

uFile Protest Online Protest and Settlement System comes online April 15 and is DCAD's preferred method for filing a value related protest

uFile - Online Protest

During the protest period, typically April 15-May 15 for Residential and Commercial property and typically beginning the second week of May for Business Personal Property (BPP), the Dallas Central Appraisal District provides uFile as a preferred method for appealing, and in most cases settling, accounts online. It should also be noted that uFile is the only way for property owners to file a protest electronically. An email or facsimile protest will not be accepted.

The ability to protest using uFile is available to all accounts but in order to qualify for an online settlement it must not.....

- 1. Be represented by an authorized tax consultant**
- 2. Have an existing protest already filed**
- 3. Contain a protest reason other than value**

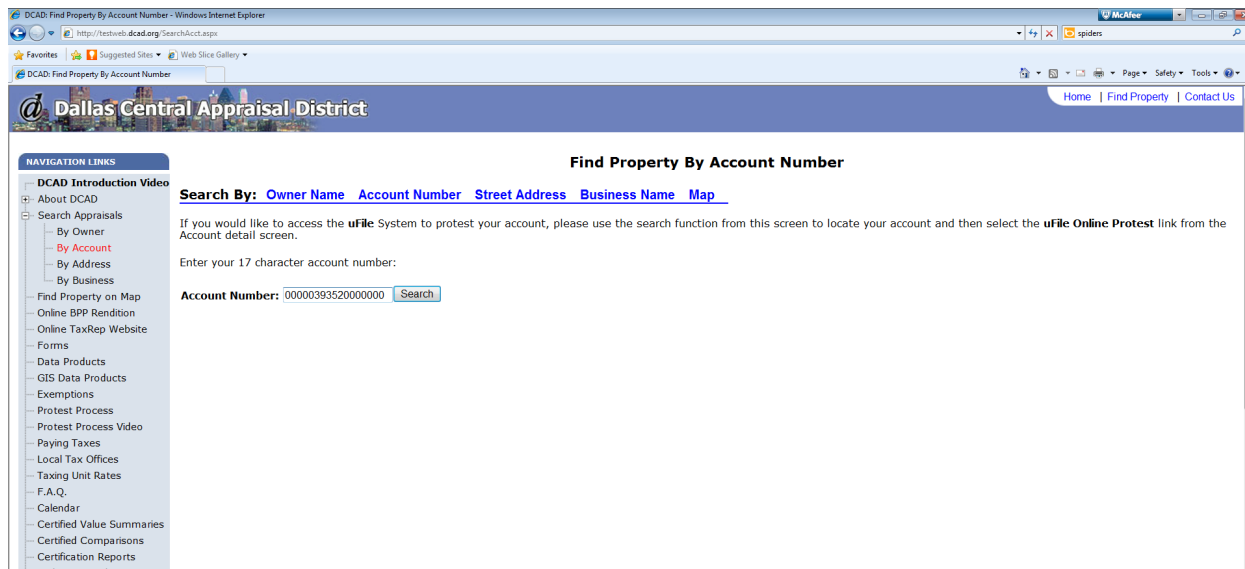
The uFile system was designed to allow users to easily navigate through the process by selecting, entering data, and attaching documentation but the following steps should help with any confusion.

You must first access your account using the Search Appraisals in the Navigation Links in the left hand column.



From there you can search your account by.....

1. Owner Name
2. Account Number
3. Street Address



No matter what search criteria you used you will see your search results. From there you simply click on the blue Property Address to access your account.

DCAD: Find Property By Account Number - Windows Internet Explorer

http://testweb.dcad.org/SearchAcct.aspx

Dallas Central Appraisal District

Home | Find Property | Contact Us

Find Property By Account Number

Search By: [Owner Name](#) [Account Number](#) [Street Address](#) [Business Name](#) [Map](#)

If you would like to access the uFile System to protest your account, please use the search function from this screen to locate your account and then select the **uFile Online Protest** link from the Account detail screen.

Enter your 17 character account number:

Account Number: 0000039352000000

#	Property Address	City	Owner Name / Business Name	Total Value	Type
1	2949 N STEMMONS FWY	DALLAS	MR UFILE	\$247,530	RESIDENTIAL

< PREV matches 1 - 1 of 1 properties. NEXT > Page 1 of 1

Now that you have entered your account the next step will be to select the uFile Online Protest program shown in blue.

