

## **INFORMAL REMOTE MEETING WITH APPRAISER**

Addendum to Notice of Protest Hearing if Property Owner Opted for Remote Meetings

Place: Remote Meeting through owners.hcad.org

This notice provides information on handling your informal remote meetings. Plan to be available for up to 2 hours after you have checked in before you may receive the text and/or email indicating your hearing has started. In most cases the wait time will not be this long.

All evidence must be provided prior to the informal scheduled date. There are several options available for you to provide evidence. We recommend you provide evidence electronically using owners.hcad.org at least 3 days prior to the meeting date. You may also drop off evidence at the HCAD building or mail it to Harris County Appraisal District PO Box 922006 Houston TX 77292-2006. We must receive the evidence at least 5 business days prior to the hearing date. Both deadlines will ensure we have time to process the evidence and make it available for your hearing.

One hour prior to your scheduled date and time you will receive a text message and/or email indicating you can check in for your meeting at owners.hcad.org. You will have up to one hour after the scheduled time to check in for your meeting. If for some reason you are unable to check in during this time frame, you may contact Hearings Support at (713) 812-5802 to determine if you are able to check in.

When your meeting is ready to start, you will receive a text message and/or email letting you know to log into owners.hcad.org and click "Start Meeting". If you are unable to log into the website and start your meeting within 15 minutes, you will need to call (713) 812-5802 to let them know to check you back in for your meeting, if available.

During your meeting, you may be able to share the evidence you previously submitted so you can display it to the appraiser. We recommend you download the Cisco WebEx application to your PC or mobile device for this functionality to work. If you need assistance sharing your evidence, the appraiser will share the evidence previously submitted and you will be able to narrate.

The meetings will work very similar to those held in person other than you and the appraiser will not physically be in the HCAD building.

If you are currently scheduled for an in-person meeting and you would like to change it to a remote meeting, you may call (713) 812-5860.

Additional information regarding remote meetings can be found at <https://owners.hcad.org/publicArea/help.aspx>.

## **FORMAL REMOTE HEARING WITH APPRAISAL REVIEW BOARD**

Addendum to Notice of Protest Hearing if Property Owner Opted for Remote Hearings

Place: Remote Hearing through owners.hcad.org

This notice provides information on handling your remote hearing. Plan to be available for up to 2 hours after you have checked in before you may receive the text and/or email indicating your hearing has started. In most cases the wait time will not be this long. If you are a property owner appearing for your own protest hearing and wait more than two hours after your scheduled hearing before the ARB, you may request to postpone your hearing to another day. Your protest will be dismissed if you do not check in at owners.hcad.org at least 15 minutes before the hearing time shown on your Notice of Protest Hearing.

All evidence must be provided prior to the ARB scheduled date. There are several options available for you to provide evidence. We recommend you provide evidence electronically using owners.hcad.org at least 3 days prior to the hearing date. You may also drop off evidence at the HCAD building or mail it to Harris County Appraisal District PO Box 922006 Houston TX 77292-2006. We must receive the evidence at least 5 business days prior to the hearing date. Both deadlines will ensure we have time to process the evidence and make it available for your hearing.

One hour prior to your scheduled date and time you will receive a text message and/or email indicating you can check in for your hearing at owners.hcad.org. You will have up to one hour after the scheduled time to check in for your hearing. If for some reason you are unable to check in during this time frame, you may contact Hearings Support at (713) 812-5802 to determine if you are able to check in.

When your hearing is ready to start, you will receive a text message and/or email letting you know to log into owners.hcad.org and click "Start Meeting". If you are unable to log into the website and start your hearing within 15 minutes, you will need to call (713) 812-5802 to let them know to check you back in for your hearing, if available.

During your hearing, you may be able to share the evidence you previously submitted so you can display it to the ARB and the appraiser. We recommend you download the Cisco WebEx application to your PC or mobile device for this functionality to work. If you need assistance sharing your evidence, the appraiser will share the evidence previously submitted and you will be able to narrate.

The hearings will work very similar to those held in person other than you and the ARB will not physically be in the HCAD building. You will be able to view the ARB members as each member is required to show a video display of themselves.

If you are currently scheduled for an in-person hearing and you would like to change it to a remote hearing, you may call (713) 812-5860.

Additional information regarding remote hearings can be found at <https://owners.hcad.org/publicArea/help.aspx>.