

Hays Central Appraisal District

Due to **limited staffing** during the health crisis our office would like to remind property owners that response times to any and all inquiries may be delayed.



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

The Appraisal Review Board (ARB) has opted to go with **Zoom video conferencing** to conduct formal ARB hearings.

- In order to be able to participate in a Video Conference Hearing you will need to make sure that you have the capability for all the system requirements and operating systems. Please see the additional inserts under this heading.
- If you would like to have your Appraisal Review Board (ARB) Hearing via a video conference please email your hearing format request to schedule@hayscad.com (if you have already submitted your request to this email address there is **no need to** re-submit your request)
- The schedule@hayscad.com email is for *hearing format requests only* – any questions included in email **will not be answered**
- Please **only** include:
 - o The property ownership name
 - o Property Address
 - o Quick-ref # (starts with an 'R')
 - o Which available format you would like to conduct your Appraisal Review Board (ARB) in.
- Your video hearing request will be processed in the order in which it was received.
- After your request is processed, you will receive an electronic docusign email for completion of Terms, requirements and agreements. This must be completed and returned before the property owner will be scheduled.
- Once we have received the completed docusign agreements you will be given a link to a scheduling website to schedule your ARB Hearing.
- Please submit any documentation or evidence you will be presenting at least 2 business days prior to your hearing to info@hayscad.com with the subject line: VIDEO HEARING EVIDENCE – R_____ (your quick-ref ID# that starts with an 'R')