



Property Tax Protest **CHECKLIST**

- I know my deadline to file my appeal, the date is

- I gathered my property valuation evidence from HomeTaxCheck, saving me hours and hours of research
- I took pictures of damages (roof repairs needed, cracks in home) to show my home value inaccurate
- I submitted a written protest of value or created an account/registered online at www.bcadonline.org
- I submitted all my evidence (the HomeTaxCheck evidence packet, images and other reports) "informal" online – or gathered evidence for face to face "formal" hearing
- (Formal) I have made additional copies of my evidence for the hearing and I know my hearing date, the date is

- (I double-checked all documents/signed
- I bookmarked the Bexar County Website to check for updates regarding my protest
- I told my neighbors about HomeTaxCheck – If they protest, this will assist me in reducing my value and possibly theirs

UNDERSTANDING THE EVIDENCE PACKAGE

Your report will be 5 pages. On the first page you will see the summary that helps you understand which strategy will best help you protest your property valuation to reduce your property taxes.

Review the **Equity Analysis** and **Sales Analysis** calculations. Use the evidence attached that best matches the highest reduction.

For Example, in this report, you see the Equity Analysis is a far lower valuation than the Sales Analysis. Most people find the equity evidence helps with bigger reductions (not all, but usually most).

The next pages are the detailed data and the map of the neighborhood comparables.

These properties are the ones that are the most similar to your home and the valuation. You will see some are paying more and some are paying less than you are when compared to your home.

Use these pages of the comparables to submit along with your property valuation protest request.

Remember to delete the pages you don't need and submit this with any photos and repair estimates to get the lowest reduction in property value.

Subject
7842 BENBROOK

Noticed Value
\$246,780

\$/Sq.Ft.
\$110.81

Owner Name
DUQUE JOSE FELIX

Legal Description
NCB 19027 BLK 9 LOT 43 (NORTHWEST CROSSING UT-34) "GUILBEAU/FM 1604"

Indicated Value: \$229,086

	Adjusted Value	\$/Sq.Ft.
Equity Analysis	\$229,086	\$102.87
Sales Analysis	\$241,808	\$108.58
Estimated Value	\$229,086	\$102.87

HOME TAX CHECK Equity Adjustment Grid Bexar 2021 - Proposed (4/13/2021)

Property Address	Comparable #1	Comparable #2	Comparable #3	Comparable #4	Comparable #5	Comparable #6
7842 BENBROOK	9535 ALDERWOOD	7331 LAZY TRL	9635 MAIDENSTONE DR	9181 MORNINGFIELD	7110 SAYBROOK	9603 DOVER RDG
727904	727995	728205	704105	727470	704056	728021
99304	99304	99304	99304	99304	99304	99304
Market Value \$246,780	\$242,900	\$236,760	\$247,200	\$218,160	\$259,200	\$237,460
Imp. \$/SqFt \$99.69	\$83.02	\$81.00	\$85.91	\$73.80	\$87.27	\$79.88
YOC 1990	1986	1991	1996	1991	1990	1992
EH_YOC 1990	1986	1991	1996	1991	1990	1992
Class Adjustments						
Class ASB \$0	A \$17,993	A \$19,200	A \$2,017	A \$12,356	A \$9,225	A \$20,359
Land Adjustments						
Land Acres 0.1928	0.2066	0.1515	0.1779	0.1637	0.2202	0.1504
Land Value \$47,040	\$47,880	\$42,370	\$45,730	\$44,060	\$48,450	\$42,250
Land Value Adj. \$0	-\$840	\$4,670	\$1,310	\$2,980	-\$1,410	\$4,790
Size Adjustments						
Area 2227	2349	2400	2345	2359	2415	2450
Main L.A. 2227	1649	1638	2345	1733	2415	1502
Size Adj. \$0	\$42,113	\$42,714	-\$9,400	\$37,188	-\$14,420	\$52,352
Other L.A. 0	700	862	0	625	0	148
Other Size Adj. \$0	-\$51,002	-\$55,260	\$0	-\$47,050	\$0	-\$68,455
Segments Total \$13,560	\$14,850	\$11,050	\$9,940	\$11,940	\$18,410	\$8,910
Segments Adj. \$0	-\$1,290	\$2,510	\$5,620	\$1,620	-\$4,850	\$4,650
% Good Adj. 80.00	80.00	80.00	80.00	70.00	80.00	80.00
Percent Good \$0	\$0	\$0	\$0	\$17,410	\$0	\$0
Total Adjustments						
Net Adjustments \$0	\$6,974	\$13,834	-\$2,453	\$24,504	-\$11,454	\$13,697
Adj. Value \$246,780	\$249,874	\$250,594	\$244,747	\$242,664	\$247,746	\$251,157
Adj. \$/SqFt \$110.81	\$106.37	\$104.41	\$104.37	\$102.87	\$102.59	\$102.51
Median \$/Sq. Ft. \$102.87						
Indicated Value \$229,086						
Value Difference \$17,694						
Percent Difference 7.37%						

