

Property Owner's Declaration of Evidence

Collin ARB

Tax Year: _____

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 declaration and evidence for the hearing may be submitted to the ARB by either (a) mail/hand delivery, (b) email, or (c) faxed to the address/email/number found on page 2 of this form. Additional evidence may also be submitted via the Taxpayer Portal at: OnlinePortal.CollinCAD.org

NOTE - The ARB does not accept evidence on flash drives, CD/DVDs, phones, tablets, laptops, or any other external electronic devices.

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

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"/> Market & Equity - Incorrect appraised (market) value <u>and</u> value is unequal compared to other properties. | <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled. |
| <input type="checkbox"/> Incorrect appraised (market) value. | <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timberland. |
| <input type="checkbox"/> Value is unequal compared with other properties. | <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 should not be taxed in _____ (name of taxing unit). | <input type="checkbox"/> Owner's name is incorrect. |
| <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"/> Property description is incorrect. |
| <input type="checkbox"/> Failure to send required notice. _____ (type) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Exemption was denied, modified or cancelled. | |

Exemption Type: _____

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: _____

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 ONLY the following file types: PDF, MS Office (Word/Excel/PowerPoint), or Images (JPEG, PNG, or TIFF). Multiple files may be submitted electronically, however, the total combined size must not exceed 20MB.**

Additional evidence may also be submitted via the Taxpayer Portal at: OnlinePortal.CollinCAD.org

Property Owner's Declaration of Evidence (cont'd)

Collin ARB

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SECTION 5: Statement of Facts or Arguments (attach additional pages if needed)

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 for the hearing. This declaration and the evidence and/or argument submitted with it may be used for the hearing.

I intend to appear **in-person** for the hearing.

I intend to appear **by telephone conference call** for the hearing.

I intend to appear **by video conference** for the hearing.

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

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)

Signature of Declarant
DOES NOT REQUIRE NOTARY

Declarant Signing Form Is:

Property Owner

Property Tax Agent

Attorney/Lawyer

Other: _____

Important Information

The ARB is requesting that you submit this declaration and evidence for the hearing to the ARB by email or fax.

Email: collinarb@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 or by mail or other common carrier that tracks the date sent to the ARB.

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

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