this subsection. Indicate request in Step 4. • 41.46 (e) Notwithstanding Section 1.085, the appraisal review board shall deliver notice of hearing by electronic mail if, in the notice of protest under Section 41.44, the property owner requests delivery by electronic mail and provides valid electronic mail address. Indicate request in Step 4. <p style="text-align: center;">If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures.</p>

STEP 7: Protester's Name & Signature	print here ⇨ <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other _____ <input type="checkbox"/> Property Owner's Agent – CCAD Agent ID: _____
	sign here ⇨ _____ Date: _____

***** Property owners must file a protest using the Online Appeals eFile website or submit a written protest by mail or hand delivery. *****