Equity Adjustment Grid Bexar 2021 - Proposed (4/13/2021)

Property Address	Subject	Comparable #1	Comparable #2	Comparable #3
7842 BENBROOK	7842 BENBROOK	9535 ALDERWOOD	7331 LAZY TRL	9635 MAIDENSTONE DR
Indicated Value \$246,780	Indicated Value \$246,780	Adj. Market Value \$249,874	Adj. Market Value \$250,594	Adj. Market Value \$244,747
Median \$/Sq.Ft. \$110.81	Median \$/Sq.Ft. \$110.81	Adjusted \$/Sq.Ft. \$106.37	Adjusted \$/Sq.Ft. \$104.41	Adjusted \$/Sq.Ft. \$104.37

UNDERSTANDING THE TERMINOLOGY

SUBJECT: Your Property

***VALUE DIFFERENCE:** Proposed Market Value - Indicated Value = Value Difference.

If the Value Difference is negative (red result), then this group of selected comparables suggests your taxes might be fairly assessed. If it is positive (green result), you might be over-assessed. However, there are often many more properties that are also a good match for comparison that might yield a different result. That is a manual process of review and reconfiguration done by our professional tax advocates.

PERCENT DIFFERENCE: Difference in value between our engine's Indicated Value on an Equal and Uniform basis and the Proposed Market Value.

MARKET VALUE: County Appraisal District's Proposed Market Value.

\$/SQFT: Calculated by dividing the total value of the home by the square footage. For example, if the total value of the home is \$100,000 and it is 1,000 square feet, the price per square foot is \$100/sqft.

PROPERTY ID: Unique property number assigned by the appraisal district.

INDICATED VALUE: Median value of the first 7 matches the subject property based solely on an Equal and Uniform analysis applied to the subject property.

\$/SQFT @ MEDIAN: Indicated \$/sqft. based on the middle value of your 7 comparable properties.

MATCH: Match rate based on characteristics comparison to the subject property.

PROPERTY ADDRESS: The physical address of the subject.

NBHCD: Neighborhood codes assigned to specific geographic locations by the county.

CLASS: A property qualification given by the county in accordance to property standards. **CONDITION:** Excellent (E or EX), Good (G or GD), Average (A or AV), Fair (F or FR), Poor (P or PR). **AREA:** All livable areas of the property.

YOC: Year of Construction the year when 50% of the construction was completed.

EFF YOC: Effective Year of Construction is the appraisal district's adjusted year built considering any subsequent new construction or major rehabilitation.

LAND ACRES: Total area of a land parcel, expressed in square feet or acres.

ADJ MARKET: The calculated property value-based adjustments (Adj) made for property attributes.