DCAD: Residential Acct Detail - Windows Internet Explorer

http://testweb.dcad.org/AccountDetailRes.aspx?ID=0000039352000000

Dallas Central Appraisal District

Home | Find Property | Contact Us

Residential Account #0000039352000000

Location Owner Legal Desc Value Main Improvement Additional Improvements Land Exemptions Estimated Taxes History

Property Location	Legal Desc	Value
Address: 2949 STEMMONS Neighborhood: IDSM02 Mapscor: 36-G (DALLAS)	1: UFILE EXAMPLE 2: BLK A LOT 1 3: 4: 5: Deed Transfer Date: 11/11/1900	2012 Proposed Values Improvement: \$173,500 Land: + \$76,500 Market Value: = \$250,000 Revaluation Year: 2012 Previous Revaluation Year: 2011

DCAD Property Map
Electronic Documents
uFile Online Protest
File Homestead Exemption Online
Print Homestead Exemption Form
Print/Mail Account Protest Form
YAHOO! Maps

Owner
MR UFILE
2949 N STEMMONS FREEWAY
DALLAS, TEXAS 752476195

Multi-Owner	
Owner Name	Ownership %
MR UFILE	100%

Once you have entered the uFile Online Protest program you need to complete the verification process. This process requires two pieces of information, your account PIN number and a Security Code.

uFile Online Protest System

Account:	0000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

Appraisal Year: 2012
Account Number: 0000039352000000
PIN:

For Security Purposes, please type in the following code:

Enter Code:

If you are submitting multiple protests and want all accounts scheduled at the same time, PLEASE SUBMIT YOUR PROTEST BY MAIL AND DO NOT USE THE UFILE SYSTEM.

In order to file your protest, All uFILE screens must be completed and you must receive confirmation that your protest has been filed.

Request PIN to be sent by Email

1. Account PIN numbers

- a. Changes from year to year.
- b. If you received a current year appraisal notice your PIN can be found at the top left hand corner.
- c. If you did not receive a current year appraisal notice you can request a PIN through the steps below.

Check the Request PIN to be sent by email box.

uFile Online Protest System

Account:	0000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

Appraisal Year: 2012
Account Number: 0000039352000000
PIN:

For Security Purposes, please type in the following code:

