

TIMELINE

January thru March

- Mail annual exemptions applications/reapplication requests/update requests-Ag reapplications/updates/lease surveys
- Publicize in newspaper and on website “Updated Tax Information”
- Publish electronic communication notice
- Electronic Property Transaction Submission (EPTS) due to Texas Comptroller
- Review the development of taxpayer information and other materials in the office’s “Public Information Center”
- Review and update taxpayer information on the website’s “Current News and Alerts”
- Chief Appraiser continue meeting with staff individually and/or collectively every two weeks to ensure proper customer service

April thru June

- Mail notices of appraised value
 Residential – April
 All other property – May
- Mail letters to entities notifying them of the form in which the certified appraisal roll will be provided to them
- Deliver preliminary certified values to entities – April
- Publish in newspaper and on website Protest and Appeal Procedures
- Submit next year’s budget to the Board of Directors and entities
- Schedule informal and formal hearings with property owners and agents – May/June
- Review and update taxpayer information in the office’s “Public Information Center” and the website’s “Current News and Alerts”

July thru September

- ARB must approval current year records – July
- Chief Appraiser certifies appraisal roll to entities - CA will attend entity meetings for questions concerning certified values

- EPTS and EARS due to the Texas Comptroller
- Review and update taxpayer information in the office's "Public Information Center" and the website's "Current News and Alerts"

**October thru
December**

- Review customer service training for staff and review Tax Deferrals and Tax Ceilings
- Review and update taxpayer information in the office's "Public Information Center" and the website's "Current News and Alerts"

Note: Additional information will be posted in the office's "Public Information Center" and on the website when a need arises to inform the public of important and helpful information.

Chief Appraiser will be available to answer questions, speak at public events or attend entities monthly meetings throughout the year.