How to create an Online Appeal
IMPORTANT NOTICE

DUE TO THE GROWING CONCERN OF THE SPREAD OF COVID-19 AND IN AN EFFORT TO PROTECT THE PUBLIC AS WELL AS OUR STAFF WE WILL BE CLOSING OUR OFFICE EFFECTIVE MARCH 19, 2020 UNTIL FURTHER NOTICE.

WE ENCOURAGE YOU TO TAKE ADVANTAGE OF OUR ONLINE SERVICES AND FEEL FREE TO CONTACT US BY EMAIL AT ONE OF THE EMAIL ADDRESSES SHOWN BELOW.

WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE.

THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING. HAVE A WONDERFUL DAY.

BPP@mcad-tx.org (Business Personal Property)
Exemptions@mcad-tx.org (All Exemptions)
Commercial@mcad-tx.org (Commercial Property)
Residential@mcad-tx.org (Residential Property)
All property owners must create a new user for 2020 protest.
Create User

A username must be a valid email and passwords must contain at least six characters.

E-Mail Address
Confirm E-Mail Address
Password
Confirm Password

Refresh Image | Generate New Code

Please enter the character found in the above image.

Create User
User Created Successfully

Your user has been created successfully. An e-mail has been sent to verify your account.

Click here to continue.
Thank you for registering for Online Appeals. Before you can proceed and use the site, your User must be verified. To verify your User, please visit this URL: https://mcad-tx.org/OnlineAppeals/User/Verify?ticket=1fc8b872cd66a575d583511c3c0b1258bc22afb465e8aa47b17a7a3007df63 If the above URL does not work, please use your web browser to go to: https://mcad-tx.org/OnlineAppeals/User/Verify Enter the following key when prompted: 1fc8b872cd66a575d583511c3c0b1258bc22afb465e8aa47b17a7a3007df63
Login

Attention: You must have an online protest ID on your 2020 Notice of Appraised Value to proceed.
The Online Protest ID is located at the bottom of the block under "This is NOT a Tax Bill".
An Email address and password must be set up first in order to utilize the online protest option.
If you were previously registered, please re-register with your Current Email Address!

E-Mail Address
Password
I've forgotten my username or password

Remember me
This is not recommended for shared computers

Click the "Create User" button below to set up an Email Address and Password for access.

Login
Create User
Welcome

If you have multiple accounts, each account will have to be protected individually by clicking the down arrow on the right side of the upper blue bar.

Your Properties

No Properties were found associated to your User.

Register a passcode to associate it with your User
Dear Property Owner:

We have appraised the property listed above for the 2020 tax year. Based on the appraisal date of January 1 of this year, the appraisal is as follows:

<table>
<thead>
<tr>
<th>Appraisal Information</th>
<th>Last Year's Value</th>
<th>Proposed This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land's Market Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural or Timber Market Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural or Timber Productivity Value</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Improvements (Building) Appraised Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Property Appraised Value</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
From your notice

The Quick Ref ID and Online Protest ID are found on your notice of appraised value as seen in the example that is provided.
Passcode Registered!
The Passcode has been registered and associated to your account. Please wait while you're redirected.

Click here to continue.
Submit A Protest

Please check that all the information in Steps 1 & 2 are correct then complete Steps 3 through 6 and place your name in the box given in Step 7.

GENERAL INFORMATION: This form is used for a property owner 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 41.41.

FILING INSTRUCTIONS: This document and all supporting documentation must be filed with the appraisal district office in the county in which the property is taxable. Do not file this document with the Texas Comptroller of Public Accounts.

DEADLINE: With exceptions, the typical deadline for filing a notice of protest is midnight, May 15. (Tax Code Section 41.44) Contact the ARB for the county in which the property is located for the specific protest filing deadline.

NOTICE: The Comptroller’s office may not advise a property owner, a property owner’s agent, the chief appraiser or any appraisal district employee on a matter that the Comptroller’s office knows is the subject of a protest to the ARB. Consult Tax Code Chapter 41 or the ARB hearing procedures for more information.

Contact E-Mail Address

[change]

Owner’s or lessee’s name and address.

☐ Person Age 65 or Older

☐ Military Service Member

☐ Spouse of a Military Service Member or Veteran

☐ Disabled Person

☐ Military Veteran

☐ N/A

Owner’s or lessee’s name

Owner’s or lessee’s present mailing address line 1

Owner’s or lessee’s present mailing address line 2

Owner’s or lessee’s present mailing address line 3

City, town or post office, state, ZIP code

Phone (Area code and number)
STEP 4: Give facts that may help resolve your case.

What do you think your property's value is?

