

Hays Central Appraisal District



512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ Fax 512-713-0563

Dear Property owner,

During these uncertain times with the health crisis, our office has had to restructure and create new platforms and procedures for holding Appraisal Review Board (ARB) Hearings.

Thank you for choosing to conduct your ARB Hearing using Video Conferencing.

Our office will be conducting the majority our hearings via Zoom video conferencing. All required documentation that needs to be signed will be sent by electronic delivery.

If you do not return the completed documents, we will be unable to conduct your hearing through video conferencing.

After we receive the attached initialed and signed forms, our office will send you a link to a Self-scheduling kiosk. There you will be able to schedule your own ARB Hearing.

By self-scheduling you own hearing you are accepting the terms and conditions attached here-in.

Please note *for video conferencing*: Your evidence must be pre-submitted by pdf attachment on email (info @ hayscad.com) which will be kept by the ARB. Evidence **MUST be received AT LEAST 2 days before your scheduled hearing date.**

_____ I have read and understand this notification and wish to continue with the docusign agreements so that I may schedule my formal hearing with the Appraisal Review Board (ARB).

Date

**Hays
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BY SIGNING THIS WAIVER YOU ARE AGREEING TO AND UNDERSTAND THE FOLLOWING:

- If you choose *NOT* to complete, sign and/or initial all documents here-in, you **WILL NOT** be able to select your own Appraisal Review Board (**ARB**) hearing. Your protest will be scheduled at a later date.
- I understand that by *selecting my own ARB hearing* that I **will not** be notified by USPS mail delivery of my hearing date and time.
- I understand that by *selecting my own date and time* for my ARB hearing I am waiving my right to a reschedule without 'reasonable' cause.
- I understand that my **Final Order** from my hearing will be sent **via electronic delivery** stating ARB Decision(s)
- I have read, understand and have the capability for all the system requirements and operating systems to be able to participate in a video conference hearing.
- I understand that it is my responsibility to provide any and all equipment and/or software for myself to be able to participate in a video conference ARB hearing.

Signature

Date



BY SIGNING THIS WAIVER YOU ARE AGREEING TO AND UNDERSTAND THE FOLLOWING:

I understand that by selecting my own date and time for my ARB hearing that **failure to appear in the manner I have selected may result in the dismissal of your protest and may jeopardize other rights to which you may otherwise be entitled.**

Evidence & Affidavits

Your evidence must be pre-submitted by hardcopy, pdf attachment on email (info @ hayscad.com) or on a small portable device (such as a USB flash drive) which will be kept by the ARB. Evidence **MUST be received AT LEAST 2 days before your scheduled hearing date.** (The appraisal district has a drop-box at the front door.)

You have the right to inspect any data, schedules, formulas, or evidence the chief appraiser may introduce at your hearing. Copies may be obtained upon request at a nominal fee set by the State per section 41.461 Texas Property Tax Code.

ARB Hearing Procedure:

1. **Administrative Duties (a DOCU-SIGN electronic document will be sent to the owner and must be signed and returned before the hearing may commence.)**
 - a. Welcome; ARB business; Signing of affidavits
 - i. Verbal Swearing in of parties/witnesses
2. **Property Owner Presents Their Case (Please limit to 5 minutes)**
Must state opinion of value.
3. **Appraisal District Presents Their Case (5 minutes)**
Questions for owners/witnesses
4. **Property Owner May Now cross-examine the Appraisal District Evidence (2 min)**
May present additional evidence (*not previously presented*)
5. **Appraisal District Rebuttal**
May present additional evidence (*not previously presented*)
6. **ARB Discussion Period (ARB Members only)**
No discussion between owner and appraisal district during this time.
7. **Property Owner Closing Argument**
8. **Appraisal District Closing Argument**
9. **Chairperson Declares the Meeting Closed**
10. **ARB deliberates Orally (ARB Only)**
11. **ARB Chairperson requests a motion for each matter & vote (ARB Only)**
12. **Final Order will be sent via electronic delivery Stating ARB Decision(s)**

Signature

Date

HAYS CENTRAL APPRAISAL DISTRICT

21001 North IH 35
Kyle, Texas 78640
(512) 268-2522 Fax (512-713-0563)

**Appraisal Review Board
Affidavit of Sworn Testimony**

Property ID: _____

Appellant Name (owner): _____

Situs address: _____

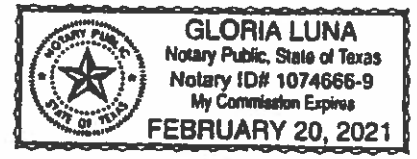
I, _____, do solemnly swear that the testimony I shall present to the Appraisal Review Board for the Hays Central Appraisal District is true and correct.

_____ Affiant #1

_____ Affiant #2

SUBSCRIBED AND SWORN TO before me _____.

I understand that on the day of video or teleconference hearing that I will be verbally sworn in to tell the truth and that any testimony I shall present will be true and correct.



Tandy Hunter

Chairperson, Appraisal Review Board
Hays Central Appraisal District

IMPORTANT INSTRUCTIONS



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HOW TO GET TO THE SELF SCHEDULING WEBSITE

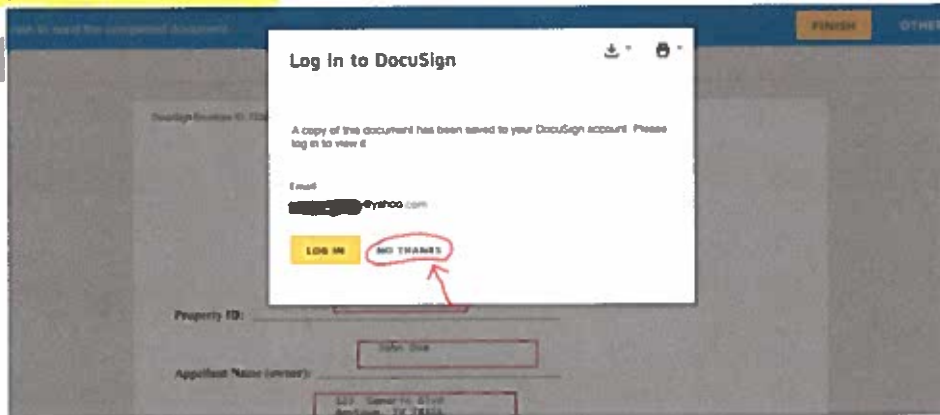
IN ORDER TO BE REDIRECTED TO THE SELF SCHEDULING WEBSITE YOU MUST COMPLETE THE DOCUSIGN.

AS YOU CLICK THE **FINISH BUTTON** YOU WILL BE PROMPTED TO LOG IN TO A DOCUSIGN ACCOUNT **PLEASE CLICK 'NO THANKS'** -- YOU **WILL NOT GET REDIRECTED TO THE SCHEDULING WEBSITE IF** YOU TRY TO LOG IN OR IMMEDIATELY PRINT ANY DOCUMENTS.

YOU WILL AUTOMATICALLY RECEIVE AN EMAILED COPY OF YOUR SIGNED DOCUMENTS



PLEASE CLICK 'NO THANKS'



_____ I have read and understand these directions to be able to schedule my ARB Hearing.