

Collin Central Appraisal District  
250 Eldorado Pkwy  
McKinney, TX 75069  
Ph - 469.742.9200

## Property Owner's Affidavit of Evidence to the Appraisal Review Board

Tax Year:

Account#

### GENERAL INFORMATION:

- Property owners are not required to use this form but may instead submit evidence or argument with a written, signed, sworn statement that: identifies the protesting party, describes the property under protest, and meets the requirements of Tax Code Section 41.45.
- The affidavit must be received by the ARB before the 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 three (3) days prior to the hearing. The ARB will accept affidavits by either (a) mail or hand delivery to the address above, (b) by email to collinarb@collinarb.org, or (c) faxed to 469-742-9201.
- Please ensure that you submit a completed affidavit. The ARB will not consider affidavits that are not signed, dated, and notarized.
- Review the ARB Hearing Procedures to properly submit evidence, these were included with your Notice of Hearing letter.

### SECTION 1 – Property Owner or Lessee's Information

Property Owner or Lessee's Name

Property Owner or Lessee's Mailing Address

City, State, & ZIP Code

### SECTION 2 – Property Description

Physical Address *(give street address and city)*

Property's Legal Description

Appraisal District Account Number(s) *(if known)*

Mobile Homes *(give make, model, and identification numbers)*

### SECTION 3 – Protested Action or Decision

I seek relief from the following determination or other action of the appraisal district relating to my property described above:

- |   |  |
|---|--|
| <input type="checkbox"/> Market & Equity - Incorrect appraised (market) value <u>and</u> value is unequal compared with other properties. | <input type="checkbox"/> Ag-use, open-space, or other special appraisal was denied, modified, or canceled.                                       |
| <input type="checkbox"/> Incorrect appraised (market) value.  | <input type="checkbox"/> Change in use of land appraised as ag-use, open-space, or timberland.   |
| <input type="checkbox"/> Value is unequal compared with other properties.   | <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"/> Exemption was denied, modified, or canceled.   | <input type="checkbox"/> Property should not be taxed in _____<br><i>(name of taxing unit)</i>   |
| <input type="checkbox"/> Owner's name is incorrect.   | <input type="checkbox"/> Failure to send required notice. _____<br><i>(type of notice)</i>   |
| <input type="checkbox"/> Property description is incorrect.   | <input type="checkbox"/> Other: _____<br><i>(write-in reason)</i>  |
| <input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the district's record. | _____ <i>(write-in reason cont'd)</i>  |

### SECTION 4 – Evidence

Briefly identify the types of evidentiary materials (such as letters, receipts, deeds, photographs, etc.) submitted with this affidavit to the ARB for consideration. Evidentiary materials must be submitted with this form to complete this section. 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 affidavit on paper or attached to the email delivering your affidavit 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 per affidavit submittal.

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(cont'd)**

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**SECTION 5 – Statement of Facts or Arguments**

State all facts or arguments that may help resolve your case; you may attach additional pages if needed.

**SECTION 6 – Statement of Intent Regarding Hearing Participation**

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 affidavit 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 (screen sharing)** for the hearing.

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

**SECTION 7 – Certification and Signature**

State of \_\_\_\_\_ County of \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_ (name of affiant), who, being by me duly sworn, deposed as follows:

1. My name is \_\_\_\_\_ (name of affiant). I am of sound mind, capable of making this affidavit, and personally acquainted with the facts stated in this affidavit as well as any materials attached to this affidavit. I am submitting and offering any materials as evidence or argument to the ARB for consideration at the protest hearing for the property described in Section 2 of this affidavit.
2. Any materials submitted with this affidavit as evidence were generated or collected by me or for me, and are the original or exact duplicates of the original.
3. Any materials I am submitting as evidence comprise a total of \_\_\_\_\_ pages or images and are described in Section 4 of this affidavit. I am attaching any materials in paper form, PDF, or on a small portable electronic device (such as a CD, USB flash drive, or thumb drive) onto which images of the materials have been loaded as prescribed by the ARB's hearing procedures.
4. The facts contained in this affidavit are true and correct, and the information reflected in any evidentiary materials attached to this affidavit are true and correct.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*Signature of Affiant*

SWORN TO AND SUBSCRIBED before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public Signature*

Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
*Notary Public Printed Name*