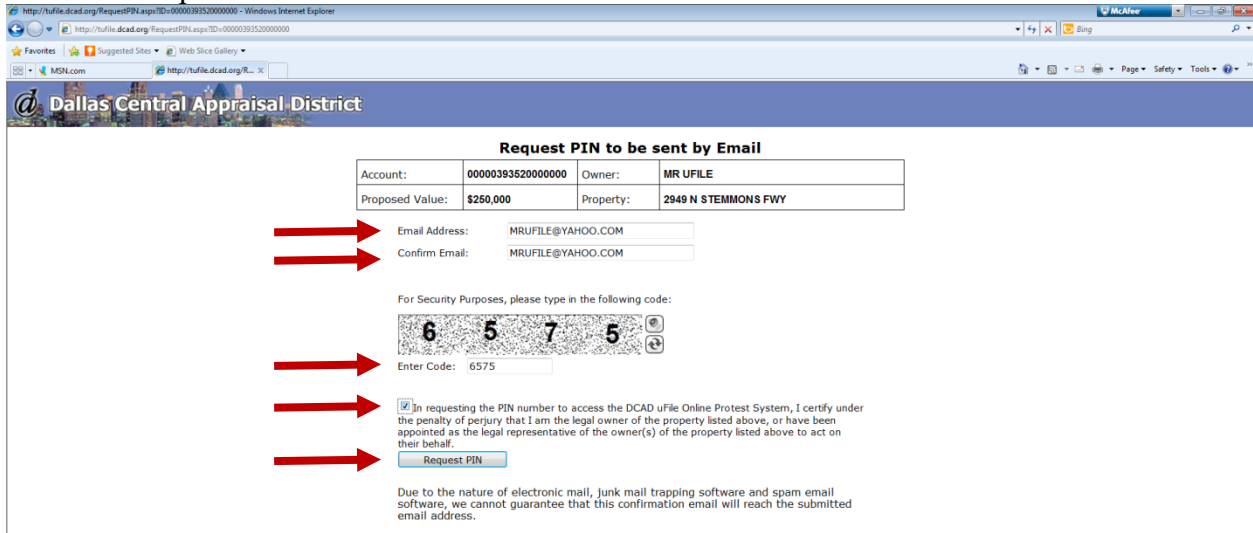
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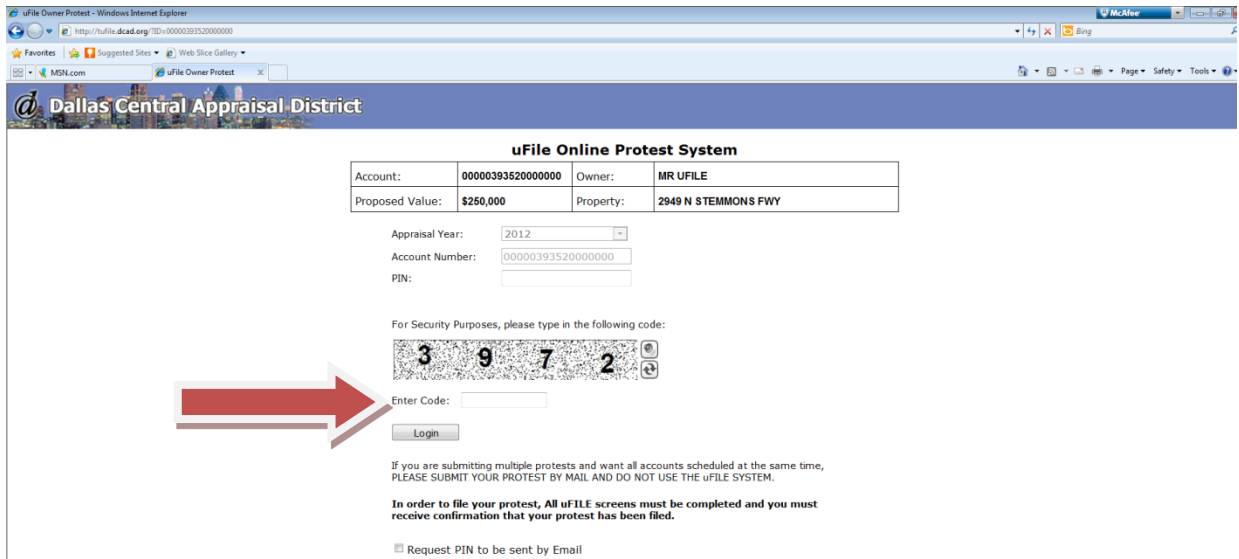
- Enter your email address.
- Confirm your email address.
- Enter the security numbers shown.
- Read and check the affirmation box
- Select the Request PIN button.



Your PIN number will be emailed to you in short order. Be sure you check your junk email box.

2. Security Code

- a. Is a random set of unique numbers to help insure security?



Up to this point you have logged into your account, logged into the uFile Online Protest System, and now the process of filing an actual protest. To file a protest one needs to simply select the appropriate box, or boxes, and select next.

uFile NOTICE OF PROTEST FOR YEAR 2012

Owner	Property Address	Account Number
MR UFILE	2949 N STEMMONS FWY DALLAS	000039352000000
2949 N STEMMONS FREEWAY		Proposed Value \$250,000
DALLAS, TX 752476195		

[Change Mailing Address](#)

It is my desire to file a protest based on the issue(s) checked below. Also, I understand that the Appraisal Review Board (ARB) must notify me of any hearing not later than the 15th day before the date of the hearing pursuant to Section 41.46 of the Property Tax Code. The Chief Appraiser is also required by Section 41.67 to inform me at least 14 days before the scheduled hearing of the availability of data, schedules, formulas and other information the Chief Appraiser plans to present at the hearing, and that I may inspect them and obtain copies of them at the offices of the Appraisal District. It is my desire to protest based on the following issue(s) and I have checked the applicable boxes (a box **must** be checked):

