



MCLENNAN APPRAISAL REVIEW BOARD

315 S 26th St., Waco, TX 76710

Phone: 254.752.9864 • Web: www.McLennanCAD.org

Dear Property Tax Agent:

The McLennan Appraisal Review Board (ARB) is tasked with the responsibility of hearing protests from taxpayers and their agents. We are expected to process the majority of these protests and approve the appraisal records by July 20th.

The ARB has therefore instituted guidelines to ensure to the greatest extent possible, that the ARB fulfills its duties timely and efficiently.

The McLennan County Appraisal District will open at 8:00 a.m. Monday through Friday. You are expected to sign in for your ARB hearings by your scheduled time. If you do not appear timely or if you leave early, scheduled hearings for which you are not present will be dismissed for failure to appear. The same rule will apply to the time given by the panel chair regarding return from lunch. For those agents intending to request telephone hearings, those hearings will be limited to 10 (ten) per year. As a reminder, the McLennan ARB must be notified no later than the 10th day prior to your scheduled hearing date of your intent to appear by telephone.

In accordance with the Texas Property Tax Code section 41.66 (j)(j-1), the ARB may schedule hearings across multiple panels for agents filing more than twenty (20) protests. Scheduling will be done by tax consulting agency or firm without regard to the designation of any individual consultant within the agency or firm. The hearing notice will state the date and time the first hearing will begin, the date and time the last will end, the panel assignment, and list the order in which the hearings will be held. **The order of the hearings listed may not be changed without the agreement of the agent, the chief appraiser, and the appraisal review board.**

Be prepared to present all cases on the first day of hearings. If an agent does not have enough cases prepared, nevertheless, cases will continue to be called.

To assist in making check-in more efficient, you may submit ARB protest evidence on a flash drive or upload a PDF file directly on the agent portal. Please name each of the files with the Case Number. (This is not mandatory, only a recommendation.)

Postponements are approved/denied according to the Texas Property Tax Code and the Model Hearing Procedures from the Texas Comptroller's office.

The appended policy is meant to create a productive efficient course of action to operate within the law impartially and consistently. Absent exceptions necessary to allow for a fair and just outcome, ARB panel chairs/members or the ARB officers will not deviate from the attached policy. The McLennan ARB thanks you, in advance, for contributing to another productive year.

Regards,

A handwritten signature in blue ink that reads "Donna Mitchell". The signature is fluid and cursive.

Donna Mitchell, ARB Chairperson