

IMPORTANT NOTICE

- In order to present an effective case, you will need to provide documented evidence prior to the time of your scheduled hearing. This information will be scanned upon your arrival and will be available for viewing onscreen during your presentation at the hearing.
- The McLennan County Appraisal Review Board considers documented information to carry more weight than verbal information. (See examples of documented evidence listed below).
- Failure to appear at your hearing either in person, or by sending a sworn affidavit containing evidence to support your protest, or by authorized representative may jeopardize your right to appeal the appraisal review board's decision to district court.

The ARB has powers it may exercise to accumulate information needed in making decisions. The ARB, on its own motion or at the written request of the party to the protest, may subpoena witnesses, books, records or other documents of the property owner or appraisal district that relate to the protest. The ARB has no authority over tax rates, budgets of taxing units, quality of public service or matters outside its statutory powers.



Requested Items of Documented Evidence

Residential & Commercial Properties:

- Closing Statement • Sales Contract • Lease Information • Recent Appraisals •
 - Insurance Coverage • Photographs of the Property • Engineers Report •
 - Evidence of Damage or Defects • Comparable Sales of Similar Properties •
 - Rental Income & Expense Information • Cost of Construction (*if less than 2 yrs*) •
 - Recent Offers to Purchase Your Property •

Business Personal Property:

Submit a complete listing of all items used in the production of income and/or providing a service. Include complete description, cost, year acquired and whether leased or owned. Personal property includes: • Furniture • Fixtures •
• Equipment (office & shop) • Tools • Machinery • Computers • Copiers • Motor Vehicles (make, model & year) • Aircraft • Inventory held for sale and/or consignment •
• Raw Materials • Goods in Process • Finished goods (and/or those awaiting sale or distribution) •

- Also Include: • Bill of Sale or Cancelled Lease of the Business •
• Current year IRS filings • Leasehold items •

McLennan County Appraisal District

Mail Address: PO Box 2297 • Waco, TX 76703-2297

Physical Location: 315 South 26th Street • Waco, TX 76710-7400

Telephone Number: 254-752-9864 • Website: www.mclennan cad.org