

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

**INSTRUCTIONS:** If you are unable to appear in person at your scheduled protest hearing before the appraisal review board (ARB), you may offer evidence or argument by affidavit. You do not waive the right to appear in person at the protest hearing by submitting an affidavit to the ARB. However, the ARB may consider the affidavit only if you do not appear at the protest hearing in person.

You must deliver the evidence or argument and this affidavit to the ARB before your scheduled protest hearing. You must attest to this affidavit and evidence before an officer authorized to administer oaths (such as a notary public). You must submit the affidavit to the ARB hearing the protest before it begins the hearing on the protest.

You are not required to use this form. You may submit a sworn affidavit by letter or other form, but it must contain the protesting property owner's name, description of the property under protest, and the evidence or argument.

Property owner's name: \_\_\_\_\_

Protester Name: \_\_\_\_\_

Appraisal district account number: \_\_\_\_\_

Property address: \_\_\_\_\_

Property's legal description: \_\_\_\_\_

Evidence: # of Pages \_\_\_\_\_

Give any other statement or facts that may help resolve your case:

Opinion of Value \_\_\_\_\_

## Statement of Intent Regarding Appearance at Protest Hearing

**NOTE:** For purposes of scheduling your hearing, you must state that you do not intend to appear at the hearing or that you intend to appear at the hearing and that the affidavit may be used only if you do not appear at the hearing. If you fail to state whether you intend to appear at the hearing, the ARB shall consider the submission of the affidavit as an indication that you do not intend to appear at the hearing. If you state that you do not intend to appear at the hearing or if you do not state whether you intend to appear at the hearing, the ARB is not required to consider the affidavit at the scheduled hearing and may consider the affidavit at a hearing designated for the specific purpose of processing affidavits.

I do not intend to appear at the hearing.

I intend to appear at the hearing and this affidavit may be used only if I do not appear at the hearing.

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

This affidavit and the evidence submitted with it may be used for the hearing if I do not appear in person at the hearing.

I understand that the ARB will provide a telephone number for me to call to participate in the hearing. Please provide a telephone number that the ARB may use to contact you:

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number (with area code)

If you decide later to appear by telephone conference call, 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).

**Please note:** You may change your mind and appear in person at the ARB hearing. You do not waive the right to appear in person at the hearing by submitting this affidavit to the ARB. If you indicate that you intend NOT to appear at the hearing or you do not complete this section of the form and you do not elect to appear by telephone conference call, the ARB is not required to consider the affidavit at a scheduled hearing, and may consider the affidavit at a hearing designated for the specific purpose of processing affidavits.

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

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

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, being by me duly sworn, deposed as follows: Name of Affiant

1. My name is \_\_\_\_\_. 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. Name of Affiant
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 of this affidavit. I am attaching any materials in paper form 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 \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

SWORN TO AND SUBSCRIBED before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission expires: \_\_\_\_\_

Notary's printed name: \_\_\_\_\_