

Online Protest Has Changed

**PLEASE START YOUR PROTEST BY COMPLETING STEP 1 BELOW
AND EMAILING IT TO: protest@elliscad.com**

Ellis Appraisal District is proud to offer you a direct electronic filing of your notice of protest in compliance with Section 41.415 of the Texas Property Tax Code. This experience will provide the opportunity for you to communicate directly with an appraiser.

Email protest allows you to:

1. File your protest and submit evidence, if you have a valid email address. The District will keep your email address confidential.
2. Receive comparable sales, similar property value comparisons or other evidence that the Chief Appraiser plans to present at the formal hearing.
3. Receive a settlement offer to correct the appraisal district records by changing the market value; or receive notice from the appraisal district that no settlement offer will be made.
4. Accept or reject a settlement offer received from the appraisal district under 3.

Here are the **detailed steps** in this process –

Step 1. File your protest by:

- Completing a Notice of Protest (At minimum must have reason(s) for protest, opinion of value and email address)
- Signing it, Scanning it
- Email it and any evidence (information that you believe supports a value change) to protest@elliscad.com.

Once your protest has been received, you will receive a return email confirming the appraisal district's receipt of your protest. If you have not receive a return email confirmation within 3 business days, please contact the appraisal office at 972-937-3552.

Step 2 & 3. A staff appraiser will:

- Review your Notice of Protest and any evidence you submitted
- Make any necessary changes based on your evidence
- Send you an email with:
 - Comparable sales and/or similar property comparisons
 - A settlement offer explaining what change will be made; or
 - An indication that after review of the evidence, the value will remain unchanged.

Step 4. Property Owner Decision (**Please send reply email to notify appraiser of your decision**)

Accept: If you accept the offer, please sign the settlement and waiver form, scan it and email it back to protest@elliscad.com. You are agreeing to withdraw your protest and waive your rights to an Appraisal Review Board hearing per Section 1.111(e) of the Texas Property Tax Code.

Reject: If you disagree or a settlement is not offered, please respond to the appraiser's email and let them know you disagree. If your protest is unresolved, you will receive by mail a Notice of Hearing with the date/time and instructions for your hearing before the Appraisal Review Board at 400 Ferris Ave, Waxahachie, TX.

If you need to contact the District in regard to your protest, please contact us at 972-937-3552 or email us at protest@elliscad.com.

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