<input checked="" type="checkbox"/> Value is over market value	<input type="checkbox"/> Exemption denied or cancelled
<input type="checkbox"/> Value is unequal to other properties	<input type="checkbox"/> Homestead Exemption
<input type="checkbox"/> Ownership is incorrect	<input type="checkbox"/> Over-65 Exemption
<input type="checkbox"/> Ag-use: Change in use of land appraised as agricultural-use, open space, etc.	<input type="checkbox"/> Disabled Person Exemption
<input type="checkbox"/> Ag-use: Open-space or other special appraisal denied or cancelled.	<input type="checkbox"/> Disabled Veteran Exemption
<input type="checkbox"/> Property not located in district	<input type="checkbox"/> Abatement
	<input type="checkbox"/> Historic Site Exemption
	<input type="checkbox"/> Total Exemption (Charitable, Religious, etc.)

If you wish a copy of the ARB Hearing Procedures, please check.

If you wish to expedite your hearing, waving the required deadline date under Section 41.46 and 41.67 of the Property Tax Code.

*Please Note: The deadline for a protest online or by mail is on or before May 31, 2012 and if mailed must be post marked by the U.S. Postal Service accordingly. If the deadline has passed, you will be unable to use uFile to enter a protest.

[Next](#)

While on this screen please also be aware you have the ability to change your mailing address if that is needed.

uFile NOTICE OF PROTEST FOR YEAR 2012

Owner	Property Address	Account Number
MR UFILE	2949 N STEMMONS FWY DALLAS	000039352000000
2949 N STEMMONS FREEWAY		Proposed Value \$250,000
DALLAS, TX 752476195		

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[Next](#)

Now that you have selected the appropriate protest box, or boxes, and selected “next” you will move to the Documents/Evidence section.

Owner Protest Documentation - Windows Internet Explorer

http://ufile.dcad.org/UploadDocuments.aspx

1. Protest Form
2. Documentation
3. File Protest

Protest Status:
Not Filed

Hearing Information:
Not Scheduled

Account Detail

uFile Information

uFile Owner Protest Documentation

Account:	0000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

The Appraisal District or the ARB must have evidence on which to make a ruling in all Residential Property cases appearing before them. [Please click on this link to view the list of acceptable evidence with descriptions of each.](#)

The following document types may be uploaded for evidence: Excel, PDF (Adobe), JPG and TIF. This means Word Doc files will need to be converted to a PDF or Excel format in order to be uploaded. Each PDF, JPG, TIF, XLS, and XLSX related file will need to be individually uploaded and will be displayed in the File Description box once uploaded.

DCAD will not be able to provide technical assistance with the conversion of file to a proper format nor provide technical assistance to the upload or submission process. If you encounter any difficulties with uploading files or submitting your uFile protest then please mail your protest and documents to the Residential Division at P.O. Box 560348 Dallas TX 75356-0348. **Protests must be postmarked on or before May 31, 2012.**

Click Browse to Select Documents to Upload

Document Description:

Valid file extensions for upload are: .PDF, .JPG, .TIF, .XLS or .XLSX

Do not wish to file documents/evidence

* You must upload documents or check box above to continue

Here you can attach and describe your evidence that you wish to be considered in the appeal of your property. To do this simply use the Browse button to select documents from your PC, then type in a Document Description, and select the Upload button.

Owner Protest Documentation - Windows Internet Explorer

http://ufile.dcad.org/UploadDocuments.aspx

Dallas Central Appraisal District

1. Protest Form
2. Documentation
3. File Protest

Protest Status:
Not Filed

Hearing Information:
Not Scheduled

Account Detail

uFile Information

uFile Owner Protest Documentation

Account:	0000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

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Click Browse to Select Documents to Upload

C:\fakepath\Closing Statement.pdf

Document Description:

CLOSING STATEMENT

Valid file extensions for upload are: .PDF, .JPG, .TIF, .XLS or .XLSX

Do not wish to file documents/evidence

* You must upload documents or check box above to continue

You can upload as many documents/files as you wish by simply going through the “Browse”, “Describe”, and “upload” as many times as needed.

Residential Evidence List

1. Sale of Subject Property

A signed and dated closing statement is required. The closing statement should include a description of the property being transferred. A copy of the sales contract and the volume and page number of the deed filing are required in some cases. Photographs of your property are also good forms of evidence.

