

INFORMAL APPRAISAL REVIEW PROCEDURES

BOWIE CENTRAL APPRAISAL DISTRICT

YOUR PROPERTY VALUE IS IMPORTANT TO US. WE WOULD LIKE THE OPPORTUNITY TO INFORMALLY DISCUSS ANY QUESTIONS OR CONCERNS YOU MAY HAVE ABOUT YOUR NOTICE OF APPRAISED VALUE. **PLEASE NOTE – AN INFORMAL DISCUSSION/REVIEW DOES NOT RESERVE YOUR RIGHTS TO AN APPRAISAL REVIEW BOARD HEARING.**

Informal Review – You may want to review your property appraisal with a member of the District’s staff. The following is provided to assist you in reviewing your appraisal informally with the District’s staff prior to the protest deadline.

About the Appraisal – The Appraiser is required to appraise property at market value as of January 1st. The appraiser has applied generally accepted mass appraisal methods and techniques based upon individual characteristics that affect the market value of your property.

Why Did I Receive This Notice of Appraised Value?

This value notice was sent to inform you of the appraised value your School District, County, College, City, or Special District (if you live in a city or special district that levies taxes) will use in calculating your property taxes this year.

After We Receive Your Request - An Appraisal District staff member will create an informal inquiry record from the information you provide. In person informal reviews are typically finalized at the initial meeting, unless additional information or documents are pending delivery. We will respond to your informal telephone and mail requests within approximately 10 business days.

Providing Information – Please provide books and/or records pertaining to the personal property for your company. For Example: depreciation schedules, balance sheets, IRS returns or a letter from your CPA certifying the correct values of inventory, furniture and/or equipment.

After Informally Reviewing - The appraiser will choose one of two actions:

3. Change the appraised value based on a review of the appraisal (including information & documents you provided); or
4. Make no change to the original appraisal.

After Receiving the Appraiser’s Action – You may choose one of two options:

3. Agree with the change the appraiser made to the appraised value: OR
4. Disagree with the decision the appraiser made and decide whether or not to file a written protest for a formal hearing with the Appraisal Review Board.

Protest Deadline - THERE IS A PROTEST DEADLINE. THE PROTEST DEADLINE IS PRINTED ON YOUR APPRAISAL NOTICE. If you have not received a response to your informal review before the protest deadline, you may want to deliver your written protest (postmarked on or before the protest deadline OR hand-delivered to our office on or before the protest deadline) to reserve your rights to an Appraisal Review Board hearing. The Appraisal Review Board will NOT accept protest filings by electronic communication (facsimile, e-mail, etc.). An informal review does not reserve your rights to an Appraisal Review Board hearing. The Appraisal Review Board will notify you of the date, time and place of your scheduled hearing.

**PLEASE VERIFY THAT THE OWNERSHIP & MAILING ADDRESS LISTED
ON THE APPRAISAL NOTICE ARE CORRECT**