

May 16, 2023

SHACKELFORD COUNTY APPRAISAL DISTRICT  
PO BOX 2247  
ALBANY, TEXAS 76430

PHONE: (325) 762-2207

**NOTICE OF APPRAISED VALUE - INDUSTRIAL  
NOT A TAX BILL – DO NOT PAY FROM THIS NOTICE**

**Capitol Account Number:**  
209-2-010324-000020

**CAD Number:**

**Owner Key:**  
847064

**Property Description:**

Visit [www.cagi.com](http://www.cagi.com) for more details.

MACHINERY EQUIPMENT  
FURNITURE & FIXTURES/COMPUTER EQUIPMENT  
9511 HWY 283 SOUTH - ALBANY

847064 R Use: L2

TONG PETROTECH INC  
PROPERTY TAX DEPARTMENT  
11700 KATY FWY STE 330  
HOUSTON TX 77079-1218

Beginning August 7th, visit [Texas.gov/PropertyTaxes](http://Texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information regarding the amount of taxes that each entity that taxes your property will impose if the entity adopts its proposed tax rate. Your local property tax database will be updated regularly during August and September as local elected officials propose and adopt the property tax rates that will determine how much you pay in property taxes. Property owners who file a notice of protest with the appraisal review board (ARB) may request an informal conference with the appraisal district to attempt to resolve a dispute prior to a formal ARB hearing. In counties with populations of 1 million or more, property owners may request an ARB special panel for certain property protests. Contact your appraisal district for further information.

Dear Property Owner:

We have appraised your property listed below for the tax year **2023** based on an appraisal date of January 1 of this year. *The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials.* The governing body of each jurisdiction decides whether taxes on the property will increase, and the appraisal district only determines the property value. If you are 65 or older or disabled and you received the school tax exemption on your home, your school taxes for this year will not be higher than when you received the exemption, unless you have improved your property (by other than normal repairs or maintenance). *Qualifying disabled veterans may receive a partial exemption from taxation under Tax Code Section 11.22. Contact your appraisal district for more information.*

If you disagree with the proposed value or any other action the appraisal district may have taken on your property, contact this office at the above telephone numbers. If you are unable to resolve the situation with the appraisal district, you have the right to file a protest and receive a hearing with the Appraisal Review Board (ARB).

Property Values					Data not available to calculate 5 year change.			
Tax Year	Land Market	Land Productivity	Improvement	Personal Property	Total Appraised			
2022				8,490	8,490			
2023				8,560	8,560			
Taxing Units		Last Year Exemption		This Year Exemption		Exemption Amount Difference	Last Year Taxable Value	This Year Taxable Value
		Type*	Amount	Type*	Amount			
SHACKELFORD COUNTY							8,490	8,560
ALBANY ISD							8,490	8,560
CITY OF ALBANY							8,490	8,560
HOSPITAL DISTRICT							8,490	8,560
			</					

Enclosed are copies of the following documents published by the Texas Comptroller of Public Accounts: (1) Property Tax Protest and Appeal Procedures; and (2) notice of protest. *To appeal, your protest form must be returned by June 15, 2023*

You or your property (including inherited property) may qualify for one of these residence homestead exemptions. Contact your appraisal district for more information.

**Partial Exemptions:** General Residence homestead, Disabled veteran or surviving spouse/child, Person age 65 or older or surviving spouse, Disabled person, Temporary damage by disaster, Donated Residence Homestead of Partially Disabled Veteran.

**Total Exemptions:** 100% disabled veteran or surviving spouse, Surviving spouse of armed services member killed in line of duty, Surviving spouse of a first responder killed or fatally injured in the line of duty.

