

Hays Central Appraisal District – 21001 N IH 35, Kyle, Texas 78640  
512-268-2522  
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## **Hearing by Affidavit**

A Hearing by Affidavit is a way for a property owner to have a formal appraisal review board hearing without being present at their scheduled hearing.

**GENERAL INSTRUCTIONS:** The affidavit, form 50-283, is for use by an Appellant to offer and submit evidence and/or argument for an appraisal review board (ARB) protest hearing by telephone conference call, videoconference or in lieu of appearing via written affidavit pursuant to Tax Code Section 41.45.

**FILING INSTRUCTIONS:** The affidavit and your evidence for the hearing may be submitted to the ARB either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB.

You may also email your affidavit with evidence to [arb@hayscad.com](mailto:arb@hayscad.com), you must title the Subject Line as : Affidavit for Property (enter your R number) Scheduled for Hearing on (enter the date of your scheduled hearing).

To appear via teleconference call or video conference, you must provide written notice to the ARB at least **10 days before** your hearing date and submit your evidence with an affidavit (if not previously done).

You may change your mind and appear in person at the ARB hearing. You do not waive the right to appear in person at the hearing by submitting this affidavit to the ARB. If you indicate that you intend NOT to appear at the hearing or you do not complete this section of the form and you do not elect to appear by telephone conference call or videoconference, the ARB is not required to consider the affidavit at a scheduled hearing, and may consider the affidavit at a hearing designed for the specific purpose of processing affidavits.

Your **notarized affidavit** must be received prior to your scheduled hearing.