

# Property Owner's Declaration of Evidence

Collin ARB

Tax Year: \_\_\_\_\_

Appraisal District Property ID number(s) or Geo Number(s): \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This form is for use by a property owner to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call or written declaration pursuant to Tax Code Section 41.45.

**FILING INSTRUCTIONS:** This declaration and evidence for the hearing may be submitted to the ARB either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB. The ARB will accept this by either (a) mail/hand delivery, (b) email, or (c) faxed to the address/email/number found on page 3 of this form.

**DEADLINES:** This form and evidence must be submitted to the ARB before the hearing begins. To facilitate input of your declaration and evidentiary materials into the hearing records the ARB is requesting evidence from the property owner and appraisal district at least three (3) days prior to the scheduled hearing.

## SECTION 1: Property Owner or Lessee

Name of Property Owner or Lessee \_\_\_\_\_

Mailing Address, City, State, Zip Code \_\_\_\_\_

Phone Number (area code and number) \_\_\_\_\_

Email Address\* \_\_\_\_\_

\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

## SECTION 2: Property Description

Physical Address, City, State, Zip Code (if different than above) \_\_\_\_\_

If no street address, provide legal description. \_\_\_\_\_

Mobile Home Make, Model and Identification Number (if applicable) \_\_\_\_\_

## SECTION 3: Reasons for Protest

**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.** 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.

Market & Equity - Incorrect appraised (market) value and value is unequal compared to other properties.

Incorrect appraised (market) value.

Value is unequal compared with other properties.

Property should not be taxed in \_\_\_\_\_  
(name of taxing unit)

Property is not located in this appraisal district or otherwise should not be included on the appraisal district's record.

Failure to send required notice. \_\_\_\_\_  
(type)

Exemption was denied, modified or cancelled.

Exemption Type: \_\_\_\_\_

Ag-use, open-space or other special appraisal was denied, modified or cancelled.

Change in use of land appraised as ag-use, open-space or timberland.

Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal.

Owner's name is incorrect.

Property description is incorrect.

Other: \_\_\_\_\_

## SECTION 4: Evidence

Attach evidentiary materials (such as letters, receipts, deeds, photographs, etc.) to be submitted with this declaration.

Provide the total number of pages or images submitted as evidence with this declaration: \_\_\_\_\_

Evidence and/or documentation to support your protest and the arguments made in SECTION 5 of this form should be attached to this document if submitting your declaration on paper or attached to the email delivering your declaration electronically. **Electronic evidence should be submitted in ONLY the following file types: PDF, MS Office (Word/Excel/PowerPoint), or Images (JPEG, PNG, or TIFF). Multiple files may be submitted electronically, however, the total combined size must not exceed 20MB.**

# Property Owner's Declaration of Evidence *(cont'd)*

Collin ARB

Tax Year: \_\_\_\_\_

Appraisal District Property ID number(s) or Geo Number(s): \_\_\_\_\_

## SECTION 5: Statement of Facts or Arguments

**State all facts or arguments that may help resolve your case:**

Tax Year: \_\_\_\_\_

Appraisal District Property ID number(s) or Geo Number(s): \_\_\_\_\_

## SECTION 6: Hearing Type

For purposes of scheduling, indicate how you intend to participate in the ARB hearing regarding your protest (select only one box).

I **do not intend to appear** for the hearing. This declaration and the evidence and/or argument submitted with it may be used for the hearing.

I intend to appear **in-person** for the hearing.

I intend to appear **by telephone conference call** for the hearing.

I intend to appear **by video conference** for the hearing.

*If you decide later to appear by telephone conference call or video conference, you must **provide written notice to the ARB at least (ten) 10 days before the hearing date** and submit your evidence with a declaration (if not previously done). If you change your mind and decide not to appear, the ARB will conduct the hearing based on your declaration and supporting documents.*

## SECTION 7: Name and Signature (DOES NOT REQUIRE A NOTARY)

My name is \_\_\_\_\_ My date of birth is \_\_\_\_\_ and my address is,

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Country) I declare under penalty of perjury that the foregoing is true and correct.

Signed in \_\_\_\_\_ County, State of \_\_\_\_\_

On the \_\_\_\_\_ Day, of \_\_\_\_\_  
(Month) (Year)

### Declarant Signing Form Is

The Owner

A Property Tax Agent

An Attorney

Other: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Declarant*

**DOES NOT REQUIRE NOTARY**

## Important Information

**GENERAL INFORMATION:** This form is for use by a property owner to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call or written declaration pursuant to Tax Code Section 41.45.

Property owners with a scheduled ARB protest hearing are required to offer and submit evidentiary materials (such as documents, photographs, etc.) or argument (such as a written statement that specifies the action of the appraisal district relating to the property from which relief is sought) by written declaration delivered to the ARB before the hearing. To facilitate input of a property owner's declaration and evidentiary materials into the ARB's hearing records the ARB is requesting evidence from the property owner and appraisal district at least three (3) days prior to the scheduled protest hearing.

**DEADLINES:** The declaration and evidence must be submitted to the ARB before the protest hearing begins. To facilitate input of a property owner's declaration and evidentiary materials into the ARB's hearing records the ARB is requesting evidence from the property owner and appraisal district at least three (3) days prior to the scheduled protest hearing.

**FILING INSTRUCTIONS:** The ARB is requesting that you submit this declaration and evidence for the hearing to the ARB by email or fax.

Email: [collinarb@collinarb.org](mailto:collinarb@collinarb.org)

Fax: 469.742.9201

You may submit the original paper declaration and paper copies of the evidence for the hearing, by in-person drop-off during business hours or by mail or other common carrier that tracks the date sent to the ARB.

**Collin Appraisal Review Board**  
**250 Eldorado Pkwy**  
**McKinney, TX 75069-8023**

**Do not file this document with the Texas Comptroller of Public Accounts.**