STEP 5: Hearing Type

A property owner does not waive the right to appear in person at a protest hearing by submitting an affidavit to the ARB or by electing to appear by telephone conference call. I intend to appear in the ARB hearing scheduled for my protest in the following manner:

☐ In person

☐ By telephone conference call and will submit evidence with a written affidavit delivered to the ARB before the hearing begins.*** (May use Comptroller Form 50-281, Property Owner Affidavit of Evidence)

*** If you decide later to appear by telephone conference call, you must provide written notice to the ARB at least 10 days before the hearing date. You are responsible for providing access to the call to any person(s) you wish to invite to participate in the hearing. Review the ARB's hearing procedures for county-specific telephone conference call procedures.

STEP 6: ARB Hearing Notice and Procedures

I request my notice of hearing to be delivered by:

☐ Default (Regular Mail)

☐ Certified mail and agree to pay the cost - PAYMENT WILL BE REQUIRED AT TIME OF HEARING

If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB's Hearing procedures.

STEP 7: Certification

☐ Property Owner

☐ Other
Review Your Protest

Contact E-Mail Address

[change]

STEP 1: Owner's and lessee's name and address.

- Person Age 65 or Older
- Military Service Member
- Spouse of a Military Service Member or Veteran

Owner's or lessee's name

Owner's or lessee's present mailing address line 1

Owner's or lessee's present mailing address line 2

Owner's or lessee's present mailing address line 3

City, town or post office, state, ZIP code

If there is a change to the above information, please enter your correct information below.

STEP 2: Describe property under protest.

[Text box for property description]

Give legal description if no street address

Review the (Protest) Form

Please review the form to ensure that all the information has been entered correctly.

[OK button]
STEP 4: Give facts that may help resolve your case.

What do you think your property’s value is?

STEP 5: Hearing Type

A property owner does not waive the right to appear in person at a protest hearing by submitting an affidavit to the ARB or by deciding to appear by telephone conference call. I intend to appear in the ARB hearing scheduled for my protest in the following manner:

- [ ] In person
- [ ] By telephone conference call and will submit evidence with a written affidavit delivered to the ARB before the hearing begins.** (May use Comptroller Form 59-283, Property Owner Affidavit of Evidence)

** If you decide later to appear by telephone conference call, you must provide written notice to the ARB at least 10 days before the hearing date. You are responsible for providing access to the call to any person(s) you wish to invite to participate in the hearing. Review the ARB’s hearing procedures for county-specific telephone conference call procedures.

STEP 6: ARB Hearing Notice and Procedures

I request my notice of hearing to be delivered by:

- [ ] Default (Regular Mail)
- [ ] Certified mail and agree to pay the cost - PAYMENT WILL BE REQUIRED AT TIME OF HEARING
- [ ] Email to the Electronic Address I provided in Step 1 of this form

If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB’s hearing procedures.

STEP 7: Certification

- [ ] Property Owner
- [ ] Other

[Back] [Submit Protest]
STEP 4: Give facts that may help resolve your case.

What do you think your property’s value is?

STEP 5: Hearing Type

A property owner does not waive the right to appear in person at the hearing unless specifically scheduled for my protest in the following manner:

☐ In person
☐ By telephone conference call and will submit evidence with notice, even before the hearing begins.** (May use Comptroller Form 1099 for Evidence)

** If you decide later to appear by telephone conference call, a notice will be sent to you wishing to invite you to participate in the hearing. Review the ARB Hearing Notice and Procedures.

STEP 6: ARB Hearing Notice and Procedures

☐ I request my notice of hearing to be delivered by:
☐ Default (Regular Mail)
☐ Certified mail and agree to pay the cost - PAYMENT WILL BE REQUIRED AT TIME OF HEARING

If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB’s Hearing procedures.

STEP 7: Certification

☐ Property Owner
☐ Other

Please Confirm

Are you sure you wish to file an Protest?

Yes  No
Protest Successfully Submitted
Your Protest has been successfully submitted to the Appraisal Office.
Click here to continue.
To upload documents click on Manage Documents
## Document Management

Any documents you would like to submit may be submitted here by clicking on the "upload a new Document" link and following the steps.

### Documents Uploaded for Protest

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

No documents have been uploaded.

Upload New Document | Return to Home Page
Upload Documents
Click the "Browse" button then select the file from your computer that you want to upload then press "Continue"

The maximum size limit it 1MB. Only the following file types are supported: PDF, DOC, DOCX, JPG, BMP.

Document [Browse]

Back Continue
Success
The file has been successfully uploaded to the Appraisal Office.
Click here to continue.
### Document Management

Any Documents you would like to submit may be submitted here by clicking on the "upload a new Document" link and following the steps.

