



May 12, 2026

Open Letter to Tax Agents Who Appear in Travis County

In 2026, the Travis Appraisal Review Board (TARB) will convene on May 26 to open the protest season, having met the previous week to resolve the remaining prior year corrections and outstanding valuation hearings. For those agents who waive or have exhausted the informal process, the TARB will schedule protest for your remaining work as quickly as possible.

Season Schedule

The TARB will operate daily, beginning each morning at 8:00 AM, with 23 three-member panels and 2 single-member panels. If more agents are willing to work with a single-member panel, the TARB will accommodate this. We have up to 35 panel rooms available.

The TARB may convene on Saturday, July 11 to accommodate any protests rescheduled due to conflicts. When requesting a reschedule, you will need to submit the notice from the conflicting appraisal review board or the notice of setting that creates the conflict.

Our intent is to certify the roll by July 17, 2026. If we certify by July 17, the TARB will not schedule hearings the week of July 20-24. Our goal is to be 100% complete with the scheduled hearings by August 14.

We will once again be using an Agreement to Focus Hearing form. It is attached. Although intended for individual property owners to increase efficiency, we ask agents to consider using this form. Please contact me if you want more information about the Agreement and how to implement it for your hearings.

Scheduling Protests

All protests will be scheduled on a date- and time-specific basis at a rate of 300 properties per week. This represents a rate of 60 properties per day, based on a five-day week and an average of one hearing every eight minutes (approximately). If all hearings for the day are not heard, the remaining hearings will be carried over and

must be completed by 4:30 PM on the Friday of the week following the scheduled date. It is the agent's responsibility to track protests not completed and complete the hearings as time permits before the Friday deadline. Protests not completed by Friday of the week following the scheduled date will be dismissed for failure to appear, absent extenuating circumstances. All protests scheduled on or prior to July 17 must be completed by July 17.

Once you are assigned to a panel for the day, we will not relocate you unless there is a technology issue. Hearings will not be paused for negotiations. Agents will appear before a different panel every day.

Our goal is to use both commercial and residential panels to their full capacity. To ensure efficiency, informal negotiations with TCAD should be completed before your appearance at the hearing. When TARB panels experience slower periods, affidavits will be considered.

If individual property owners approach a two-hour wait time, we may ask agents to vacate a panel briefly to hear the individual property owner's protest and then resume the docket with the agents.

Season Expectations

It was encouraging last year to see and hear how agents worked efficiently, professionally and respectfully with the TCAD staff and with my fellow TARB members. We hope to build on this collaborative effort in 2026 to meet the needs of the local governments and resident of Travis County. Our work, your work, and the work of the TCAD impacts more than just property owners – it impacts the entire community.

The well-educated and capable members of the TARB recognize their important role as a legislatively established citizen review board and the significant contributions we make to the overall property tax process. In the off-season, we have sought to further our educational and training efforts, both for new and returning members, so all are equipped and versed in the law and the hearing procedures. Please treat all of the TCAD Board-appointed TARB member as I ensure they will treat you, with courtesy and respect.

Meg Brooks
Chair
Travis Appraisal Review Board