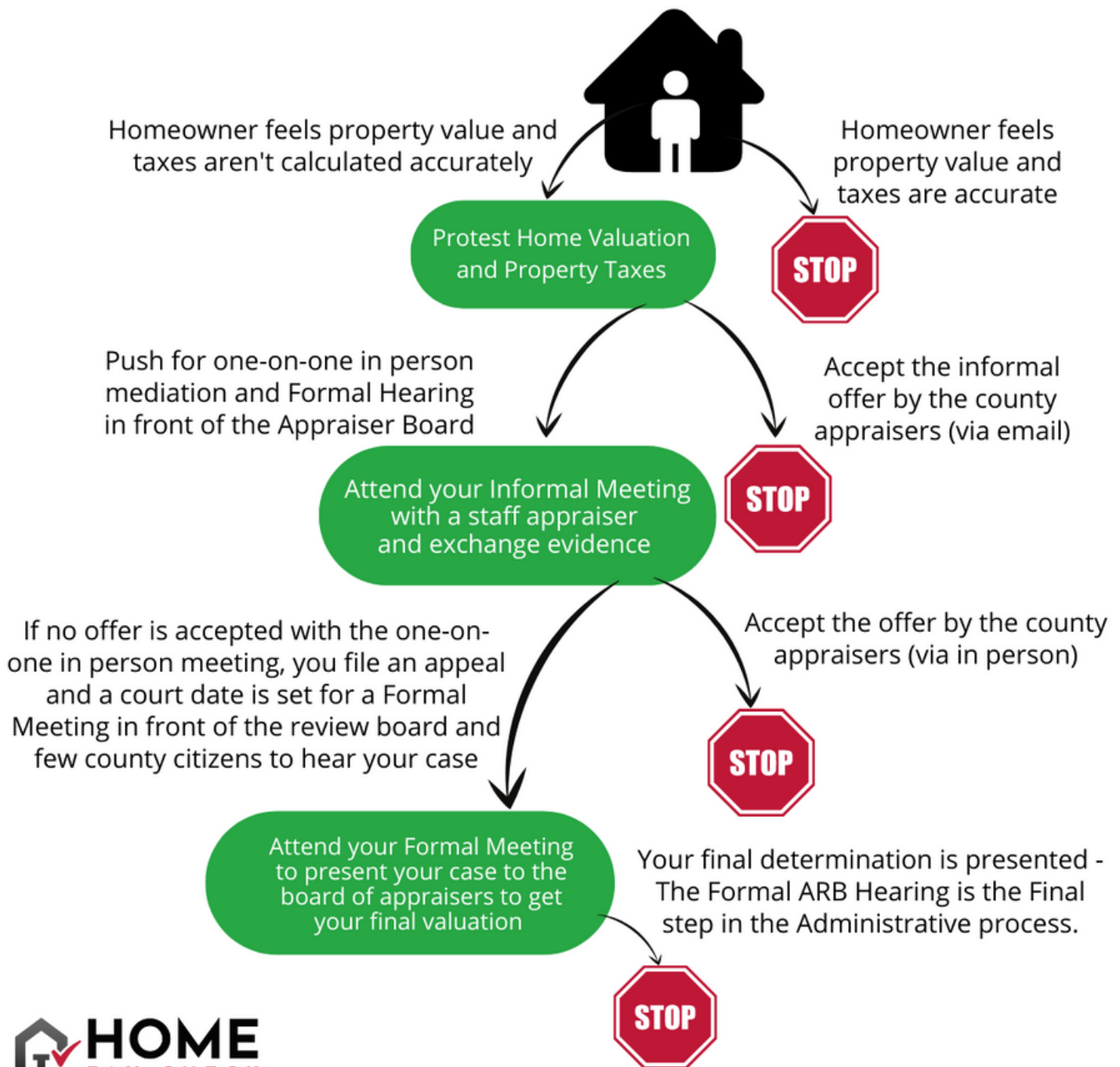
ADJ \$/SQFT: The adjusted (Adj) value based on property square footage.

PROTEST INSTRUCTIONS

To dispute the appraised value, you must file a protest with the Bexar County Appraisal District by **May 15**.

You have two options to file: online E-File or via Mail.

STEPS TO PROTESTING YOUR PROPERTY TAXES



****Strong evidence via a hired professional or our DIY evidence packet gives homeowners the biggest property tax reductions. DIY is a fraction of the cost and easier than you think!**

PROTEST INSTRUCTIONS

NOTE: Not all properties will qualify for the online protest process.