2. Sales of Comparable Properties

Sales of comparable properties with photographs should include the following information, if available: property address, sales date/sales price, grantor/grantee, volume and page number, financing terms/source confirmed by, and appraisal of subject property, date and reason for sale.

3. Proof of Physical, Functional, or Economic Obsolescence

This type of information can be documented in a variety of ways. The best types of documents are usually estimates for repairs from contractors and photographs of physical problems. All documentation should be signed and attested. This means you must furnish documented evidence of your property's needs.

4. The following evidence should be provided concerning inequality of Appraisal issues

The appraisal ratio of the property is equal to or less than the median level of appraisal of a reasonable and representative sample of other properties in the appraisal district; the appraisal ratio of the property is consisting of a reasonable number of other properties similarly situated to, or of the same general kind of character as, the property subject to the protest, or the appraised value of the property is equal or less than the median appraised value of a reasonable.

For Commercial Property the following evidence may be relevant:

- Recent Sale of Subject Property
- Sale or Equity Comparables
- Recent Fee Appraisal
- Annualized Income and Expense statement
- Rent Roll
- Construction Cost if new improvement or remodel

For Business Personal Property (BPP) the following evidence may be relevant:

- Balance sheets
- Inventory controls, accounting records
- Journal ledgers showing acquisitions by year of purchase
- CPA statements of costs
- Leases pertaining to the property in question
- A statement of general accounting policy
- Basis of depreciation
- A written third party conformation from a landlord or leasing agent if the business has ceased operations and the assets removed prior to January 1
- For questions concerning ownership and address changes for Business Personal Property (BPP) accounts please call 214-631-7406

Please be advised the only time you can submit documentation is during the initial filing of your protest. You cannot go back and attach documents at a later time.

If you do not wish to attach documents and simply file a protest simply select the “Do not wish to file documents/evidence” and select the next button.

uFile Owner Protest Documentation

Account:	000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

The Appraisal District or the ARB must have evidence on which to make a ruling in all Residential Property cases appearing before them. [Please click on this link to view the list of acceptable evidence with descriptions of each.](#)

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Click Browse to Select Documents to Upload

Document Description:

Valid file extensions for upload are: .PDF, .JPG, .TIF, .XLS or .XLSX

Do not wish to file documents/evidence

* You must upload documents or check box above to continue

Once uFile protest is submitted if you wish to provide evidence afterwards then please e-mail your documentation arbdocs@dcad.org and please identify your property address and/or account number.

If you qualify for a settlement offer under the uFile system an Opinion of Value box will appear. In order to receive consideration, you must do two things. First, you must enter an opinion of value on your property, and second, you must attach some type of documentation or evidence with your opinion of value. Without either one of these two submissions, the Appraisal District cannot make a settlement offer to you. When you have finalized your protest the Appraisal District will review the opinion of value and the documentation and if it is determined that a settlement should be offered, the Appraisal District will contact you via email with the opportunity to accept the offer. If you decline the settlement offer, no further offers will be made under the uFile system.

Owner Protest Documentation - Windows Internet Explorer

http://ufile.dcad.org/UploadDocuments.aspx

Protest Status: Not Filed

Hearing Information: Not Scheduled

Account Detail

uFile Information

The Appraisal District or the ARB must have evidence on which to make a ruling in all Residential Property cases appearing before them. Please click on this link to view the list of acceptable evidence with descriptions of each.

The following document types may be uploaded for evidence: Excel, PDF (Adobe), JPG and TIF. This means Word Doc files will need to be converted to a PDF or Excel format in order to be uploaded. Each PDF, JPG, TIF, XLS, and XLSX related file will need to be individually uploaded and will be displayed in the File Description box once uploaded.

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Click Browse to Select Documents to Upload

Document Description:


Valid file extensions for upload are: .PDF, .JPG, .TIF, .XLS or .XLSX

Uploaded Files

Year	Account	File Description
2012	00000393520000000	CLOSING STATEMENT

Opinion of Value

You qualify for a settlement offer under the uFile system. In order to receive consideration, you must do two things. First, you **must** enter an opinion of value on your property, and second, you must attach some type of documentation or evidence with your opinion of value. Without either one of these two submissions, the Appraisal District cannot make a settlement offer to you. The Appraisal District will review the opinion of value and the documentation and if it is determined that a settlement should be offered, the Appraisal District will contact you with the opportunity to accept the offer. If you decline the settlement offer, no further offers will be made under the ufile system. When you finalize the protest, you will be scheduled for a hearing before the Appraisal Review Board of Dallas County. If you have not heard from the Appraisal District with a settlement offer, you should attend your scheduled hearing before the Appraisal Review Board at the designated time and place.



