

**How to File a Protest Concerning Value**

• File a *written* protest. The appraisal district has protest forms available, but you need not use one. This preserves your right to appear before the ARB if you are unable to resolve your issues informally with an appraiser. The protest may be submitted by mail, fax, email, or in person. You may also protest using our on-line protest at [arb@ franklincad.com](mailto:arb@franklincad.com).

• File your notice of protest by May 15 or no later than 30 days after the appraisal district mailed a notice of appraised value to you, whichever date is later. Note that it is 30 days after mailing the notice, not its receipt.

• If you don't file a notice of protest before the ARB approves the appraisal records, you may lose your right to protest. You also lose the right to file a lawsuit about the taxable value of your property.

For more in-depth information, see "*Property Taxpayer Remedies*" available at the appraisal district office.

[franklindesk@suddenlinkmail.com](mailto:franklindesk@suddenlinkmail.com)  
General help desk & Exemptions

[franklinappraiser@suddenlinkmail.com](mailto:franklinappraiser@suddenlinkmail.com)  
Appraiser

[franklinag@suddenlinkmail.com](mailto:franklinag@suddenlinkmail.com)  
AG/Timber

[franklinchief@suddenlinkmail.com](mailto:franklinchief@suddenlinkmail.com)  
Chief Appraiser



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**Board of Directors  
or  
Appraisal Review  
Board...**

*Who do I talk to about my value?...Who do I talk to about other concerns?*



## Board of Directors

The Franklin County Appraisal District, like other Texas appraisal districts, has two distinct boards working in conjunction with it; the **Board of Directors** and the **Appraisal Review Board (ARB)**.

Each board has a specific area of responsibility. Each board is independent of the other and fulfills different functions. Both the Board of Directors and the ARB meetings are open to the public. A taxpayer may address the Board of Directors at their regular meeting but taxpayers may not address the ARB.

A person who wishes to address the Board of Directors must make a written request, stating in detail the subject to be presented, to the Chief Appraiser at least four (4) days prior to a scheduled board meeting. Items received four (4) days in advance of the Board meeting will be placed on the agenda. The Board may act on subjects that have been properly posted as a part of the agenda or it may choose to seek additional information and delay a decision on items presented.

At each regularly scheduled board meeting, the chairman of the board shall announce that each person wishing to address the board on such policies, procedures or issues that falls under the jurisdiction of the board may have five (5) minutes in which to do so.

The **Board of Directors** is the board ultimately responsible for governing the appraisal district. It consists of five (5) people selected by the taxing units for which the appraisal district appraises property; e.g., cities, school districts, and the county. The directors serve two-year terms. The board of directors is responsible for making the district's major administrative and financial decisions.

The board of directors, for example, approves the district's budget and makes decisions concerning major contracts, such as the purchase or lease of the district's offices. The board of directors also selects the district's chief appraiser and the members of the agriculture advisory board. The board of directors, however, does not take an active roll in the appraisal of properties. Properties in the appraisal district are appraised by the chief appraiser and staff. If a property owner has some complaint about the appraisal of his property in a particular year, he should discuss that problem with the appraisal district's staff, or file a formal protest before the appraisal review board.

\*\*\*The Board of Directors has no responsibility for setting tax rates, appraising property, adjusting appraisals, granting or denying exemptions, or any other matter directly affecting the value of property.

## Appraisal Review Board

The **ARB** is an independent, impartial group of citizens authorized to resolve disputes between taxpayers and the CAD. The ARB is appointed by the district judge, it is **not** controlled by the appraisal district or the board of directors.

Bringing a protest before the ARB is a formal process; it is somewhat like taking a case to a court for resolution. The ARB must follow certain procedures that may be unfamiliar to you. It must base its decisions on facts it hears from you and the CAD to decide whether the CAD has acted properly in determining the value of your property.

ARB members cannot discuss your case with anyone outside of the hearing. You should know, however, that your protest hearing is open to the public; anyone can sit in and listen to the case.



*For more detail information please contact the Appraisal District or visit the Comptroller's website.*