

IMPORTANT INFORMATION-APPRAISAL REVIEW BOARD HEARING

In-Person Hearing

You can appear in person at your scheduled hearing before the ARB. Please arrive shortly before your scheduled hearing time. By law, a copy of all evidence submitted to the ARB must be retained for public record. Therefore, please bring hard copies of any evidence you wish the ARB to consider. The ARB will also accept evidence on a USB flash drive. **Evidence will not be accepted on a cell phone.** You can authorize in writing for someone else to appear on your behalf. You may use the Comptroller's Appointment of Agent form to notify the appraisal district that you authorize someone to appear on your behalf. No form is necessary if you are designating an attorney.

Telephone Conference Call Hearing

To appear by telephone conference call, you must notify the Appraisal District at least **ten** days before the hearing date. **An Affidavit of Evidence must be notarized and submitted before the hearing.** An affidavit form is included. **The property owner or agent must call 830-393-3065 shortly before their hearing is scheduled.** If the property owner or agent does not call at the scheduled hearing time, the ARB panel will conduct the hearing via appearance by affidavit if the Affidavit of Evidence was provided prior to the hearing. Failure to call and provide the Affidavit of Evidence prior to the hearing will result in a No-Show determination.

Written Affidavit Hearing

If you do not wish to request an in-person hearing or appear by telephone conference call, you may appear by written affidavit. For this option, you must notify the Appraisal District at least **ten** days before the hearing date. **An Affidavit of Evidence must be notarized and submitted before the hearing.**

*If you have been speaking with an appraiser in person, by phone, in the online portal, or by email and you have not signed a settlement and waiver or cancellation of your protest, you will receive a "No Show" letter and your protest will be closed if you fail to appear at your scheduled ARB hearing. **This does not apply if you are speaking with an appraiser informally while waiting for your hearing to start or the hearings are running behind.*

*The ARB can only deal with the current year's value. The ARB has no control over the appraisal district's operations or tax rates for local taxing units. Hearings are approximately 10 to 15 minutes, but additional hearing time will be allowed for owners or agents with multiple accounts. Please keep in mind the ARB hearing is regarding the subject of your protest. If you have general questions the appraisal district's staff is available to discuss your questions and concerns before or after your hearing. **Evidence to be used by the Appraisal District is provided upon request.***

The final decision of the ARB, known as the Notice of Final Order, is issued in writing, and provided to both the Appraisal District and the property owner or his/her authorized agent by certified mail.

Phone: 830-393-3065 • Email: arb@wilson-cad.org