

## Tips for Property Protests

Some important points to be aware of:

### Protest Deadline

The protest deadline is May 15<sup>th</sup>, or 30 days from the Notice Date, whichever is greater. Check your notice to see your deadline. However, notices are not generated on all properties, so if your property was not noticed, your deadline is May 15<sup>th</sup>.

### When requesting an adjustment to your property account.

- **Submit a Protest Form:** Adjustments cannot be made unless a property owner (or their representative) submits a Protest Form. The Protest form is available under the “Forms” tab on our website ([www.burnet-cad.org](http://www.burnet-cad.org)).
- **Good Contact Info:** The protest form needs to include good daytime contact info; telephone and/or email. Email is usually the best format to exchange information.
- **Submit Materials with Protest:** Property owners should provide any materials that will help the District arrive at a correct value for their property. Providing materials may contribute to an early resolution of the protest. See examples below:
  - Detailed written descriptions of factors devaluing property
  - Photos of problems or defects
  - Private Fee Appraisal
  - Closing Statement for a recent purchase
  - Materials can also be emailed to us ([burnetad@nctv.com](mailto:burnetad@nctv.com)), if that is more convenient.
- **Hearing Availability:** Property owners who have a planned vacation, or will otherwise be out of pocket, should make note of that unavailability. Hearing dates and times are limited, so some dates may be unavailable.

### After a protest is submitted.

- **Settlement May Be Offered:** If our appraisers decide an adjustment is needed based on the protest materials provided, we will send the owner a settlement form with the new adjusted value. The form must be signed and returned to our office to be valid.
- **Settlement Form Must Be Returned:** Again, a property owner who receives a settlement offer, must sign and return the form in order for the adjustment to have effect. The value will revert to the original noticed value, and a protest hearing will be scheduled, if the signed form is not returned.
- **Hearings will be scheduled:** If our appraisers determine that the evidence shows the district’s value is correct and the property value should not be adjusted, then the account will be scheduled for a hearing. Fifteen days prior to the hearing, the property owner will be mailed a notice of hearing date.