

**HELPFUL INFORMATION FOR PROTESTING PROPERTY OWNERS**  
**A Supplement To: The Texas Comptroller's**  
**MODEL HEARING PROCEDURES FOR APPRAISAL REVIEW BOARDS**  
**As Published by the Property Tax Assistance Division**  
**Of the Texas Comptroller of Public Accounts**

Every protesting property owner should review the Blanco County Appraisal Review Board's Hearing Procedures, which are based upon Model Hearing Procedures from the Texas Comptroller's Office. In addition, you may find the information on this page to be helpful.

The ARB has implemented Security Measures in order that all persons who enter the premises of the Blanco County Appraisal District where ARB hearings are conducted feel safe while otherwise engaged in their attendant business with the ARB or staff of the Appraisal District. Persons that become disruptive, belligerent, argumentative or confrontational may be escorted from the premises by law enforcement officers called to the district.

All property owners and/or tax agents must report to the Front Counter and sign in as present for their protest hearing appointments.

All evidence that is to be presented by property owner, owner's agent, taxing unit or a taxing unit's representative must be submitted upon arrival to the Front Counter for scanning of all paper documents, photographs or other evidence into the subject property protest account. Evidence presented for scanning should not include duplicate photographs or paper documents. All evidence presented on CD's, flash-drives, photographs, printed material or other media presented as evidence becomes the permanent property of the ARB. No exceptions. The ARB will not consider any evidence presented with any recording device or type of electronic equipment such as: cameras (manual, disposable or electronic), camcorders, tablets, cell phones, laptops or any other similar type device.

For most protest hearings, the hearing should take no more than fifteen minutes.

If a property owner or tax agent submits their written and notarized affidavit, (whether using Comptroller Form 50-283 or other written and notarized document) of evidence to the ARB, and does not indicate a statement of intent regarding their appearance at the protest hearing, the ARB may consider the affidavit at a hearing designated for the specific purpose of processing affidavits.

For remote hearings a signed notarized affidavit along with all evidence must be submitted to the ARB by 8 a.m. on the day of the scheduled hearing. If the signed notarized affidavit and evidence is not received before the hearing, your hearing will be denied or rescheduled, if your hearing has not been rescheduled previously.

## **TELEPHONE HEARING PROCEDURES**

**A property owner wishing to appear for a hearing by telephone conference call must notify the Appraisal Review Board in writing not later than the tenth day before the date of the hearing; and provide any evidence in the form of an affidavit filed before the hearing begins. If the property owner provides documents, photographs, tables or other items with his/her affidavit, the owner should label those items prominently and clearly with page numbers. The property owner shall provide to the district, the phone number that he/she wishes to be reached at for the hearing. The property owner or agent shall be available approximately five minutes before the hearing is scheduled to start. When the ARB's call is answered, the owner should be prepared to give the owner's name, and case #. The owner is responsible for keeping the line clear and answering promptly when the ARB calls. There will be strict time limits enforced. Each hearing is allotted 30 minutes only, where each party will have no more than 7 minutes to give initial testimony so that there will be ample time for rebuttal and the board's deliberation and determination. If the ARB cannot reach the owner, the owner will forfeit the opportunity to participate in the hearing by telephone and the owner's affidavit and evidence will be considered as testimony. If a call is dropped or if the property owner's speech is garbled or unintelligible, the ARB panel may terminate the call and try to call the property owner again. If the connection cannot be reestablished within five minutes, the panel will proceed with the hearing and owner will have no further opportunity to participate in the hearing by telephone.**