

IMPORTANT INFORMATION

INFORMAL MEETINGS

Beginning April 21st and continuing through July, informal meetings regarding properties appraised by Brazos CAD will be conducted on a first come first served basis. Because of this process, it is possible there could be extensive wait time to see an appraiser. To help expedite wait time, as well as the informal meeting process, please have any information or evidence ready before you arrive at the appraisal district office. Examples of evidence or information that is helpful are:

- Closing statements
- New construction cost information
- Depreciation schedule
- Pictures of the property
- Repair estimates
- Fee appraisal
- Income & expense information
- Blueprints

ONLINE APPEALS

Online Appeals are considered informal meetings. Please do not file an online appeal and come to the office for an informal meeting. In 2024 Brazos CAD began utilizing a new online appeals portal for taxpayers and agents. If you did not use the new online appeals portal in 2024, a new user ID will need to be created.

FORMAL HEARINGS

- If an agreement is not reached during informal discussions, you can file a formal protest to have an opportunity to present your case to the Appraisal Review Board in a formal hearing to be scheduled for a later date.
- Please be advised that the deadline for filing a protest is not extended if you have an informal meeting; *the deadline to file a protest is on your notice of appraised value.*
- The formal hearing can be attended in one of four ways, in person, by telephone conference, by videoconference, or on written affidavit. Please indicate how you will attend the formal hearing in Section 5 of the property protest form.
- Appraisal Review Board hearing information can be delivered through one of three options: first class mail, certified mail, or email. Please indicate your requested delivery type in Section 6 of the protest form.
- Formal hearing reschedule requests must be made in writing to resch@brazoscad.org.
- If you would like to request evidence that will be presented to the ARB by the appraisal district, please email the request to arb@brazoscad.org.

ELECTRONIC EVIDENCE SUBMISSION

The Brazos Appraisal Review Board requires ALL evidence for formal hearings to be presented electronically. Please submit all evidence at least 24 hours PRIOR to your formal hearing to evidence@brazoscad.org or upload it to the online appeals portal. If you are unable to submit the evidence electronically via email or through the online appeals portal, you can bring it to the appraisal district office to be scanned prior to your formal hearing; please allow extra time for that process.

For more information or if you have any questions, please contact our office at 979-774-4100 or visit the website at www.brazoscad.org.