

**PROPERTY TAX - NOTICE OF PROTEST**

Appraisal district name <b>ELLIS APPRAISAL DISTRICT</b>	Phone (Area code and number) <b>972-937-3552</b>
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Address  
**P.O. BOX 878 400 FERRIS AVE. WAXAHACHIE, TX 75168**

**INSTRUCTIONS:** If you want the appraisal review board to hear and decide your case, you must file a written notice of protest with the appraisal review board (ARB) for the appraisal district that took the action you want to protest. If you are leasing the property subject to the protest, you must have a contract requiring you to pay the property taxes on the property.

**FILING DEADLINES:** The usual deadline for filing your notice (having it postmarked if you mail it) is midnight, May 31.

A different deadline will apply to you if:

- your notice of appraised value was delivered to you after May 2;
- your protest concerns a change in the use of agricultural, open-space or timber land;
- the appraisal district or the ARB was required by law to send you notice about a property and did not; or
- the ARB made a change to the appraisal records that adversely affects you and you received notice of the change;
- you had good cause for missing the May 31 protest filing deadline.

Contact the appraisal review board for your specific protest filing deadline. The ARB will determine if good cause exists for missing a deadline. Good cause as defined by Tax Code Section 41.45 is a reason that includes an error or mistake that was not intentional or was not the result of conscious indifference and will not cause undue delay or injury to the person authorized to extend the deadline or grant a rescheduling. Local ARB hearing procedures may also address specific examples of good cause.

**WEEKENDS, HOLIDAYS:** If your deadline falls on a Saturday, Sunday or other legal holiday, it is postponed until midnight of the next working day.

**POSTPONEMENT:** You are entitled to one postponement of the hearing without showing good cause if you have not designated an agent to represent you at the hearing. You are also entitled to postpone your hearing if you or your agent show reasonable cause for the postponement. You must request this postponement to the appraisal review board before the date of the hearing.

<b>Step 1: Owner's or lessee's name and address</b>	Owner's or lessee's full name	Contact
	Owner's or lessee's present mailing address (number and street)	Hm. Phone (area code and number)
	City, town or post office, state, ZIP code	Bus. Phone (area code and number)

<b>Step 2: Describe property under protest</b>	Give street address and city if different from above, or legal description if no street address
	Appraisal district account number (optional)
	Property ID:
	Mobile homes: (Give make, model and identification number)

Failure to check a box may result in your inability to protest an issue. If you check "value is over market value," you are indicating that the appraised value is excessive and your property would not sell for the amount determined by the appraisal district. If you check "value is unequal as compared to other properties," you are indicating that your property is not appraised at the same level as a representative sample of comparable properties, appropriately adjusted for condition, size, location, and other factors. Your property may be appraised at its market value, but be unequally appraised. An appraisal review board may adjust your value to equalize it with other comparable properties. Please check all boxes that apply in order to preserve your rights so that the appraisal review board may consider your protest according to law.

<b>Step 3: Check reasons for your protest</b>	<input type="checkbox"/> Value is over market value <input type="checkbox"/> Value is unequal compared with other properties <input type="checkbox"/> Property should not be taxed in _____ (name of taxing unit) <input type="checkbox"/> Failure to send required notice: _____ (type) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Exemption was denied, modified or cancelled <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timber land <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled <input type="checkbox"/> Owner's name is incorrect <input type="checkbox"/> Property description is incorrect <input type="checkbox"/> Property should not be taxed in this appraisal district or in one or more taxing units
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<b>Step 4: Give facts that may help resolve your case (continue on additional page if needed)</b>	<hr/> <hr/> What do you think your property's value is? (Optional) \$ _____
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<b>Step 5: Check to receive ARB hearing procedures</b>	I want the ARB to send me a copy of its hearing procedures. <input type="checkbox"/> Yes <input type="checkbox"/> No * * If your protest goes to a hearing, you will automatically receive a copy of the ARB's hearing procedures
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<b>Step 6: Sign the application</b>	Signature sign here ➡	Date
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