

INFORMAL APPRAISAL INQUIRY APPOINTMENT REQUEST

Property ID:

Date:

_____	Phone _____
_____	Email _____
Owner's Name & Address	Contact Information

**OWNER'S OPINION OF MARKET VALUE \$ \_\_\_\_\_ (required)**

DESCRIBE YOUR CONCERN WITH THE APPRAISAL OF YOUR PROPERTY AND ATTACH DOCUMENTS OR PHOTOGRAPHIC EVIDENCE YOU WOULD LIKE TO BE CONSIDERED BY OUR APPRAISERS IN VALUING YOUR PROPERTY.

EXAMPLES OF ACCEPTABLE EVIDENCE

- Settlement Statement/HUD 1/Closing Statement (with valid signatures)      \*
- Uniform Residential Appraisal Report/Fee Appraisal (with sketch page)      \*
- Recent Photographs (inside & outside with dates) Condemnation Letter      \*
- Foundation Damage Estimate      \*
- Recent Listing Agreement
- Comparative Market Analysis
- Fire Report
- Structural/Architectural Engineer's Reporter

We appreciate your patience, an appraiser will attempt to review your evidence prior to the filing deadline.

**If you HAVE NOT been contacted you must still file a protest by the protest deadline.**

**THIS INFORMAL APPRAISAL INQUIRY REQUEST DOES NOT RESERVE YOUR RIGHT TO PROTEST. TO PROTECT YOUR INTEREST, YOU SHOULD FILE A NOTICE OF PROTEST WITH THE DELTA COUNTY APPRAISAL REVIEW BOARD BY THE DEADLINE DATE ON YOUR APPRAISAL NOTICE.**

We will be contacting property owners up to their scheduled ARB hearing dates.

Please return this form with documentation as soon as possible to:

[www.support@delta-cad.org](http://www.support@delta-cad.org) fax : 903.395.4455 or mail to:

**DELTA COUNTY APPRAISAL DISTRICT**

**1280 W DALLAS AVE.**

**PO BOX 47**

**COOPER, TX 75432**

## ABOUT YOUR PROPERTY APPRAISAL NOTICE

ABOUT YOUR PROPERTY APPRAISAL- the appraiser is required to appraise property at market value as of January 1<sup>st</sup>. The appraiser has applied generally accepted mass appraisal methods and techniques based upon individual characteristics that affect the market value of your property.

The following information is provided to assist you in reviewing your notice of appraised value.

- *What is the Appraisal District and what are its primary duties?*  
The Appraisal District is not a county office it is however, a separate political subdivision of the State of Texas who's primary duties include placing all taxable property on the appraisal roll, appraising all properties at market value, approval or denial of exemption applications, approval or denial of agricultural use appraisal applications, and processing agricultural use rollbacks for change of use.
- *Why did I receive this notice of appraised value?*  
This value notice was sent to inform you of the appraised value your School District, Delta County, City or Special District will use in calculating your property taxes this year.
- *What is the appraised value based on?*  
Section 1.04 of the Texas Property Tax Code Requires the Appraisal District to appraise all properties at MARKET VALUE. The tax code defines market value as the price at which property would transfer under prevailing market conditions on January 1<sup>st</sup>, considering the seller has a reasonable time find a purchaser, and both are knowledgeable of the possible uses of the property and neither are in the position to take advantage of the other.
- *What must I do to qualify for a general homestead exemption?*  
To qualify for the general homestead exemption you must:
  - Own the home January 1<sup>st</sup>
  - Use the home as your principle residence on January 1<sup>st</sup>
  - Not claim a homestead anywhere else
  - AND file an exemption application with the Appraisal District (including all documents verifying residency as required by HB252)

NOTE: ALL SCHOOL DISTRICTS MUST ALLOW THE GENERAL HOMESTEAD EXEMPTION. HOWEVER, ALL OTHER TAXING ENTITIES HAVE THE OPTION OF ALLOWING THE GENERAL HOMESTEAD EXEMPTION.

- *What if I am age 65 or older?*  
You may receive the over 65 OR a disability exemption immediately upon qualification by filing an application with the Appraisal Office. You must apply before the first anniversary of you qualification date to receive the exemption for that year. If you are the surviving spouse of someone who received the over-65 exemption, you can continue the exemption if you were 55 years old at the time of your spouse's death and if the death occurred after December 1, 1987. THIS TRANSFER IS NOT AUTOMATIC-YOU MUST APPLY.

NOTE: ALL SCHOOL DISTRICTS MUST ALLOW AN OVER 65 AND DISABLED PERSON EXEMPTION AND A TAX FREEZE CEILING. HOWEVER ALL OTHER TAXING ENTITIES HAVE THE OPTION OF ALLOWING THE OVER 65 EXEMPTION AND DISABLED PERSON AND/OR TAX FREEZE CEILING.

- *Who adopts the tax rates?*  
The governing body of each taxing entity determines their rate for each year. The Appraisal District does not recommend, determine or adopt tax rates. Please contact the appropriate taxing entity for questions or concerns related to their tax rate.

## **INFORMAL APPRAISAL INQUIRY REQUEST**

You may request a review of your property appraisal by one of Delta County Appraisal District's appraisers by completing a REQUEST FOR INFORMAL APPRAISAL INQUIRY. The following is provided to assist you in opening and informal appraisal inquiry with the Delta County Appraisal District prior to the protest deadline.

### **PLEASE NOTE**

**AN INFORMAL INQUIRY DOES NOT RESERVE YOUR RIGHT TO AN APPRAISAL REVIEW BOARD HEARING**

The request form is available on our website [www.delta-cad.org](http://www.delta-cad.org) . You may also pick up the form in person at the Appraisal Office located at 1280 W Dallas Ave., Cooper, TX. or you may request that a form be mailed to you by calling 903 395-4118.

Please provide contracts, comparable sales data, appraisals, loan documents, closing/settlement statements, repair estimates, photographs and any other information you deem relevant. (**Do Not** submit your original as these will not be returned).

Mail completed form to PO Box 47, Cooper, TX 75432 or deliver in person to the Appraisal Office located at 1280 W Dallas Ave., Cooper, TX 75432 or submit online by email [support@delta-cad.org](mailto:support@delta-cad.org) .

After we receive your informal appraisal inquiry request an Appraisal District staff member will create an appraisal inquiry file from the information you have provided.

The Appraiser will then review the file and choose one of two actions:

1. Change the appraised value based on the review of the appraisal and the information provided; OR
2. Make no change to the original appraisal.

After receiving the Appraiser's action you may choose one of two options:

1. Agree with the change the Appraiser made to the appraised value; OR
2. Disagree with the decision the Appraiser made and decide whether or not to file a written formal protest for a hearing with the Appraisal Review Board.

**PROTEST DEADLINE- THERE IS A PROTEST DEADLINE.  
THE DEADLINE IS PRINTED ON YOUR APPRAISAL NOTICE.**

Your appraisal concerns are important to us, we address all informal appraisal inquiry request in the order in which they are received, If you have not received a response (phone call) to your informal appraisal inquiry request before the protest deadline, **you must deliver a signed protest form to our office on or before the protest deadline** in order to reserve your rights to an Appraisal Review Board hearing.

Postmarks must be on or before on the deadline to be accepted. The Appraisal Review Board will not accept late protest filings without good cause. For protest filed the Appraisal Review Board will notify you of the date, time and place of your scheduled hearing by U. S. mail or email as indicated by you on the protest form.

**AN INFORMAL APPRAISAL INQUIRY REQUEST DOES NOT RESERVE YOUR RIGHTS TO AN APPRAISAL REVIEW BOARD HEARING**