



1108 Santa Fe Drive
Weatherford, TX 76086
817-596-0077

ARB HEARING PROCEDURES QUICK REFERENCE GUIDE

This guide highlights key sections of the ARB hearing procedures to help you prepare for your hearing. It does not replace the full set of ARB hearing procedures. For more information, please refer to the complete ARB hearing procedures.

How to prepare for an Appraisal Review Board hearing?

Be ready to present your case to the Appraisal Review Board (ARB) on the day of your hearing. Most hearings last no longer than 15 minutes. If you are representing yourself, you have three (3) options for attending an ARB hearing:

OPTION 1: APPEAR IN PERSON

- Bring three (3) copies of any evidence want the ARB to consider.
- You will receive the results of your hearing by certified mail.

OPTION 2: BY TELEPHONE / VIDEOCONFERENCE

Before Your Hearing:

- At least three (3) days prior to your hearing, submit your evidence by email to submitevidence@parkercad.org.
- Attach your evidence to the "Request to Appear by Telephone or Videoconference" form found on our website.

On the Day of Your Hearing:

- Call 817-596-0077, fifteen (15) minutes before your scheduled ARB hearing to check in.
- If you do not call in on the day of your hearing, the ARB may dismiss your protest for failure to appear.
- You will receive the hearing results by certified mail.

OPTION 3: BY WRITTEN AFFIDAVIT

- At least three (3) days prior to your hearing, submit your evidence via email to submitevidence@parkercad.org.
- Attach your evidence to a notarized "Property Owner's Affidavit of Evidence" form found on our website.
- You will receive the results of your hearing by certified mail.

EMAIL ADDRESS	QUESTIONS/TOPIC(S)
settlement@parkercad.org	- To return a Signed Settlement and Waiver.
withdraw@parkercad.org	- To withdraw a Protest/Cancel an ARB Hearing.
reschedule@parkercad.org	- To reschedule/postpone an ARB Hearing.
submitevidence@parkercad.org	- To submit your Evidence to PCAD or the ARB.
agent@parkercad.org	- For Tax Agent matters and to submit AoA forms.
appraisal@parkercad.org	- For General Appraisal Questions.