Sincerely,  
Chief Appraiser

THE ARB WILL HEAR INFORMAL APPEALS  
9AM - NOON AND FORMAL APPEALS NOON - 4:30PM  
ON JULY 5, 2023 AT THE APPRAISAL DISTRICT  
OFFICE, 132 HILL STREET, ALBANY, TEXAS.  
LAST DATE TO FILE PROTEST: JUNE 15, 2023

# Property Tax Protest and Appeal Procedures

Property owners have the right to protest actions concerning their property tax appraisals. You may follow these appeal procedures if you have a concern about:

- the appraised (market) value of your property;
- the unequal value of your property compared with other properties;
- the inclusion of your property on the appraisal records;
- any exemptions that may apply to you;
- the qualification for an agricultural or timber appraisal;
- the taxing units taxing your property;
- the property ownership;
- the change of use of land receiving special appraisal;
- failure of the chief appraiser or appraisal review board (ARB) to send a required notice; or
- any action taken by the chief appraiser, county appraisal district (CAD) or ARB that applies to and adversely affects you.

## Informal Review

Prior to filing a formal protest hearing with the Appraisal Review Board (ARB) please call, come by, or write the appraisal district to discuss the situation with one of the district's appraisers. Please allow yourself adequate time, however, in case it is necessary to file a written protest with the ARB.

## Review by the ARB

If you cannot resolve your problem informally with the CAD, you file a notice of protest requesting to have your case heard by the ARB.

The ARB is an independent board of citizens that hears and determines protests regarding property appraisals or other concerns listed above. It has the power to order the CAD to make the necessary changes based on evidence heard during the ARB hearing.

If you file a written request for an ARB hearing (notice of protest) before the deadline, the ARB will set your case for a hearing and send you written notice of the time, date, place and subject of the hearing. If necessary, you may request a hearing in the evening or on a Saturday. You may use Comptroller Form 50-132, Property Appraisal - Notice of Protest, to file your written request for an ARB hearing.

Prior to your hearing, you may request a copy of the evidence the CAD plans to introduce at the hearing to establish any matter at issue. Before a hearing on a protest or immediately after the hearing begins, you or your agent and the CAD are required to provide each other with a copy of any materials (evidence) intended to be offered or submitted to the ARB at the hearing. Evidence may be submitted for any hearing type either in paper or on a small portable electronic device (such as a CD, USB flash drive or thumb drive) which will be kept by the ARB. Do NOT bring evidence on a smart phone. The ARB's hearing procedures regarding all the requirements to properly submit evidence on a small portable electronic device must be reviewed.

To the greatest extent practicable, the hearing will be informal. You or your designated agent may appear in person, by telephone conference or videoconference call or by submission of a written affidavit to present your evidence, facts, and argument. You must indicate the type of hearing you request on your written notice of protest filed with the ARB not later

than the 10th day before the hearing date and provide your evidence and written affidavit before the ARB hearing begins. You may use Comptroller Form 50-283, Property Owner's Affidavit of Evidence to the Appraisal Review Board, to submit evidence for your telephone conference call hearing or for hearing by affidavit.

You and the CAD representative have the opportunity to present evidence about your case. In most cases, the CAD has the burden of establishing the property's value by a preponderance of the evidence presented.

In certain protests, the chief appraiser has the burden of proving the property's value by clear and convincing evidence. You should review ARB hearing procedures to learn more about evidence and related matters.

You should not try to contact ARB members outside of the hearing. ARB members are required to sign an affidavit saying that they have not talked about your case before the ARB hears it.

## Review by the District Court, an Arbitrator or SOAH

After it decides your case, the ARB must send you a copy of its order by certified mail. If you are not satisfied with the ARB's decision, you have the right to appeal to district court. As an alternative to district court, you may appeal through binding arbitration or the State Office of Administrative Hearings (SOAH) if you meet the qualifying criteria.

If you choose to go to district court, you must start the process by filing a petition with the district court within 60 days of the date you receive the ARB's order. If you chose to appeal through binding arbitration, you must file a request for binding arbitration with the CAD not later than the 60th day after you receive notice of the ARB order. If you chose to appeal to the SOAH, you must file an appeal with the CAD not later than the 30th day after you receive notice of the ARB's order. Appeals to district court, binding arbitration or SOAH all require payment of certain fees or deposits.

