

**PROPERTY APPRAISAL – NOTICE OF PROTEST – Tax Year**

Collin Central Appraisal District  
250 Eldorado Pkwy • McKinney, TX 75069

www.CollinCAD.org  
469.742.9200 or 866.467.1110

**GENERAL INSTRUCTIONS:** This form is used for a property owner or an owner’s designated agent to file a protest with the Appraisal Review Board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413. **Protests must be filed using the Online Appeals eFile website, by mail, or in-person.**

**DEADLINES:** With exceptions, the typical deadline for filing a protest (having it postmarked, if you mail it) is **midnight, May 15**. A different deadline may apply if you received a notice postmarked after April 16. (Tax Code Section 41.44)

**Important:** As of 2026, local post offices no longer date-stamp mail the day it’s dropped in the bin. Postmarks are applied 1 to 2 days later at regional USPS hubs.

<b>STEP 1: Owner or Lessee Information</b>	Name of Property Owner or Lessee ( <i>last name, first name</i> ):	
	Mailing Address, City, State, Zip Code:	
	Phone Number ( <i>area code and number</i> ):	<input type="checkbox"/> Check here if mailing address has changed.
	<input type="checkbox"/> Person Age 65 or Older	<input type="checkbox"/> Disabled Person
	<input type="checkbox"/> Military Service Member or Spouse	<input type="checkbox"/> Military Veteran or Spouse

<b>STEP 2: Property Description</b>	Physical Address and City if different from above; or Legal Description if no street address; or Mobile Home Info (Make, Model, ID Numbers) if applicable:
	Appraisal District Account Numbers ( <i>if known</i> ):

<b>STEP 3: Reason(s) for Protest</b>	<b>To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply.</b> Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.	
	<input type="checkbox"/> Market & Equity - Incorrect appraised (market) value <u>and</u> value is unequal compared with other properties. [1 & 2]	<input type="checkbox"/> Ag-use, open-space, or other special appraisal was denied, modified, or canceled. [8]
	<input type="checkbox"/> Market - Incorrect appraised (market) value. [1]	<input type="checkbox"/> Change in use of land appraised as ag-use, open-space, or timberland. [7]
	<input type="checkbox"/> Equity - Value is unequal compared with other properties. [2]	<input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space, or other special appraisal. [12]
	<input type="checkbox"/> Exemption was denied, modified, or canceled. [6]	<input type="checkbox"/> Property should not be taxed in _____ [3] <span style="font-size: small; text-align: right;">(<i>name of taxing unit</i>)</span>
	<input type="checkbox"/> Owner’s name is incorrect. [9]	<input type="checkbox"/> Failure to send required notice. _____ [4] <span style="font-size: small; text-align: right;">(<i>type of notice</i>)</span>
	<input type="checkbox"/> Property description is incorrect. [10]	<input type="checkbox"/> Other: _____ [5] <span style="font-size: small; text-align: right;">(<i>write-in reason</i>)</span>
	<input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the district’s record. [11]	_____ [11] <span style="font-size: small; text-align: right;">(<i>write-in reason cont’d</i>)</span>

<b>STEP 4: Additional Facts</b>	
	What is your opinion of your property’s value? ( <i>optional</i> ) \$ _____ <span style="float: right; font-size: small;">(<i>continue on additional pages if needed</i>)</span>

<b>STEP 5: Hearing Type</b>	Indicate how you intend to appear for your scheduled ARB formal hearing ( <i>check only one</i> ):	
	<input type="checkbox"/> <b>In Person</b>	<input type="checkbox"/> <b>*On Notarized Affidavit or Written Declaration</b> submitted with evidence & delivered to the ARB <b>before</b> the hearing begins.
	<input type="checkbox"/> <b>*By Telephone Conference Call</b>	<b>To participate by phone or video conference you must submit a written affidavit or declaration of evidence before the hearing begins.</b> During a video conference, in addition to audio, the ARB panel hearing the protest will use screen sharing to allow all parties a live view of the evidence being reviewed by members of the ARB panel. You will receive instructions on how to participate in your hearing by phone/video if selected.
	<input type="checkbox"/> <b>*By Videoconference (screenshare)</b>	<b>Changes to hearing type must be submitted in writing to the ARB no later than the 10<sup>th</sup> day before the hearing.</b> <b>*To facilitate input of your affidavit/declaration and evidentiary materials into the ARB’s records, the ARB requests evidence at least three (3) days prior to the hearing.</b>

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<b>STEP 6: Hearing Notice &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• If your protest goes to a hearing, you will automatically receive a copy of the ARB’s hearing procedures.</li> <li>• Your Notice of Hearing is sent to you by first-class regular mail. If you would like to receive your Notice of Hearing by certified mail and agree to pay the cost, you must indicate your request in Step 4 above. (<i>Section 41.46(d)</i>)</li> <li>• If you would like to receive your Notice of Hearing by email or request an electronic hearing reminder, you must file your protest via the Online Appeals eFile website where you will register &amp; confirm your email address (&amp; mobile number if applicable) and indicate your request there. (<i>Section 41.46(e) &amp; (f)</i>)</li> <li>• The ARB’s Final Order of Determination is sent by certified mail. If you would like to receive the ARB’s Final Order of Determination by email, you must file your protest via the Online Appeals eFile website where you will register &amp; confirm your email address there. (<i>Section 41.47(d-1)</i>)</li> </ul>
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<b>STEP 7: Special Panels</b>	<ul style="list-style-type: none"> <li>• A property owner may request that the ARB hearing be conducted in a single-member panel instead of the regular 3+ member panel. (<i>Section 41.45(b4)</i>)</li> <li>• If the property has an appraised value determined by the appraisal district of \$62.9 million or more and is classified as Commercial, Industrial, Manufacturing, Multi-Family, or Utilities, you can request a Special Panel hearing. (<i>Section 6.425</i>)</li> </ul> <p style="text-align: center; font-size: small;"><i>Indicate your request for a “Single-Member Panel” or a “Special Panel” in Step 4 above.</i></p>
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<b>STEP 8: Protester’s Name &amp; Signature</b>	print here ⇨	<input type="checkbox"/> Owner	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other _____
	sign here ⇨	<input type="checkbox"/> Property Owner’s Agent – CCAD Agent ID: _____		Date: _____