

Tarrant Appraisal District

2500 Handley-Ederville Rd
Fort Worth, TX 76118

Beginning with tax year 2010, property owners may submit protests electronically using TAD's **eAccess Portal**. In order to file a protest on-line, several conditions must be met:

- You must have received a value notice with your personal PIN printed on the form or a letter from TAD introducing the eAccess Portal along with your personal PIN. If you did not receive a value notice or a letter with your personal PIN, you may not file a protest on-line. However you may still file a protest using the [form provided on our Web site](#) as long as the completed protest form is mailed prior to midnight of the protest deadline date of May 31 (or the Monday following May 31 if May 31 falls on a weekend).
- The reason for the protest must either be "Value over market" or "Appraisal/Sale ratio exceeds median level..." (Note: protests for other reasons may still be submitted in paper form, they just may not be submitted on-line.)

To submit your protest on-line

- You must use either Microsoft Internet Explorer v6 or higher or Mozilla Firefox v2.0 or higher
- Both Java scripts and cookies must be enabled. If you normally keep Java scripts and cookies disabled, you must enable them before attempting to submit your protest and can disable them again afterwards. By default, both Java scripts and cookies are enabled in both Internet Explorer and Firefox.
- You must have Adobe Acrobat Reader v7 or higher installed. Version 6 may work, but has not been tested.
- You must have the account number printed on the top of the value notice above the postal bar code above the owner name and address, or in the letter following the owner name and mailing address
- You must have the PIN which is printed on your value notice or letter near the bottom center of the form:

VALUE NOTICE PIN LOCATION

... HAVE QUESTIONS ABOUT EXEMPTIONS, CALL ...
... for a residence homestead, a participating jurisdictions taxes may ...
... ed property improvements since the ceilings were set.

... oved represents the discounted inventory
... erty according to Section 23.12 of the

e www.window.state.tx.us.
Your PIN is *****. For more information see
<http://www.tad.org/residentialarbprotest.pdf>.

... alue, contact the TARRANT APPRAISAL DISTRICT (TAD) at (817) 284-3925. If the APPRAISAL
... you have the right to appeal to the APPRAISAL REVIEW BOARD (ARB). In order to appeal,
... the ARB no later than **JUNE 2, 2008**. Please refer to the enclosed instructions for detail on
... form for the subject property has been printed on the reverse side of this notice. The
... 2500 Handley-Ederville Road and will continue until all valid protests have been heard. If
... e of your hearing date and time at least 15 days before the hearing.

**the time Value Notices are produced. Please keep trying.*

ACCT NO 41011562

... sit the TAD Web page at <http://www.tad.org>

LN0708i

LETTER PIN LOCATION

with us, a phone call,

and depending on the time of year and the status of your protest, you may be able to:

- See the comparable sales used to value your property
- See other evidence that may be presented at a hearing before the ARB
- File a protest

To access the new eAccess Portal, please visit our Web site (<http://www.tad.org>) and click on the "eAccess User Guide" link.

Your PIN for this account is:

3GH5T97W

Please use this PIN as both UserID and Password for your initial login

Once you are ready to submit your protest, follow the steps below:

1. Connect your PC to the Internet, launch the Web browser, and go to <http://www.TAD.org>
2. Click the "Property Data Search" link on the left side of the page
3. Under the "Real Estate" or "Business Personal Property" heading (depending on the type of notice), click the "Search by Account Number" link
4. Type in your account number then click the "Search" button
5. Click the "My TAD eAccess Account" link at the top of the page (see below)



6. Sign in to your eAccess Account Portal using the PIN from the value notice or letter as both UserID and Password. Detailed instructions for signing in to your eAccess Portal may be found in the link "User Guide for Online Owner Sign In" on the left side of the Sign In page
7. Follow the on-line instructions to complete the on-line protest submission. During the process, you will be given an opportunity to make corrections to your mailing address if it is incorrect or is not your preferred

mailing address. You will not be able to make changes to ownership or legal description of the property. Should such changes be required, you must call TAD's ownership section (817-284-4063) or Business Personal Property section (817-284-9101) during office hours and the records must be corrected on our Web site before you may continue with the on-line submission.

During the initial Sign In to your eAccess Portal, you will be required to enter an email address. While the email address is stored by TAD, it is protected by law, is not subject to disclosure, and will be kept in strictest confidence. A copy of your completed protest will be emailed to the address you provide during your Sign In.

During the protest submission process, you will be given the opportunity to upload up to five files or photographs for review by TAD appraisal staff. Examples of the types of files most useful are provided during the process. If you would like to provide copies of documents that are not in electronic form, you may print a coversheet to be mailed along with the paper documents within 10 days of submitting your protest on-line. ***Do not include print-outs from TAD's Web site.***

Note: submitting files or documents for review by TAD appraisal staff does not satisfy the requirement that you bring four copies of any evidence you may wish to use in your hearing with you at the time of your hearing. The Appraisal Review Board is prohibited from viewing any information prior to your hearing.

If you are filing a protest on a single-family residential property, and your property is located in an area in which the Chief Appraiser determines that the factors affecting the market value of real property are not unusually complex, and you have not designated an agent to represent you in a protest, you *may* be presented an offer to settle your protest at a value to be redetermined by the District.

You have the right to accept or reject the settlement offer. Should you accept the settlement offer, the chief appraiser will enter the settlement into the appraisal records as an agreement made under Section 1.111(e) of the Texas State Property Tax Code, and your protest will be completed as resolved. Should you reject the offer, your protest will be scheduled and heard by the ARB following usual procedures and time schedules.