

# Steps in Filing a Protest

## **STEP 1. Locate your PIN #**

This is necessary in order to assist in any protest. This is located in the Upper, Left Corner on the 1<sup>st</sup> page of your 2019 Notice of Proposed Value you received in the mail.

## **STEP 2. Gather Documentation**

In order to maximize your chance of a successful protest, getting your ducks in a row before filing is the best way of winning your case! There are different types of documentation that can be used:

- ***Closing Statement/HUD-1:*** If you have bought your home in the last 2 years, you can use this document as proof of the value.
- ***Fee Appraisal:*** This is a very effective method, but must be done by a Licensed Appraiser. We have recently contracted with a local Appraiser who has agreed to do discounted appraisals to all Las Brisas Hills homeowners for only \$100! Also, if you have refinanced in the last year & have this document, this is great proof of value.
- ***Pictures & Repair Quotes:*** These are also great ways of showing CAD that your home has needed repairs that will subtract from your proposed value. In order to document the physical & functional problems, these need to be documented using both pictures & quotes from Professional Contractors.
- ***Comparative Market Analysis/Broker's Price Opinion:*** This can be done by our experienced team by putting together a comprehensive list of comparable properties that have sold at a lower price, or can be adjusted to account for differences.

## **STEP 3. Set up an Appointment**

Our LBH Team can set up a phone appointment, email appointment, or an in-person appointment to discuss your protest. Please have all of your Documentation together prior to setting an appointment.

- ***Email Appointment:*** If you would like to have your documents reviewed, please feel free to send them to [LBHcondos@gmail.com](mailto:LBHcondos@gmail.com) or [AshleySmithRE@gmail.com](mailto:AshleySmithRE@gmail.com) and our team will review them and get back to you within 1 business day.
- ***Phone Appointment:*** Please submit your request online at [www.LBHcondos.com](http://www.LBHcondos.com) or by email giving us a couple of days & times that would work best for your schedule. Typically, phone appointments will take 10-15 minutes.
- ***In Person Appointment:*** These are by appointment only. Right now, the current dates for in-person appointments are: Tuesday, 5/7/19, from 6:00p – 8:00p, and Saturday, 5/11/19, from 10:00a – 2:00p. If you would like an in-person interview on a day other than those listed above, please email us directly & we will do our best to accommodate you.

## **STEP 4. Keep in Touch**

After we have successfully filed your protest, please let us know if/when you receive any additional documentation from the Appraisal Review Board.

You will typically receive a “*Notice of Hearing*” in the mail. You are NOT required to attend this hearing. This is their legal obligation to set one for any owner that protests a value. We will do our best to resolve your protest before your formal hearing.

The formal protest & filing is completely free to you; however, if you would like us to represent you & attend the ARB hearing on your behalf, there is a \$100 fee for this additional service. There is no requirement for you to do this, and it does not impact the free protest service that we offer.