

Freestone County Appraisal Review Board Pre-Hearing Information

The Freestone County Appraisal Review Board (ARB), to give each party to a protest a reasonable time for their presentation, coupled with the time constraints necessary to adequately serve the public, is providing the following information prior to the beginning of the formal hearing. The following is an overview of the proceedings that are about to take place along with some guidelines for a productive hearing.

1. Appraisal Review Board Members Are:

- Citizens of Freestone County, appointed by the Administrative District Judge to perform an independent review of your protest.
- Trained by the Texas State Comptroller's Office.
- **NOT** employees of the Appraisal District and are not appraisers.
- Hearings are conducted at the Appraisal District Office for your convenience.

2. Hearing Structure:

- Introductions and swearing in of parties to the hearing.
- The property owner has the option of presenting evidence & testimony first or second.
- Presentation of evidence and testimony by the district and property owner.
- The hearing should take approximately **30 minutes**, allotting the property owner and appraisal district approximately **10 minutes each** to present their evidence and testimony. This leaves **10 minutes** for rebuttal, questions, and deliberations.
- When testimony is concluded, the Chair will close the evidentiary portion of the hearing. No further evidence may be presented.
- The ARB deliberates, considering the evidence of both parties and may ask questions for clarification prior to making a determination.
- The hearing is then concluded.
- *You will know the results or the panel recommendations of the hearing before you leave today.*

3. Other Hearing Details:

- Please turn off cell phones and all other electronic devices.
- The ARB is required to retain all evidence presented at this hearing. The ARB will not accept evidence presented on cell phones, tablet computers, cameras, or any other media type not listed in the ARB's adopted hearing rules and procedures.
- Exchange of evidence must occur before the hearing or immediately after the hearing begins. All material preserved on a portable device that the person intends to offer or submit the ARB at the hearing must be uploaded or scanned prior to the hearing. Please provide 7 copies of any printed evidence you intend to present. Five copies for the ARB, one copy for the district, and one copy for the official record. If you wish to have your electronic evidence printed out by the district, you must have it available one hour before your hearing, otherwise printed copies will not be available to the board.
- The ARB may not ask for or seek evidence that is not presented to them. It is your obligation to present all information related to the property under protest that you wish to be considered. The district will only present such evidence that they consider relevant to the issue under protest. You have the right to request, in writing, the evidence that the district will present in your case fourteen days before your hearing.
- When presenting evidence, please refrain from repeating testimony multiple times and refrain from talking over or interrupting other speakers.
- Keep in mind that while the district and protesting party may ask questions and offer rebuttal, both parties are presenting testimony and evidence to the ARB in order to seek a determination. The hearing is not an open forum discussion.
- There will be an audio recording of all ARB hearings.
- At the conclusion of the hearing, you have an opportunity to complete a voluntary survey for the Texas Comptroller's Office regarding your experience with the ARB today.

Please turn the page over and answer the Pre-Hearing questions.

ARB Pre-Hearing Questions

1. Please circle one: <i>Property Owner Designated Agent Other: _____</i>	
2. Are you or any of your witnesses an appraiser licensed by the Texas Appraiser Licensing and Certification Board or the Texas Department of Licensing and Regulation?	Yes No
If yes, will you be presenting testimony in your capacity as an appraiser today?	Yes No
3. Have you received a copy of the evidence that the appraisal district intends on presenting today?	Yes No
4. Have you provided a copy of your evidence to the appraisal district representative?	Yes No
5. Who should present evidence to the ARB first in the protest hearing (circle one): <div style="display: flex; justify-content: space-around; text-align: center;"> <i>Property Owner/Agent</i> <i>Appraisal District</i> </div>	

By signing and dating this document, I agree that I have been notified of the guidelines of my hearing today. I waive the right to have the Chair perform them verbally during my hearing.

Signature

Printed Name

Date

For ARB Purposes Only

Protest Case Number: _____

Primary Parcel Number: _____