

**Property Tax – Notice of Protest**

§41.44 Texas Property Tax Code / Rule 9.801

<p><b>McLennan County Appraisal District</b></p>	<p>Office Telephone Number <b>254-752-9864</b></p>	<p>Office Location Address: 216 North 6<sup>th</sup> St. Waco, TX 76701</p>	<p><b>FOR OFFICE USE ONLY</b></p>
<p>USE THIS MAILING ADDRESS: <b>PO BOX 2297 WACO, TX 76703-2297</b></p>	<p>Website: <b>www.mclennanad.org</b></p>		<p>ARB CASE # _____</p> <hr/> <p>Property ID# _____</p> <hr/> <p>Protest Type:    <b>C   E   L   P   R</b></p> <hr/> <p>Protest Reason:    <b>AG   EX   FN   MV   OT   OW PD   TU   UV   VI</b></p> <hr/> <p>Protest by Code:    <b>AO   AL   AT   CP   LE OR   OW   RE</b></p> <hr/> <p>Protested by ID# _____</p> <hr/> <p>Protested by Name: _____</p> <hr/> <p>Appraiser Name: _____</p> <hr/> <p><i>Shared Property County:</i> _____</p> <hr/> <p style="text-align: right;">Date                      Initial</p> <hr/> <p>Processed: _____</p> <hr/> <p>Entered: _____</p>
<p>If you want the Appraisal Review Board (ARB) to hear and decide your case, you must file a written Notice of Protest with the ARB. If you are leasing the property subject to the protest, you must have a contract requiring you to pay the property taxes on the property. <b>**Please contact our office to speak with a staff appraiser if you believe the issues regarding the property value can be settled.**</b></p> <p><b>Filing Deadline:</b> The usual deadline for filing your Notice of Protest (having it postmarked if you mail it) is midnight, May 31. A different deadline will apply to you if:</p> <ul style="list-style-type: none"> <li>▪ Your notice of appraised value was delivered to you after May 2;</li> <li>▪ Your protest concerns a change in the use of agricultural open-space or timber land</li> <li>▪ The ARB made a change to the appraisal records that adversely affects you, and you received notice of the change;</li> <li>▪ The appraisal district or the ARB was required by law to send you notice about a property and did not; or</li> <li>▪ You had good cause for missing the May 31 deadline.</li> </ul> <p>Contact the appraisal district for your specific protest filing deadline. The ARB will determine if good cause exists for missing a deadline. Good cause means "something beyond your control" such as a medical emergency. <b>Vacation is not considered to be good cause.</b></p> <p><i>Regarding weekends and holidays: If your deadline falls on a Saturday, Sunday or other acknowledged legal holiday, the deadline is postponed until midnight of the next working day.</i></p>			
<p><b>▶ IF YOU DO NOT SIGN THIS PROTEST IT WILL NOT BE ACCEPTED AND WILL BE RETURNED. ANY PROTESTS SENT VIA EMAIL OR FAX WILL NOT BE ACCEPTED. NO EXCEPTIONS! ◀</b></p>			

<p><b>Step 1:</b> Please Indicate the <b>NAME &amp; MAILING ADDRESS</b> of the Property Owner or the Tax Agent (if authorized to represent this property.)</p> <p><i>Please check the box that applies to ▶ the Contact Person</i></p>	<p><b>PROPERTY OWNER NAME:</b></p> <p>Authorized Representative or Tax Agent Company (If applicable or leave blank)</p> <hr/> <p>Mailing address (PO Box or Street Address) of Owner or Authorized Representative</p> <hr/> <p>City, State and ZIP Code</p> <hr/> <p> <input type="checkbox"/> Owner,    <input type="checkbox"/> Lessee,    <input type="checkbox"/> Owner's Agent,    <input type="checkbox"/> Lessee's Agent  <input type="checkbox"/> Attorney   <input type="checkbox"/> CPA    <input type="checkbox"/> Relative        <input type="checkbox"/> Other         </p>	<p><b>PLEASE PROVIDE CONTACT INFORMATION BELOW:</b></p> <p>Day Phone (Area Code + Phone Number)</p> <hr/> <p>Evening Phone (Area Code + Phone Number)</p> <hr/> <p>Fax Number (Area Code + Phone Number)</p> <hr/> <p>Email Address: _____</p>		
<p><b>Step 2:</b> Give the Legal Description or the Property Situs (Location) of the protested property</p>	<p>Property Location or Legal Description (Lot #, Block #, Subdivision or Survey and # of acres)</p> <hr/> <p>Property ID #                      Mobile Home: give HUD # and Serial #</p>			
<p><b>Step 3:</b></p> <p style="text-align: center;"><b>You must check a protest reason</b></p>	<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none; vertical-align: top;"> <input type="checkbox"/> Value is over market value (<b>MV</b>)  <input type="checkbox"/> Property should not be taxed in this appraisal district or in one or more taxing units. (<b>TU</b>)  <input type="checkbox"/> Property Description or Legal Description is incorrect. (<b>PD</b>)  <input type="checkbox"/> Exemption was denied, modified or cancelled. (<b>EX</b>)  <input type="checkbox"/> Owner's name is incorrect. (<b>OW</b>)                 </td> <td style="width:50%; border: none; vertical-align: top;"> <input type="checkbox"/> Failure to send required notice. (<b>FN</b>)  <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timber land (<b>AG</b>)  <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled (<b>AG</b>)  <input type="checkbox"/> Value is unequal compared with the appraised value of a reasonable number of comparable properties appropriately adjusted. (<b>UV</b>)  <input type="checkbox"/> Other: (<b>OT</b>) _____                 </td> </tr> </table>		<input type="checkbox"/> Value is over market value ( <b>MV</b> ) <input type="checkbox"/> Property should not be taxed in this appraisal district or in one or more taxing units. ( <b>TU</b> ) <input type="checkbox"/> Property Description or Legal Description is incorrect. ( <b>PD</b> ) <input type="checkbox"/> Exemption was denied, modified or cancelled. ( <b>EX</b> ) <input type="checkbox"/> Owner's name is incorrect. ( <b>OW</b> )	<input type="checkbox"/> Failure to send required notice. ( <b>FN</b> ) <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timber land ( <b>AG</b> ) <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled ( <b>AG</b> ) <input type="checkbox"/> Value is unequal compared with the appraised value of a reasonable number of comparable properties appropriately adjusted. ( <b>UV</b> ) <input type="checkbox"/> Other: ( <b>OT</b> ) _____
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<p><b>Step 4:</b> Give facts that may help resolve your case. (Use additional sheets if needed)</p>	<p>What do you think your property's value is? (Optional) \$ _____</p>			
<p><b>Step 5:</b> Check to receive ARB Hearing Procedures</p>	<p>I want the Appraisal Review Board to send me a copy of their hearing procedures:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>** If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures</b></p>			
<p><b>Step 6:</b></p> <p style="text-align: center;"><b>MUST BE SIGNED TO BE VALID ▶</b></p>	<p><b>PRINT CONTACT NAME</b></p> <hr/> <p><b>SIGNATURE</b></p>	<p>Date: _____</p>		