

PROPERTY APPRAISAL – NOTICE OF PROTEST for Tax Year:

CCAD-132 [Rev 03/17.1]

Collin Central Appraisal District 250 Eldorado Pkwy • McKinney, TX 75069	469.742.9200 or 866.467.1110 www.CollinCAD.org
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This document must be filed with the appraisal review board (ARB) for the appraisal district that took the action(s) you want to protest.

GENERAL INSTRUCTIONS: Pursuant to Tax Code Section 41.41, a property owner has the right to protest certain actions taken by the appraisal district. This form is for use by a property owner or designated agent who would like the ARB to hear and decide a protest. The ARB will not accept protest filings by fax or email. If you are leasing the property, you are subject to the limitations set forth in Tax Code Section 41.413.

FILING DEADLINES: The usual deadline for filing your notice (having it postmarked if you mail it) is midnight, May 31. Contact the ARB for your specific deadline.

A different deadline will apply to you if:

- your notice of appraised value was postmarked after May 2;
- your protest concerns a change in the use of agricultural, open-space or timber land;
- the appraisal district or the ARB was required by law to send you notice about a property and did not;
- the ARB made a change to the appraisal records that adversely affects you and you received notice of the change; or
- in certain limited circumstances, you had good cause for missing the May 31 protest filing deadline. *(The ARB will determine if good cause exists for missing deadline.)*

ASSISTANCE: The Comptroller's office (including the Property Tax Assistance Division) may not advise a property owner, a property owner's agent or the chief appraiser or another employee of an appraisal district on a matter that the Comptroller's office knows is the subject of a protest to the ARB.

STEP 1: Owner's or Lessee's Name & Address	Owner's or Lessee's Last Name, First Name and Initial:	
	Owner's or Lessee's Current Mailing Address <i>(number, street, city, state, zip code)</i> : <input type="checkbox"/> Check here if mailing address has changed	
	Daytime Phone <i>(area code and number)</i> :	Evening Phone <i>(area code and number)</i> :

STEP 2: Describe Property Under Protest	Give Street Address and City if different from above, or Legal Description if no street address:
	Appraisal District Account Number <i>(if known)</i> :
	Mobile Homes <i>(give make, model and identification number)</i> :

STEP 3: Check Reason(s) for Your Protest	<p>To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply.</p> <p>For example, if you select the first box indicating an incorrect appraised (market) value for your property, you are representing that the value is incorrect—usually that the value should be lowered.</p> <p>If you also want to protest that your property is not appraised at the same level as a representative sample of comparable properties appropriately adjusted for condition, size, location and other factors, you must also select the box indicating the value is unequal compared with other properties. Your property may be appraised at its market value, but be unequally appraised.</p> <p>Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.</p>	
	<input type="checkbox"/> Incorrect appraised (market) value. <input type="checkbox"/> Value is unequal compared with other properties. <input type="checkbox"/> Exemption was denied, modified or canceled. <input type="checkbox"/> Owner's name is incorrect. <input type="checkbox"/> Property description is incorrect. <input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the district's record.	<input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or canceled. <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timber land. <input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal <input type="checkbox"/> Property should not be taxed in _____ <i>(name of taxing unit)</i> <input type="checkbox"/> Failure to send required notice. _____ <i>(type of notice)</i> <input type="checkbox"/> Other: _____ <i>(write-in reason)</i>

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STEP 4: Give Facts That May Help Resolve Your Case
	What do you think your property's value is? <i>(optional)</i> \$

STEP 5: Hearing Procedures	I want the ARB to send me a copy of its hearing procedures.
	<input type="checkbox"/> Yes <input type="checkbox"/> No* <i>*If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures.</i>

STEP 6: Protester's Name & Signature	print here ⇨ Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Agent
	sign here ⇨ Date: _____