

Hays Central Appraisal District



512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ Fax 512-713-0563

HEARING BY AFFIDAVIT

A HEARING BY AFFIDAVIT IS A WAY FOR A PROPERTY OWNER TO HAVE A FORMAL APPRAISAL REVIEW BOARD(ARB) HEARING WITHOUT BEING PRESENT.

A notarized affidavit will allow you (the property owner) to submit documentation and evidence to be presented in front of the Appraisal Review Board (ARB).

You will need to complete and sign the *affidavit of evidence* form; have it **notarized** and submit it to HAYSCAD *along with* any evidence you wish the ARB to consider.

HAYSCAD will have dedicated days throughout our appeal season for the ARB to review affidavits.

The ARB will make a determination of value as the Affidavits are recorded on record and the property owner will receive a final board order via Certified Mail.

YOU MAY:

Fax your Affidavit and evidence:
FAX **512-713-0563**

OR

Mail to: HAYS CENTRAL APPRAISAL DISTRICT
21001 NORTH IH-35
KYLE, TEXAS 78640

OR

Email to:
INFO@HAYSCAD.COM SUBJECT: AFFIDAVIT FOR PROPERTY ID# (your quick ref ID here).

If you received a Notice of Hearing letter for video hearing or teleconference hearing and you cannot attend and wish to submit an affidavit instead ...

THE AFFIDAVIT MUST BE RECEIVED *PRIOR* TO YOUR SCHEDULED DATE