Regardless of whether you submitted documents or not the final step to complete your online protest is to:

1. Provide your email address.
2. Confirm your email address.
3. Provide a phone number.
4. Enter your name.
5. Select the “File Protest” button.

File Protest Screen - Windows Internet Explorer

http://ufile.dcad.org/FileProtest.aspx

Dallas Central Appraisal District

uFile File Protest Screen

1. Protest Form

2. Documentation

3. File Protest

Protest Status: Not Filed

Hearing Information: Not Scheduled

Account Detail

uFile Information

Account:	00000393520000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

Email Address:

Confirm Email Address:



Phone Number:

Enter Your Name:

* Denotes Required Field

You are eligible for a settlement offer. The Appraisal District will review your opinion of value and documentation submitted. Should it be determined that a settlement should be offered, the Appraisal District will contact you with the opportunity to accept. When you finalize the protest, you will be scheduled for a hearing before the Appraisal Review Board of Dallas County. If you have not heard from us with a settlement offer, you should attend your hearing before the Appraisal Review Board at the designated time. You also may visit the Appraisal District and talk to an appraiser prior to the scheduled hearing and try to settle the property value informally.

Due to the nature of electronic mail, junk mail trapping software and spam email software, we cannot guarantee that this confirmation email will reach the submitted email address.

Once you select the “File Protest” button you will receive a confirmation statement, which is recommend that you print, along with an email to the address your provided.

The screenshot shows a web browser window with the URL <http://ufile.dcad.org/Submitted.aspx>. The page header reads "Dallas Central Appraisal District". On the left, a navigation menu lists: 1. Protest Form, 2. Documentation, 3. File Protest, View Protest, Protest Status: Protest Filed, Hearing Information: Not Scheduled, Account Detail, and uFile Information. The main content area features a table with the following data:

Account:	0000039352000000	Owner:	MR UFILE
Proposed Value:	\$250,000	Property:	2949 N STEMMONS FWY

Below the table, the text states: "The Dallas Central Appraisal District now offers you the optional convenience of filing your protest electronically. You may optionally qualify for an electronic settlement offer." A confirmation message reads: "Online Protest Submitted on 1/9/2012 3:45:39 PM. Please print or download this form as your receipt of the submitted online protest." A link for "View Online Protest" is provided. A disclaimer at the bottom notes that once submitted, the protest cannot be modified and that the district cannot guarantee email delivery.

When you finalize the protest, you will be scheduled for a hearing before the Appraisal Review Board of Dallas County. If you have not heard from the Appraisal District with a settlement offer, you should attend your scheduled hearing before the Appraisal Review Board at the designated time and place. If you wish to submit evidence after you filed your uFile protest and prior to your scheduled ARB Hearing then either drop it off at our office located at 2949 N. Stemmons Fwy Dallas Texas (drop-box available 24/7), mail it to address below or e-mail it to arbdocs@dcad.org If mailed then please do so a week in advance of your ARB Hearing and if e-mailed at least two days prior to your scheduled ARB Hearing to allow for processing time. Always identify the property address and/or account number when submitting evidence.

Lastly, DCAD will not be able to provide technical assistance with the conversion of file to a proper format nor provide technical assistance to the upload or submission process. If you encounter any difficulties with uploading files or submitting your uFile protest then please mail your protest and documents to the Dallas County ARB P.O. Box 560348 Dallas TX 75356-0348. **Protests must be postmarked on or before May 15 of each year.**

APPRAISAL REVIEW BOARD (ARB) PROCESS PHONE LINES

RESIDENTIAL DIVISION 214-905-9402 (Opens up April 15)

COMMERCIAL DIVISION 214-905-9406 (Opens up April 15)

BUSINESS PERSONAL PROPERTY (BPP) DIVISION 214-905-0908 (Opens up June 13)

CUSTOMER SERVICE DIVISION 214-631-0910 (Year Around)