



McLennan County Appraisal District

# Tips for a Productive Informal Review

Single Family Residences, Duplexes and  
Non-Commercial Vacant Land, Tracts and  
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 1<sup>ST</sup> of each year



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- ❖ Be prepared to provide pertinent information to support your opinion of the value:
  - ✓ Closing statements (*within last year*)
  - ✓ Fee appraisal (*within last 2 years*)
  - ✓ Recent sales of similar properties (*within last year*)
  - ✓ Contractor's cost estimates for significant problems (*with photographs, suggested amount is 10 photos*)
  - ✓ Photos of property (*suggested amount is 10 photos*)
  - ✓ Any information that shows an error in the districts data



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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](http://www.mclennanad.org) and upload your evidence prior to your appointment date.**

***Thank you for your cooperation in helping us help you!***