Check your "**Notice of Proposed Value**" Letter to see if your property is eligible for an online protest and find your **PIN Number** (in the top right-hand corner of the letter). *Incorrect appraised value* and/or *Unequal Compared to Others* are the only protest reasons available when filing an electronic protest.

TO REGISTER, you will need your OWNER ID and PIN.

Your PIN is case-sensitive. Please enter the PIN exactly as it appears. If you lose your PIN, contact the District to receive another via USPS mail. Your deadline will not be extended while waiting on your PIN.

REGISTER by clicking the Bexar County link here: www.bcadonline.org

After registering online, you will need to log in to your account to file your protest and see the following options:

- **E-file my protest and conduct the rest of the process electronically through the website.** You will NOT have a face-to-face meeting with an appraiser. All communication related to settling the Hearing is conducted informally and electronically.
- **File my protest online and continue the process with the Bexar County Appraisal Districts office.**

**** Don't forget to check the box to request their evidence!*

Once the protest is submitted, an email confirmation will be sent.

This email will also contain directions on how to submit evidence pertinent to the protest. You may submit your evidence electronically in the manner described in the email or you may bring your evidence in person at the time of your scheduled hearing. You will be notified of the date and time of your scheduled appearance via USPS.

*** When you file the appeal, you can request in-person only (no zoom). Don't forget to check the box to request their evidence*

To Protest MAIL (Face to Face Appeal Process)

You must submit a written protest of value for your property. The protest form can be located on Bexar County Website – Forms (tab) under ARB- Appraisal Review Board (Notice of Protest *Current Year*). Complete the form and return to the office of the Bexar Appraisal District on or before midnight May 15 (or 30 days after receiving your Notice).

***Don't forget to check the box to request their evidence!*

If you need any additional information, please review the videos on the Bexar County Appraisal District Website: www.bcad.org under the online Services Portal tab or refer to the FAQ page www.bcad.org/ind.php/FAQ.

<http://www.bcad.org/index.php/video-lib>

PROTEST INSTRUCTIONS

What to expect after you file your appeal

1. There will send you an "Informal Offer" (usually an email), and once you accept it, you are all done!
2. Wait for a Notice of Hearing to arrive from Bexar Appraisal District (via email or USPS mail), identifying the date and time of your informal meeting with a staff appraiser and your "Formal Hearing" before the Appraisal Review Board.
3. Attend your Informal Meeting with a staff appraiser (one-on-one meeting with a residential staff member to exchange evidence and determine if there is a potential for a negotiated settlement). If you accept the appraiser's recommendation, your protest is formally waived, and you have no additional appeal rights.

FORMAL PROTEST PROCESS - (Reduction not acceptable to you)

- If you cannot successfully negotiate a settlement offer, you must return on the date and time specified on your Hearing Notice to appear before a panel of the Appraisal Review Board. Your Appraisal Review Board Hearing may occur one to two weeks after your Informal Meeting. An ARB Panel consists of three citizens of Bexar County appointed by the Board.
- At this Formal Hearing, you will be sworn in under oath and given between 15 and 30 minutes to present your evidence. A member of the District's Appraisal staff will also be present to support the District's value determination.
- After the hearing, the three-member panel will determine based on the evidence presented. The Formal ARB Hearing is the Final step in the Administrative process.

ADDITIONAL TIPS AND INFORMATION

- A different deadline may apply if; 1) the Notice of appraised value was mailed to the property owner after April 16; or 2) the appraisal district or the ARB was required by law to send the property owner a notice about a property and did not.

What Makes a Successful Appeal (Protest)?

- Remain property specific, focus on your property
- Treat the staff with the type of courtesy and respect you wish to receive
- Make sure the Appraisal District correctly records all the Exemptions you may be entitled to any of these exceptions; Homestead, Over 65, Disable Person, 100% Disabled Veteran, Surviving Spouse, etc. (See page 2 of Form 50-114: Residential Homestead Exemption Application) Located on www.bcad.org (under Application/Form).
- The last day for property owners to file most exemption and special appraisal applications is April 30th to ensure they will show up for the current year. Certain property owners may file a late homestead exemption application.