2025 PROPERTY OWNER INFORMATION

BRAZORIA CENTRAL APPRAISAL DISTRICT (BCAD) | Informal Meetings

An **Informal Meeting** allows you the opportunity to discuss the value the district has placed on your property with an BCAD appraiser; with the potential of reaching an agreed value for this tax year.

APPRAISAL REVIEW BOARD (ARB) | Formal Hearings

The ARB requests property owners to provide **(3) THREE HARD COPIES** of all evidence he/she intends to present at the scheduled Formal Hearing. The hard copies provided will become a part of the hearing record and will not be returned upon conclusion of the Formal Hearing. Evidence and/or documentation to support your protest may be submitted for any hearing type, either in paper or on a small portable device (such as a CD or USB), which will be kept by the ARB. DO NOT bring evidence on a smart phone.

POSTPONEMENT REQUESTS

A property owner who has not designated an agent under Section 1.111 to represent them at the hearing is **entitled to one postponement** of the scheduled hearing to a later date, without having to show cause. In addition and without limitation as to the number of postponements, the ARB shall postpone the hearing to a later date if good cause is shown by the property owner or the owner's agent, or if the chief appraiser agrees to the postponement.

All postponement requests must be submitted in writing, prior to the initial hearing date. To request a postponement, please email **arb@brazoriacad.org**

41.461 NOTICE OF CERTAIN MATTERS BEFORE HEARING | Delivery of Requested Information

The property owner or the agent of the owner is entitled on request to a copy of the data, schedules, formulas, and all other information the chief appraiser will introduce at the hearing. To submit your request, please email **arb@brazoriacad.org**

PREPARATION TIPS AND ADDITIONAL INFORMATION

- Please visit www.brazoriacad.org for additional information on how to prepare for the protest process.
- The following data is recommended to present during your informal meeting or formal hearing: estimates of repairs, dated photographs, closing statements, and independent appraisal reports.

BRAZORIA CENTRAL APPRAISAL REVIEW BOARD (ARB) FORMAL HEARING PROCEDURES

We are the Appraisal Review Board panel that will be hearing your protest today. We do not work for the Appraisal District. We are Brazoria County residents who are appointed to perform an independent review of your protest. You may complete a survey regarding your experience today. The survey is voluntary and may be submitted to the Texas Comptroller. The survey and instructions for the survey will be included in the certified letter that you will receive with the ARB Determination. www.surveymonkey.com/r/Appraisal_Review_Board_Survey

INTRODUCTION

1. Introduction - Introduce all parties in room. Note the procedure is being voice and video recorded.
2. Under Oath - Administer Oath of Sworn Testimony, have property owner sign affidavit and state that the ARB members considering the protest have signed affidavits stating we have not communicated with anyone about the hearing.
3. Property Introduction - State PID #, Protest type, Property Address, Legal Description, Owner is identified. Confirm property subject to the protest. OK to continue?
4. Decision - Panel's decision based only on testimony and evidence from the hearing.
5. Evidence - All evidence that has not been exchanged must be provided at this time (3 copies). Evidence submitted by electronic means shall be accompanied by 1 hard copy. Format types include but are not limited to PDF, Word, Excel, Power Point or JPEG. Devices include but are not limited to Flash drives and CD's. The above format types and devices are available for use by property owners except property owners may not access CAD data other than that made available by the CAD.
6. License - Does property owner or agent have a license or certificate from the Texas Appraiser Licensing and Certification Board? Appearing in that capacity?

ORDER OF HEARING

1. Property Owner presentation - Property owner or agent has the option of presenting evidence and testimony first and opinion of value or desired outcome if other than a value hearing.
2. Appraisal District presentation - Appraisal District representative presents evidence and testimony and opinion of value or desired outcome if other than value hearing.
3. Cross examinations/Rebuttals - Panel chair directs cross examinations/rebuttals.
4. Closing statements - Property owner or agent and CAD representative may each make a closing statement without introducing new evidence.

DELIBERATION

1. Evidentiary part of hearing closed and deliberations of panel - The panel chair states that the hearing is closed. Panel members deliberate openly so all parties can observe discussions. Deliberations should summarize the decision-making process.
2. Motions, seconds and votes - Each matter brought before the panel will receive a separate motion, second and vote. Panel chair will announce vote, margins and results and will announce final determination of the panel. Thank the parties for their participation and announce that an order determining protest will be sent by certified mail. Provide the property owner or agent documents indicating that the members of the board hearing the protest signed the required affidavit.
3. Hearing closed.

NOTE:

1. Single-member panels must make a recommendation on each motion submitted under protest. The ARB will ultimately accept the panel's determination, make it's own determination on the protest, or refer the matter for rehearing to a single-member panel composed of someone who did not hear the original protest.
2. Telephone hearings may be available upon written request.

Brazoria County ARB Teleconference Guidelines

1. Send affidavit of evidence prior to hearing either by email at: arb@brazoriacad.org or by regular mail: Brazoria Central Appraisal District ATTN: ARB Telephone Hearing 500 N Chenango Angleton, TX 77515

2. Please call in 5 minutes prior to the time identified on your NOTICE OF HEARING. If you do not call in before the ARB convenes the hearing, the ARB will start and conduct the hearing as an appearance by Affidavit. You will not be entitled to a rescheduled hearing.

3. Please call using the following phone number: 346-248-7799 Meeting ID: 8845010446#

4. Be prepared to identify yourself and your case by reference to the PID #and/or GEO# listed in the upper right hand corner of your NOTICE OF PROTEST.

5. Although the ARB will make every effort to convene your hearing as close to the scheduled time as possible, sometimes prior hearings run over. Until the ARB is available, you will need to wait on the phone line. DO NOT HANG UP. If you have to wait any longer than 2 hours, you are entitled to a reschedule of the hearing.

6. When the ARB receptionist gets on the phone line to confirm that you are going to be transferred to the ARB, you must respond. If you do not respond, you will be placed on a short hold. After the short hold, the staff person will again check to see if you are on the line. If you do not respond on the 2nd attempt, it will be recorded on the ARB record that you did not respond to appear at the ARB teleconference hearing and the call will be disconnected. The hearing will proceed as if it is an appearance by Affidavit.

7. The ARB will conduct its hearings in accordance with its ARB Rules and Procedures, a copy of which was provided with your NOTICE OF HEARING.

8. If you are waiting for your hearing to start or already participating in an ARB teleconference hearing and your call is disconnected, it is your responsibility to call the phone number listed above and request to be reconnected to the hearing in progress by identifying the PID #and/or GEO#.

9. The hearing time will not be extended if the call is disconnected.

10. If you choose, you may include a 3rd party to participate in the teleconference hearing but only for the purpose of listening or offering argument. No new evidence or new information may be offered via the telephone. It is the Owner's responsibility to coordinate adding the 3rd party participant to the ARB teleconference hearing. Please do so before calling in to the teleconference hearing as the hearing time will not be extended. The ARB will not coordinate 3 party conference calls.

11. The evidence you intend to discuss must have been provided to the Appraisal District in advance of your hearing. It is STRONGLY RECOMMENDED that the Owner's evidence be clearly numbered or labeled so that the ARB members are able to quickly identify what document an Owner is referencing. The hearing time will not be extended if the ARB is unable to match the evidence with the material referenced during the Owner's arguments.

12. You are not allowed to present additional evidence during the hearing (for example, no sworn testimony offered over the phone). You are only allowed to make arguments related to the evidence that has already been provided.

Full ARB procedures can be provided upon written request or can be found at www.brazoriacad.org