If you believe that the ARB or chief appraiser failed to comply with an ARB procedural requirement, you may file a complaint with the local taxpayer liaison. If it is not resolved by the ARB or chief appraiser, you can request limited binding arbitration to compel the ARB or the chief appraiser to comply.

## Tax Payment

You must pay the amount of taxes due on the portion of the taxable value not in dispute, the amount of taxes due on the property under the order from which the appeal is taken or the amount of taxes due in the previous year.

## More Information

You can get more information by contacting your CAD at the Appraisal District office listed on the front of the enclosed appraisal notice.

You can get Comptroller forms and additional information on how to prepare a protest from the Comptroller's website at [comptroller.texas.gov/taxes/property-tax/](http://comptroller.texas.gov/taxes/property-tax/).

## Deadline for Filing Protests with the ARB\*

**Usual Deadline** Not later than May 15 (or within 30 days after a notice of appraised value was mailed to you, whichever is later).

Late protests are allowed for good cause if you miss the usual deadline. The ARB decides whether you have good cause. Late protests are not allowed after the ARB approves the appraisal records for the year.

## Special Deadlines

For change of use (the CAD informed you that you are losing agricultural appraisal because you changed the use of your land), the deadline is not later than the 30th day after the notice of the determination was delivered to you.

For ARB changes (the ARB has informed you of a change that increases your tax liability and the change did not result from a protest you filed), the deadline is not later than the 30th day after the notice of the change was delivered to you.

If you believe the CAD or ARB should have sent you a notice and did not, you may file a protest until the day before taxes become delinquent (usually Feb. 1) or no later than the 125th day after the date you claim you received a tax bill from one or more of the taxing units that tax your property. The ARB decides whether it will hear your case based on evidence about whether a required notice was mailed to you.

\* The deadline is postponed to the next business day if it falls on a weekend or legal, state or national holiday.

**Property Owner's Notice of Protest** for Counties with Populations Less Than 120,000Tax Year: 2023Appraisal District's Name: Shackelford County Appraisal District Account Number: 209-2-010324-000020

**GENERAL INFORMATION:** A property owner or an owner's designated agent can use this form to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413.

**FILING INSTRUCTIONS:** File this document and all supporting documentation with the appraisal district office in the county in which the property is taxable. **Do not file this document with the Texas Comptroller of Public Accounts.**

CAD Number: \_\_\_\_\_

**Section 1: Property Owner or Lessee**☐ Person Age 65 or Older ☐ Disabled Person ☐ Military Service Member ☐ Military Veteran ☐ Spouse of a Military Service Member or Veteran

Name of Property Owner or Lessee \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Phone Number (area code and number) \_\_\_\_\_ Email Address\* \_\_\_\_\_

\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

**Section 2: Property Description**

Physical Address, City, State, Zip Code (if different than above). If no street address, provide legal description: \_\_\_\_\_

Mobile Home Make, Model, and Identification (if applicable): \_\_\_\_\_

**Section 3: Reasons for Protest**

**To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply.** Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.

- |   |   |
|---|---|
| <input type="checkbox"/> Incorrect appraised (market) value and/or value is unequal compared with other properties.                                 | <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified, or cancelled.  |
| <input type="checkbox"/> Property should not be taxed in _____ (taxing unit).   | <input type="checkbox"/> Change in use of land appraised as ag-use, open-space or timberland.   |
| <input type="checkbox"/> Property is not located in this appraisal district or otherwise should not be included on the appraisal district's record. | <input type="checkbox"/> Owner's name is incorrect.   |
| <input type="checkbox"/> Failure to send required notice. _____ (type).   | <input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use for ag-use, open-space, or other special appraisal. |
| <input type="checkbox"/> Exemption was denied, modified, or cancelled.  | <input type="checkbox"/> Property description is incorrect.   |
| <input type="checkbox"/> Temporary disaster damage exemption was denied or modified.  | <input type="checkbox"/> Incorrect damage assessment rating for a property qualified for a temporary disaster exemption.                                    |
|   | <input type="checkbox"/> Other: _____   |

