

# 2023 BCAD Informal Hearings Procedures

Commercial Department 03/28/2023

Dear agent community,

In an effort to continue and enhance the learned efficiencies from the past three years, we will continue conducting all 2023 informal hearings virtually via phone, Zoom, email and/or online Portal.

We encourage our agent community to make every effort to utilize our Online Portal system to file your protests, update your AoA forms, and to upload your evidence prior to your informal appointment.

## Key Dates

Our first notice run will be sent out on Monday, April 3<sup>rd</sup>. and will have a protest deadline of Monday, May 15<sup>th</sup>. Current year values will be available on our website soon thereafter.

Data Disks will be available to be mailed/downloaded on Friday, April 7<sup>th</sup>.

**Remember:** You must have at least 10 accts under protest for each property type (meaning 10 commercial if you're requesting commercial evidence, 10 Residential if you're requesting Residential evidence, 10 land if req land) in order to receive the evidence.

## Submitting your Protest

As it's been the case over the last few years, you may continue to file your protests in mass using the Excel Spreadsheet format attached to this email. Please submit via email to [baprotests@bcad.org](mailto:baprotests@bcad.org).

## Scheduling Commercial Informal Appointments

Informal hearings for property tax agents will be handled by appointment only. When making your appointments, please provide us with a property list ([in excel format](#)), including PIDs of the accounts you want to discuss. Commercial property appointments for any particular use type may be scheduled simply by emailing the teams directly or by contacting Michelle or Ellie at:

Michelle 210-242-2496 - [mpate@bcad.org](mailto:mpate@bcad.org)

Ellie 210-242-2490 - [eshunkwieler@bcad.org](mailto:eshunkwieler@bcad.org)

## Teams Contact Info:

[Retailteam@bcad.org](mailto:Retailteam@bcad.org)

[Industrialteam@bcad.org](mailto:Industrialteam@bcad.org)

[Officeteam@bcad.org](mailto:Officeteam@bcad.org)

[Landteam@bcad.org](mailto:Landteam@bcad.org)

[Multifamilyteam@bcad.org](mailto:Multifamilyteam@bcad.org)

[Specialtyteam@bcad.org](mailto:Specialtyteam@bcad.org)

## Online Services ([Portal](#))

In order to be able to use the Portal you must first register, create a profile and password.

Through the Online Portal you'll be able to:

- Have access to all of your account's information
- File your protest (on multiple properties)
- Verify & upload your Appointment of Agent Forms
- Upload your evidence

## Prior to having your Phone Informal

Prior to having your phone informal with your assigned appraiser, we ask that you either have your evidence uploaded to the online portal or emailed it to the assigned appraiser, that way both parties can be viewing the information at the same time. This will allow for more efficiency in the discussion/hearing process.

Examples of evidence are as follows:

Actual operating statements,

Rent rolls,

Settlement statements,

Sales sheets,

Tenant lists,

Engineering reports etc.

Informal hearings may begin as soon as there's an active protest and the evidence has been uploaded to the Portal and received. In order to expedite the informal hearing process, we recommend filing your protests early and to send us your evidence as soon as you're able to.

## TopLine/Joint Motions

This year as we've done in prior years, we will continue to make the Topline/Joint Motion process available to you. Our 2023 Topline/Joint Motion deadline will be Tuesday, July 25th.

## **Informal Agreements**

This year accounts that are settled informally will be closed out using a multiple account informal agreement form similar to the one used by our Residential Department. We will accumulate multiple agreements from multiple accounts and at the end of the informal meeting sign for them once.

The Foxit (Formerly Esign Genie) platform will be used in the electronic signing of all agreements including individual, multiple informal accounts and Topline/Joint Motion agreements.

## **Formal Hearings – Tax Year 2023**

Please be advised that this year we will be starting our Commercial Formal Hearings scheduling earlier than prior years. Commercial ARB Formal hearings will now begin the week of Monday June 12<sup>th</sup>.

## **42.227 Informal Settlement Conferences**

42.227 ISC are now available and will be available until the end of the year. Scheduling will be done just like before; it must first be formally requested through our Legal Department and then one of our associates will contact you with some available dates.

Any questions, please do not hesitate to contact Ms. Kimone Love or myself at:

Kimone Love 210-242-2518 - [klove@bcad.org](mailto:klove@bcad.org)

Mario Mancha 210-242-2492 [mmancha@bcad.org](mailto:mmancha@bcad.org)

Sincerely,

Mario Mancha  
Commercial Department Director  
210-242-2492  
[mmancha@bcad.org](mailto:mmancha@bcad.org)