



McLennan County Appraisal District

Tips for a Productive Informal Review

Commercial, Industrial, Apartment &
Condominiums, Including Commercial
Land Tracts & Acreages



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In order for our office to effectively serve all property owners who have questions about their appraisals, please keep the following points in mind during your review with the appraisal staff:



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- ❖ Informal Reviews will be kept to a 15-minute time frame. (If more than one property is to be discussed, each property should be discussed in as timely a manner as possible.)
- ❖ Please turn off all cell phones while in the building to avoid interruptions.
- ❖ The appraisal staff can only discuss market value. We cannot discuss tax rates or collection of taxes.
- ❖ McLennan County Appraisal District is required by Texas Law to appraise all property at 100% market value as of January 1ST of each year



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- ❖ Be prepared to provide pertinent information to support your opinion of the value:
 - ✓ Complete set of closing statements and/or fee appraisals (within last three (3) years)
 - ✓ Most recent 12 Month Income and Expense Information, Rent Roll and Lease Information
 - ✓ Current “For Sale” listing agreement if applicable
 - ✓ New construction AIA G702 & 703 forms or reports
 - ✓ Cost estimates for significant problems
 - ✓ Comparable sales information
 - ✓ Any information that shows an error in the districts data
 - ✓ Photos of property



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PLEASE REMEMBER:

Our goal is to make this process as expedient and as pleasant as possible. Therefore, we encourage you to visit our website at www.mclennanad.org and upload your evidence prior to your appointment date.

Thank you for your cooperation in helping us help you!