

Quick Notes on Property Value Protests

Some important points to be aware of:

When requesting a value change.

- **Submit a Protest Form:** Appraised values cannot be changed unless 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).
- **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 help come to an early resolution to the protest. See examples below:
 - Detailed written descriptions of factors devaluing property
 - Photos of problems or defects
 - Private Fee Appraisal
 - Materials can also be emailed to us (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.