



# MCLENNAN APPRAISAL REVIEW BOARD

315 S 26<sup>th</sup> St., Waco, TX 76710

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Dear Property Tax Agent:

The McLennan Appraisal Review Board (ARB) is tasked with the responsibility of hearing protests from taxpayers and their agents. We are expected to process the majority of these protests and approve the appraisal records by July 18<sup>th</sup>.

The ARB has therefore instituted guidelines to ensure to the greatest extent possible, that the ARB fulfills its duties timely and efficiently.

The McLennan County Appraisal District will open at 8:00 a.m. Monday through Friday and the ARB Panels will begin hearings promptly at 8:30 a.m. each day. You are expected to sign in for your ARB hearings by your scheduled time. If you do not appear timely or if you leave early, scheduled hearings for which you are not present will be dismissed for failure to appear. The same rule will apply to the time given by the panel chair regarding return from lunch. For those agents intending to request telephone hearings, those hearings will be limited to 10 (ten) per year.

**Prepare to present all cases on the first day of hearings.** If an agent does not have enough cases prepared, nevertheless, cases will continue to be called.

To assist in making check-in more efficient, you may submit ARB protest evidence on a flash drive or upload a PDF file directly on the agent portal. Please name each of the files with the Property Identification number (PID). (This is not mandatory, only a recommendation.)

Postponements are approved/denied according to the Texas Property Tax Code and the Model Hearing Procedures from the Texas Comptroller's office.

The preceding is not meant to be punitive, rather intended to produce a productive, efficient ARB process for the taxpayers of McLennan County. The ARB will operate within the law and apply its policies fairly and consistently to all parties involved.

The McLennan ARB looks forward to a productive ARB season and appreciates your cooperation and adherence to the above-mentioned guidelines.

Regards,

A handwritten signature in black ink that reads "Charles E. Reed".

Charles E Reed, ARB Chairman