

Property Owner's Affidavit of Evidence for Tarrant Appraisal Review Board

Sworn affidavit, testimony or evidence are not accepted via fax or email.

This affidavit and evidence must be in possession of TARB at time of scheduled hearing.

Tax Year _____

Account Number _____

SECTION 1: Property Owner or Lessee

Name of Property Owner or Lessee

Mailing Address, City, State, Zip Code

Phone Number

Email Address*

* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

SECTION 2: Property Description

Physical Address, City, State, Zip Code If no street address, provide legal description.

Mobile Home Make, Model and Identification Number (if applicable)

SECTION 3: Evidence

Attach evidentiary materials (such as letters, receipts, deeds, photographs, etc.) to be submitted with this affidavit. Provide the total number of pages or images submitted as evidence with this affidavit: _____

SECTION 4: Statement of Facts or Arguments

State all facts or arguments that may help resolve your case. Attach additional pages if necessary.

SECTION 5: Hearing Type

Indicate how you intend to participate in the ARB hearing regarding your protest (**select only one box**).

- I **do not** intend to appear at the hearing either in person, by telephone conference call or by videoconference. This sworn affidavit and the evidence and/or argument incorporated in it may be considered at the convenience of the ARB.
- I intend to appear **in person** at the hearing. This sworn affidavit and the evidence incorporated in it may be used for the hearing if I do not appear in person.
- I intend to appear **by telephone conference call** for the hearing and submit this unsworn declaration to offer evidence and arguments. This sworn affidavit and the evidence incorporated in it may be used for the hearing if I do not appear in person or call in for the hearing.
- I intend to appear **by videoconference call** for the hearing and submit this unsworn declaration to offer evidence and arguments. This sworn affidavit and the evidence incorporated in it may be used for the hearing if I do not appear in person or call in for the hearing.

NOTE: You may change your mind and appear in person at the ARB hearing. You do not waive the right to appear in person at the hearing by submitting this affidavit to the ARB. If you indicate that you intend **NOT** to appear at the hearing or you do not complete this section of the form and you do not elect to appear by telephone conference call, the ARB is not required to consider the affidavit at a scheduled hearing, and may consider the affidavit at a hearing designed for the specific purpose of processing affidavits. If appearing in person, to be prepared for unforeseen circumstances, such as technical difficulties, in regards to uploads, you may want to bring four (4) copies of evidence and two (2) copies of photos. This will assist in giving the TARB three-member panel and the TAD representative adequate time to review each document.

SECTION 7: Name and Signature

State of Texas County of _____

Before me, the undersigned authority, personally appeared: _____, (Affiant Name) who, being by me duly sworn, deposed as follows:

1. My name is _____ . (Affiant Name)
2. I am of sound mind, capable of making this affidavit, and personally Affiant Name acquainted with the facts stated in this affidavit as well as any materials attached to this affidavit. I am submitting and offering any materials as evidence or argument to the ARB for consideration at the protest hearing for the property described in Section 2 of this affidavit.
 2. Any materials submitted with this affidavit as evidence were generated or collected by me or for me, and are the original or exact duplicates of the original.
3. Any materials I am submitting as evidence comprise a total of _____ pages or images and are described in Section 3 of this affidavit. I am attaching any materials in paper form or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) onto which images of the materials have been loaded as prescribed by the ARB's hearing procedures.

For your convenience an ARB EVIDENCE UPLOAD is provided on your TAD.org Dashboard. As a result of software processing speed limitations, documents must be uploaded no later than five (5) business days prior to the scheduled hearing date. At four (4) business days, prior to scheduled hearing date, the ARB EVIDENCE UPLOAD will no longer be available. Successful uploads will receive an email confirmation. If, for any reason, you are unable to use the ARB EVIDENCE UPLOAD, utilize one of the other recommended methods of delivery.
4. The facts contained in this affidavit are true and correct, and the information reflected in any evidentiary materials attached to this affidavit are true and correct.

Signed on this _____ day of _____, 20 _____

Affiant Signature

SWORN TO AND SUBSCRIBED before me on the _____ day of _____ 20 _____

 Signed Notary Public, State of Texas

 Notary's Printed Name

 My Commission Expires

Affix Notary Stamp Here

Important Information

GENERAL INFORMATION: This form is for use by a property owner to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call or written affidavit pursuant to Tax Code Section 41.45. Property owners not appearing in person at a scheduled ARB protest hearing are required to offer and submit evidentiary materials (such as documents, photographs, etc.) or argument (such as a written statement that specifies the action of the appraisal district relating to the property from which relief is sought) by written affidavit delivered to the ARB before the hearing.

FILING INSTRUCTIONS: This affidavit and evidence for the hearing may be submitted to the ARB either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB. Evidence should NOT be provided on a smart phone. Review the ARB's hearing procedures regarding the requirements to properly submit evidence on a small portable electronic device. Do not file this document with the Texas Comptroller of Public Accounts. For your convenience an ARB EVIDENCE UPLOAD is provided on your TAD.org Dashboard. As a result of software processing speed limitations, documents must be uploaded no later than five (5) business days prior to the scheduled hearing date. At four (4) business days, prior to scheduled hearing date, the ARB EVIDENCE UPLOAD will no longer be available. Successful uploads will receive an email confirmation.

- If, for any reason, you are unable to use the ARB EVIDENCE UPLOAD, utilize one of the other recommended methods of delivery.**
- Delivered by mail, deliver to: TARB•P.O. Box 185519•Fort Worth, Texas•76181-0519
 - Delivered in person, common or contract carrier: deliver to: TARB•2500 Handley Ederville Rd•Fort Worth, Texas•76118
 - 24/7 Dropbox located at: TARB•2500 Handley Ederville Rd•Fort Worth, Texas•76118

To help facilitate accurate processing, **ATTENTION:TARB HEARING EVIDENCE** should be prominently displayed on the outside of the envelope.

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