<table>
<thead>
<tr>
<th>File Name</th>
<th>PDF File</th>
<th>Upload Date</th>
</tr>
</thead>
</table>

[Upload New Document | Return to Home Page]
Welcome

If you have multiple accounts, each account will have to be protested individually by clicking the down arrow on the right side of the upper blue bar.

Your Properties

- Site Address
- Legal Description
- 2020 Protest Deadline

Property Information
- View Property Websites Listing
- View Property DataSheet
- Notice Mailing Date

2020 Protests

- Case Number
- Latest Status
  - Protest Pending

Actions
- Manage Documents
- View Protest History
- Cancel Protest
This email confirms your protest for the current year has been received by the Montgomery Central Appraisal District via electronic filing. PLEASE DO NOT RESPOND TO THIS EMAIL. You will receive a response within 30 days from the day your protest was filed. Thank you for using the Montgomery Central Appraisal District online protest website.
To add additional protest return to the Home Screen
To add additional protest click on the drop down arrow.
Welcome

If you have multiple accounts, each account will have to be protested individually by clicking the down arrow on the right side of the upper blue bar.

Your Properties

Situs Address
Legal Description
2020 Protest Deadline

Property Information
View Property Website Listing
View Property DataSheet
View Property Comparable Sales
View Property Equity Comparable
Notice Mailing Date

Comparable Sales are the 5 Most Comparable sales that will be viewed for your property valuation.

Equity comparable are homes that are viewed to ensure that MCAD is using the same Methods and Standards to value properties.

Click on Register Passcode and repeat previous steps.
Once an Appraisal District staff has reviewed your appeal, and any information you have provided, you will receive a settlement offer.
Your Settlement Offer is now available online at http://mcad-tx.org/OnlineAppeals. Please log on to your property account and in to your online protest to review settlement offer. Thank you for using the Montgomery Central Appraisal District online protest website.
How to accept or Deny a settlement offer

You Must Pick One
To Accept an Offer
You must choose Accept or Decline.
Settlement Offer

Our appraisers have reviewed your protest. Based on the information you provided and a review of our data, we believe the market value of your property is:

Offer:

To accept this offer and finalize your protest without motions are hereby resolved. You waive any further scheduled for an Appraisal Review Board hearing.

Confirm your decision

Are you sure you wish to make a decision on the Settlement Offer?

Knowledge that all complaints, formal protest, and claims will be reviewed. You will be notified of the decision via email.

No Yes
Settlement Offer Decision Submitted Successfully

Your Settlement Offer Decision has been submitted successfully.

Click here to continue.
To Deny an offer

Settlement Offer

Our appraisers have reviewed your protest. Based on the information you provided and a review of our data, we believe the market value of your property is:

Offer:

- Property DataSheet
  - Click here to view
- Comparable Sales
  - Click here to view
- Equity Comparables
  - Click here to view

To accept this offer without a hearing, click the “Accept” option below. By doing so, you are acknowledging that all complaints, formal protest, and motions are hereby resolved. You waive any further rights and relief for the current year in this matter. If you do not wish to accept this offer, click the “Decline” option below. Your online protest is now closed and will no longer be available. You will receive confirmation via email.

- I accept this offer as a final settlement of my protest
- I decline this offer and understand that my account will be scheduled for a hearing

Continue
**Settlement Offer**

Our appraisers have reviewed your protest. Based on the information you provided and a review of our data, we believe the market value of your property is:

Offer: 

To accept this offer and finalize your protest within 30 days, please accept the settlement offer by clicking "Yes" below. You may schedule a hearing for an Appraisal Review Board hearing. By accepting the settlement offer, you are waiving any protested value for this property.

Confirm your decision:

Are you sure you wish to make a decision on the Settlement Offer?

[ ] Yes

[ ] No

---

*Knowledge that all complaints, formal protest, and legal complaints are hereby resolved.*
Settlement Offer Decision Submitted Successfully

Your Settlement Offer Decision has been submitted successfully.

Click here to continue.
Welcome
If you have multiple accounts, each account will have to be protected individually by clicking the down arrow on the right side of the upper blue bar.

Your Properties

<table>
<thead>
<tr>
<th>Site Address</th>
<th>Legal Description</th>
<th>Tax Year Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Property Information
- View Property Website Listing
- View Property Data/Map
- View Property Comparable Sales
- View Property Equity Comparable

Notice Hailing Date

2020 Protests

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Latest Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Settlement Offer Rejected</td>
<td>View Settlement Offer, Manage Documents, View Protest History, Cancel Protest</td>
</tr>
</tbody>
</table>
This confirms you have declined the offer made by the Montgomery Central Appraisal District. Your online protest is now closed and is no longer available. You will be notified of your formal Appraisal Review Board hearing date and time by First Class Mail. Thank you for using the Montgomery Central Appraisal District online protest website.