



Dallas Central Appraisal District Frequently Asked Questions Protesting Value

1. How do I protest my value?

Beginning on April 15th, to protest an appraised value set by Dallas Central Appraisal District (DCAD or the Appraisal District), a taxpayer must notify DCAD in writing by May 15 or 30 days from the date of the Notice of Appraised Value. It must be delivered in person to our office before 5:30 p.m. on May 17 or bear a post office cancellation mark by midnight May 17 or the deadline provided on the appraisal notice. Please check the deadline dates on your Business Personal Property Notice of Appraised Value/Notice of Protest form for protest deadlines on these properties as the protest deadline dates maybe different. If DCAD mailed you a Notice of Appraised value, you may complete the protest portion of the notice, attach documentation you want considered, and mail it to the address on the form. If DCAD did not mail a Notice of Appraised Value, a protest may still be filed. DCAD has an online Protest Program. The uFile Online Protest can be accessed through your account via **www.dallascad.org** by selecting uFile Online Protest. You may request your individual PIN # through the uFile system for easy access. The DCAD website has a printable protest form that can be accessed from your account via www.dallascad.org. Print and complete the protest form and attach the documentation you want considered and mail them to the address on the form. DCAD can send you a Notice of Protest form when you request one by phone, then complete the protest form and attach documentation you want considered and mail to the address on the form. DCAD will also accept a protest letter. The letter should state the property owner's name, identify the subject property (by account number or property address) and indicate the nature of the protest. You may also request DCAD to send your hearing notice by certified mail, however, there may be a charge for this service. The letter along with documentation should be mailed to:

Appraisal Review Board of Dallas County
2949 N Stemmons Fwy
Dallas, TX 75247-6195

NOTE: DCAD does not accept protest filings by facsimile (fax) or email submissions; however, DCAD does accept electronically file protests utilizing our online uFile Protest System. Once the timely written protest or uFile protest is received, a hearing is scheduled by the Appraisal Review Board (ARB). The ARB will give you at least 15 days' notice of the date, time and location of your hearing. The ARB Hearing Notification will be mailed to you or sent to you electronically, assuming you have signed up for DCAD's Electronic Notification System (ENS). Also, once scheduled for an ARB Hearing, your ARB hearing date and time information will be displayed on your account on our website which you may access. DCAD will also send you a copy of Property Taxpayer's Remedies (a publication of the State Comptroller's Office), a copy of the ARB hearing procedures, and a statement that you have the right to inspect the information that DCAD plans to introduce at your hearing or have a copy of the information mailed to you. There may be a charge for some of this information.



Dallas Central Appraisal District

Frequently Asked Questions

Protesting Value

If you fail to file a protest on time, your options are limited.

2. What is the Appraisal Review Board?

The Appraisal Review Board (ARB) is a group of private citizens authorized by state law to resolve protest disputes between taxpayers and the appraisal district. An ARB is established for each appraisal district in the State of Texas. ARB members are appointed by the Local Administrative District Judge of Dallas County for two-year terms. Although the ARB is funded by DCAD and appointed by the Local Administrative District Judge, it is a separate authoritative body. Neither employees, nor officers of DCAD nor taxing unit employees or officers may be a member of the ARB. To qualify for service on the ARB, an individual must be a resident of the appraisal district for at least two years prior to taking office. Any person who is a former member of the governing body or officer or employee of a taxing unit, or is a former director, officer, or employee of the Appraisal District is ineligible to serve. Also the person's close relatives cannot work as professional tax agents or tax appraisers within the Appraisal District. ARB members also must comply with special conflict of interest laws. The ARB determines taxpayer protests and taxing unit challenges. The ARB can also make a determination when the Chief Appraiser has denied an exemption or agricultural special valuations. The ARB's decisions are binding only for the year in question. The ARB starts protest hearings around April 30 and finishes by the middle of July. The ARB meets throughout the year on a monthly basis to carry out supplemental duties. ARB meetings are open to the public. The ARB establishes its own Procedures and Rules that govern its operations. The ARB typically meets at the appraisal district office. There are potentially one hundred and twenty (120) members on the ARB of Dallas County.

3. What is an Appraisal Review Board hearing?

If you, as a property owner, decide to file a protest with the ARB you will be scheduled for a formal protest hearing before the ARB. At the hearing you will be presenting your appeal before a small hearing panel consisting of three (3) ARB members. The ARB hearing panel will give you approximately 5-7 minutes to state your case and present your evidence. The DCAD appraiser will be given approximately 5-7 minutes to present DCAD's case and their evidence. The ARB hearing panel will then deliberate the evidence presented and will make a final determination of value on the evidence presented at the hearing. The ARB hearing panel will state their final opinion of value at the conclusion of the ARB hearing. The hearing process typically takes about fifteen (15) minutes.

4. Can anyone attend an ARB hearing?

Yes. The ARB hearings are open to the public and a hearing schedule is posted at the DCAD.



Dallas Central Appraisal District Frequently Asked Questions Protesting Value

5. What information do I need for a protest hearing?

The ARB and DCAD have both adopted a set of Standards of Documentation that suggest what a property owner and/or agent must bring to an ARB protest hearing or to an informal review with a DCAD appraiser. The Standards of Documentation outline the required documentation for residential real estate, commercial real estate, and business personal property. The Standards of Documentation can be found at the DCAD website under FORMS. It is listed under Other Forms: Standards of Documentation-Evidence for Informal/Formal Hearings.

6. Why did I not receive a Notice of Appraised Value this year?

DCAD is only required to send an appraisal if you rendered your property, if the value increased or if there was an ownership change. Assuming your property did not meet these criteria, then you would not have been mailed an appraisal notice; however, you can still file a written or online protest (uFile) for the current tax year. All protests must be post marked and/or delivered to our agency on or before May 17 for residential and commercial properties and on or before the prescribed protest deadline dates for business personal property. All accounts excluding Total Exempt properties will have an appraisal notice link on the website allowing a taxpayer to print and/or view an appraisal notice and protest form.