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Attention: Property Tax Agents

RE: 2019 Informal Protest Procedures

As a follow up to the previously outlined 2019 Informal Protest Procedures letter sent on April 5, 2019; below you will find additional details and instructions for submitting and receiving informal settlement offers. The following procedures will be utilized for all informal settlements in 2019.

Commercial Informal Protest Procedures

Submitting Evidence

- Agents wishing to submit evidence to be considered for an informal settlement offer may do so beginning April 15, 2019.
- The last day to submit evidence informally is June 7, 2019.
- Agents may submit evidence by utilizing any of the following three options:
 - 1) Email evidence to commercialappeals@tcadcentral.org
 - 2) Submit evidence through the agent portal
 - 3) Hand deliver to the designated area

****All property specific financial data is considered confidential.****

TCAD Informal Settlement Offer

- Commercial settlement offers will be emailed every Friday via an "Informal Settlement Offer" sheet (ISO). Attached with this letter is an example ISO.
- All settlement offers will be listed on the ISO along with any comments the review appraiser would like to convey.
- After reviewing all offers, the agent should resubmit the ISO via email to commercialappeals@tcadcentral.org and indicate whether an offer is accepted by informal (1.111E) agreement, accepted by bulk affidavit, withdrawn, no change via bulk affidavit, or will attend the formal hearing.
- Any informal settlement offer is considered null and void at the formal hearing.

Bulk Affidavit (Topline)

- Bulk affidavit will be offered on commercial properties valued over \$2,500,000.
 - Properties valued under \$2,500,000 can be added to a bulk affidavit at noticed value (no change).
- To be included on a bulk affidavit, the agent must indicate their intentions by Wednesday at noon.
- TCAD will have a notary available each Thursday to notarized bulk affidavits beginning May 2, 2019 and ending June 20, 2019.

Residential Informal Protest Procedures

Submitting Evidence

- Agents wishing to submit evidence to be considered for an informal settlement offer may do so beginning April 15, 2019.
- To be eligible for informal offers, the online agent portal must be utilized.
 - Protests may be filed using the agent portal in batches no more than 15,000 protests at a time (list of PIDs).
- Agents may submit evidence by utilizing any of the following three options:
 - 4) Email evidence to residentialappeals@tcadcentral.org
 - 5) Submit evidence through the agent portal
 - 6) Hand deliver to the designated area

TCAD Informal Settlement Offer

- Informal protests will be worked using the best evidence available at the time of review. TCAD highly recommends you submit evidence as soon as possible.
- Due to the volume of protests, evidence submitted after review may not be considered.
- All offers will be posted on the agent portal.
- TCAD will stop making offers June 7, 2019, any remaining active protests will be heard at a formal hearing.
- The deadline to accept or withdraw offers is June 14, 2019.
- Any informal settlement offer is considered null and void at the formal hearing.

Bulk Affidavit

- Bulk affidavits (list of PIDs) must be submitted to residentialappeals@tcadcentral.org.
- Bulk affidavits will reflect the offer published via the agent portal.
- Sold properties are not eligible for bulk affidavits.
- To be included on a bulk affidavit, the agent must indicate their intentions by Tuesday at noon.
- TCAD will have a notary available each Thursday to notarized bulk affidavits beginning May 2, 2019 and ending June 20, 2019.

Summary of Important Dates

- April 15th
 - 2019 values are published
 - Appraisers available to work protests via packets or agent portal
- May 2nd
 - Notary available for bulk affidavits
- May 15th
 - Protest deadline
- June 7th
 - Last day of offers via agent portal (Residential)
 - Last day to submit evidence (Commercial)
- June 10th
 - Formal hearings begin
- June 14th
 - Deadline to accept/withdraw by agent portal
- June 19th
 - Deadline to submit bulk affidavit properties
- June 20th
 - Deadline to sign and notarize all bulk affidavits
- June 21st – August 30th
 - Formals only

Any questions regarding the agent portal should be directed to agentportal@tcadcentral.org. Thank you in advance for your cooperation and adhering to the procedures.