



Tax Appraisal District of Bell County

Dear Property Owner:

Once your protest has been scheduled for a protest hearing before the Appraisal Review Board (ARB), you will receive a notice of hearing or online notification with date and time of hearing. All hearings will be held at the Tax Appraisal District at 411 E Central Ave, Belton Texas 76513.

Informal and Formal Hearing: It is the policy of the ARB that you first meet informally with an appraiser prior to the formal hearing with the ARB. If you do not come to an agreement in the informal meeting, you will proceed directly to a formal hearing before the ARB.

Evidence: For a productive meeting you should bring any documentation relevant to the support of your protest. For your reference of evidence needed, please visit our website at www.bellcad.org and refer to [Tips for Productive Review](#) (located on the **Protest Info** tab). Upon request, you or your agent are entitled to a copy of the information the Chief Appraiser or his representative plans to introduce at the hearing. Evidence may be attached to this notice or will be available to pick up in person at the Belton office address posted in the top of this notice or may have already been delivered to you during inquiry period.

For most residential properties, a residential comp sales grid and/or a residential comp equity grid may be included in the evidence (or online).

If either grid has a median value less than the total Market Value on your 2023 Notice of Appraised Value (online if needed) and you would like to accept this value, you can do so by: (1) Emailing protest@bellcad.org (2) State that you agree to the total indicated value on the either of grids (3) Include the agreed value.

Scheduled Time for Hearing: It is important that you be on time for your hearing. Hearings are scheduled at specific times. Both the informal and formal hearings will each be kept to a 15-minute timeframe or as timely a manner possible, especially with multiple accounts. Your appeal may be dismissed if you fail to appear.

Representation in Lieu of Attending in Person: If you do not wish to attend the hearing you may provide one of the following options:

1.) **Affidavit** – You may submit a sworn affidavit. The affidavit must state that you swear or affirm that the information it contains is true and correct and be executed before a Notary Public or public official who is authorized to administer oaths. Please make sure it identifies you as the property owner and includes your address. Also include the parcel number, the property description shown above and include the date and time of the hearing. For an affidavit to be considered, we must receive it at the hearing location shown above prior to the time of your hearing.

2.) **Authorized Representative** – You may authorize an individual person or an agent to represent you. In order to provide the authority to represent a property owner, the owner must complete a required form. For **individual person**, we must have a completed "Affidavit of Authorization to Represent Property Owner" form completed. This form is available to download from our website on the Forms tab. You will need to print and fill out the form and sign before a notary. For a paid **agent**, an appointment of agent form as prescribed by the Texas comptroller may be filed by the property owner. These must be received at the hearing location shown above prior to the time of your hearing.

Failure to appear at your hearing may waive your right to appeal the appraisal review board's decision. If unavailable to attend this scheduled hearing, you may be able to reschedule to another open date and time by sending your request to reschedule@bellcad.org 24 hours prior to this scheduled hearing.

Virtual or Phone Hearing requests: The request to appear at hearing by virtual or telephone conference must be filed in writing with the ARB not later than the 10th day before the date of the hearing per Texas Tax Code 41.45(b).

Phone Hearing: You have elected to appear or participate in your formal protest hearing with the Appraisal Review Board by telephone conference call.

1. You must submit evidence with a written notarized affidavit to the Appraisal Review Board (ARB) before the scheduled time of your hearing. Affidavits may be mailed to the Appraisal District at PO Box 390, Belton Texas 76513 or emailed to affidavits@bellcad.org. If your affidavit is not provided before your scheduled hearing time, or if it is not notarized, the ARB will rule the case as a failure to appear and will make no changes to the Appraisal records.

2. You must contact the ARB by telephone at (254) 265-7195 at least 15 minutes before your scheduled hearing time. Please provide your telephone number should they need to call you back and inform them if you would like to have an Informal meeting with an appraiser before going to the ARB.

Failure to contact the ARB will result in a failure to appear ruling. Once you have contacted the ARB and provided a call back number, the ARB will call you within two hours of your scheduled time to conduct the hearing. You must be available during this time. Every effort will be made to contact you as close to your scheduled time as possible. If you decide to appear in person or only by affidavit and not by telephone conference call, contact the appraisal district immediately.

Virtual Hearing: You have elected to appear or participate in your formal protest hearing with the Appraisal Review Board by Virtual conference.

1. You must submit evidence with a written notarized affidavit to the Appraisal Review Board (ARB) before the scheduled time of your hearing. Affidavits must be mailed to the Appraisal District at PO Box 390, Belton Texas 76513 or emailed to affidavit@bellcad.org. If your affidavit is not provided before your scheduled hearing time, or if it is not notarized, the ARB will rule the case as a failure to appear and will make no changes to the Appraisal records.
2. You must contact the ARB by emailing virtual.hearing@bellcad.org at least 15 minutes prior to your scheduled hearing time. Please provide your telephone number should they need to call you and inform them if you would like to have an Informal meeting with the appraiser before going to the ARB.

Failure to contact the ARB will result in a failure to appear ruling. Every effort will be made to contact you as close to your scheduled time as possible. If you decide to appear in person or only by affidavit and not by virtual conference, contact the appraisal district immediately. Failure to appear at your hearing (in person or by virtual requested) may waive your right to appeal the appraisal review board's decision.

If unavailable to attend this scheduled hearing, you may be able to reschedule to another open date and time by sending your request to reschedule@bellcad.org 24 hours prior to this scheduled hearing.