**Section 4: Additional Facts**

What is your opinion of your property's value? (Optional) \$ \_\_\_\_\_ Provide facts that may help resolve this protest: \_\_\_\_\_

**Section 5: Hearing Type**Do you request an informal conference with the appraisal office before the protest hearing? . . . . . ☐ Yes ☐ NoDo you request a single-member ARB panel or a regular panel of at least 3 members? . . . . . ☐ Single-member panel ☐ Regular panel

A property owner does not waive the right to appear in person at a protest hearing by submitting an affidavit to the ARB or by electing to appear by telephone conference call. I intend to appear in the ARB hearing scheduled for my protest in the following manner (Check only one box):

- ☐ In person
- ☐ By telephone conference call or video conference and will submit evidence with a written affidavit delivered to the ARB before the hearing begins.\*\*  
(May use Comptroller Form 50-283, Property Owner Affidavit of Evidence)
- ☐ On written affidavit submitted with evidence and delivered to the ARB before the hearing begins

\*\* If you decide later to appear by telephone conference call or video conference, you must provide written notice to the ARB at least 10 days before the hearing date. You are responsible for providing access to the call to any person(s) you wish to invite to participate in the hearing. Review the ARB's hearing procedures for county-specific telephone conference call or video conference procedures.

**Section 6: ARB Hearing Notice and Procedures**

I request my notice of hearing to be delivered by (check one box only):

- ☐ Regular first-class mail ☐ Certified mail and agree to pay the cost (if applicable)
- ☐ Email to the electronic address I provided in Section 1 of this form

If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB's hearing procedures.

I want the ARB to send me a copy of its hearing procedures . . . . . ☐ Yes ☐ No**Section 7: Certification and Signature**☐ Property Owner ☐ Property Owner's Agent ☐ Other: \_\_\_\_\_

Print Here: \_\_\_\_\_

Print Name of Property Owner or Authorized Representative

Sign Here: \_\_\_\_\_

Signature of Property Owner or Authorized Representative

Date: \_\_\_\_\_

## Important Information

**GENERAL INFORMATION:** This form is for use by a property owner or an owner's designated agent to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413.

**VIDEOCONFERENCES:** Videoconference hearings are not available in counties with a population of less than 100,000 that lack the technological capabilities to conduct a videoconference. (Tax Code Section 41.45(b-4))

**SINGLE-MEMBER PANELS:** An ARB must provide a single-member panel hearing if requested in the Notice of Protest or submitted in writing to the ARB not later than the 10th day before the date of the hearing. (Tax Code Section 41.45(b-4))

**FILING INSTRUCTIONS:** This form and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. **Do not file this document with the Texas Comptroller of Public Accounts.** Contact information for appraisal district offices may be found on the Comptroller's website.

**DEADLINES:** With exceptions, the typical deadline for filing a notice of protest is midnight, May 15. (Tax Code Section 41.44) Contact the ARB for the county in which the property is located for the specific protest filing deadline.

**NOTICE:** The Comptroller's office may not advise a property owner, a property owner's agent, the chief appraiser, or any appraisal district employee on a matter that the Comptroller's office knows is the subject of a protest to the ARB. Consult Tax Code Chapter 41 or the ARB hearing procedures for more information.

## Online Services - Access Account Details

If you have any questions or desire more information about your appraisal, please feel free to visit our website at [www.cagi.com](http://www.cagi.com). A single page appraisal is available to you on the website once you register and receive log-in information. You will need your Owner Key and a Capitol Account Number to register.

Your Owner Key and Capitol Account Number can be found in the top right portion of your notice. They are also listed below for easy reference:

Appraisal Year: 2023  
Client Name: Shackelford County Appraisal District  
Property Type: INDUSTRIAL  
Owner Key: 847064  
Account Number: 209-2-010324-000020

If you still have questions, please contact Capitol Appraisal Group at (512) 346-5480.