



# Hidalgo County Appraisal District

## 2024 Preliminary Process Workflow

1

### August

#### **August 1, 2023**

Create 2024 Layer in Computer Assisted Mass Appraisal System (CAMA)

Remove all PTC 23.01(e) flags from appropriate accounts

Deadline to file Electronic Property Transaction Submission (EPTS)

#### **August 1, 2023 - Certification**

Process Exemptions and Special Use Applications (AG)

2024 Field Operations/Discovery Process – All Appraisal Departments

TDLR Education Courses RPA tract as necessary

#### **August 9, 2023**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

2

# September

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**September 13, 2023**

Adopt 2024 Appraisal District Budget - PTC 6.06(b)

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

# October

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**October 11, 2023**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

**October 13, 2023**

Before October 15, deadline for Taxing Units (6.03(d)) to submit BOD (5) nominees to Chief Appraiser

**October 27, 2023**

Before October 30, Chief Appraiser shall prepare and deliver ballot of candidates for BOD (6.03(j))

3

# November

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**November 7, 2023**

**General election to approve all Constitutional Amendments (14)**

**November 8, 2023**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

4

# December

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## **December 1, 2023**

Provide Preliminary Data Request (PDR) to comptroller for MAP Review (2024-2025)

## **December 14, 2023**

Business Personal Property (BPP) calculates aggregate tax rate for (VIT) accounts.

- Mail out VIT letters with new rate accordingly

## **December 15, 2023**

Data Entry cut-off for BPP Renditions (1<sup>st</sup> Batch)

- Send Rendition file to Vendor [Exclude Zero Value & Full Exempt (PTC 22.01(j)) Accounts]

## **December 27, 2023**

Mail out BPP Renditions (1<sup>st</sup> Batch)

## **December 29, 2023**

Before December 31, the Chief Appraiser declares top 5 candidates who receive the largest cumulative vote total as elected and inform the taxing units and all the candidates (6.03(k))

5

# January

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## **January 1, 2024**

2024 Statutory Date of Appraisal (PTC 23.01)(Unless Sept 1 granted for Inventory (23.12(f))

## **January 5, 2024**

Remove all existing Property Flags = (XN, FN) Refer to Query – “Property Flags”.

- a. Careful not to remove accounts coded with flag PL (Property under Litigation).

Remove all **expired** Exemptions with termination date of 12/31/23.

## **January 10, 2024**

Monthly Board of Director’s (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

5 entity appointed members take office for a 1-year term

## **January 15, 2024**

Mailout Letter for 2024 Mileage Allocation for Business Personal Property accounts (BPP)

Mailout 2024 Freeport Application Letter - BPP

6

# January (cont.)

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## **January 15, 2024**

Market Analysis & Business Personal Property Depts. meeting to recommend changes to 2024 Cost Schedules.

Property Records/Agricultural Dept. meeting to recommend changes to 2024 Ag-use Schedules.

Property Records Dept. removes expired agents.

- a. Data Processing generates Expired Agent listing (include Real and Personal).
- b. Reverts address from Agent's address back to property owner if expired using current date.

## **January 31, 2024**

Posting of low income capitalization rate on HCAD's website (PTC 11.1825(r))

***Preliminary 2023 Property Value Study Released***

## **January 29-February 2, 2024**

***Meeting with MAP Reviewer for 2024-2025***

7

# February

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## **February 1, 2024**

Deadline to file Electronic Property Transaction Submission (EPTS)

## **February 2, 2024**

Data Entry Cut-off for BPP renditions (2<sup>nd</sup> Batch)

## **February 9, 2024**

Generate renditions for BPP accounts with create date  $\geq$  12/16/2023.

- Send Rendition file to Vendor [Exclude Zero Value & Full Exempt (PTC 22.01(j)) Accounts]

Mailout of Homestead application and letter. (PTC 25.192)

## **February 12, 2024**

Mail out 2<sup>nd</sup> Batch of BPP renditions

Full Valuation Effort-Model Specification/Calibration Included (Thru - 3/29/2024)

- Sales Ratio studies and calibration of Modifiers

8

# February (cont.)

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## **February 14, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

## **February 20, 2024**

Enter new Ag-Rates for 2024 & **Recalculate** all AG records. (Pending Ag Use committee meeting).

Last day for ANY changes to Real Estate Cost Schedule (upon approval by Chief Appraiser)

Provide Vendor with Appraisal Notice, Protest Form, Rights & Remedies template and Count

## **February 26, 2024**

Meeting to discuss ARB Hearing process

9

# March

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## **March 11, 2024**

Valuation Review/Error Report(s) Cleanup – Edits and Checks (up to Certification)

## **March 11, 2024**

2023 PVS Protest Deadline if necessary (40 Calendar Days from Comptroller's preliminary certification)

## **March 13, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

## **March 15, 2024**

Cut-off Field Work for Real Estate, Manufactured Homes & Business Personal Property

## **March 29, 2024**

**Cut-off all data entry on Real Estate, Manufactured Homes & Business Personal Property accounts**

Make sure no accounts are coded for a supplement.

Do not have a Supplement Open at the time notices are generated!

10

# March (cont.)

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## **March 29, 2024 (cont.)**

**GENERATE REAL ESTATE ARB NOTICES to DATAFILE (R, M and BPP Property Types).**

All Ownership changes get Appraisal Notice.

Ownership changed since: 07/21/2023.

Print notices for Agent and Owner, if coded to receive a notice

**DATE PRINTED: April 15, 2024    PROTEST DEADLINE: May 15, 2024    ARB HEARING: May 15, 2024**

11

# April

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## **April 1, 2024**

Informal hearings begin for tax agents

Any non-mineral account needing notice in 2<sup>nd</sup> Pass need to be flagged with "FN" (ie. Ownership changes).

- a. All **Real Estate "XN" accts changed to FN** as they are worked.

## **April 10, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

## **April 15, 2024**

**First Mailout for real estate, manufactured homes and BPP.**

Business Personal Property Rendition Deadline

12

# April (cont.)

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## **April 26, 2024**

Data Entry Cut-Off for Minerals, Utilities and 2<sup>nd</sup> pass of RE notices

**DATE PRINTED: May 3, 2024    PROTEST DEADLINE: June 3, 2024**

**ARB HEARING: May 15, 2024**

## **APR 30, 2024**

2024 Certified Estimates of Value due to all Taxing Entities - PTC 26.01(e)

Application Deadlines ( Homestead, AG, Freeport, Interstate Allocation)

13

# May

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## **May 2024**

### **General Election to elect 3 BOD members by the public**

Constitutional Amendment -Proposition #4, *pending voter approval*

### **May 3, 2024**

Mail out 2024 Mineral Notices

### **May 9, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

### **May 14, 2024**

Turn over 2024 Records to Appraisal Review Board (ARB) – PTC 25.22

- Affidavit by Chief Appraiser of Submission of Appraisal Records & Mass Appraisal Report

### **May 15, 2024**

Primary 2024 Protest Deadline – PTC 41.44

Formal 2024 Hearings Scheduled up to Certification (depending on volume)

### **May 22, 2024**

Mailout Letter for Penalty Waiver for Non-Rendered BPP Accounts

14

# June

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## **June 1, 2024**

Entity challenge deadline – PTC 41.03-41.08

## **June 12, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

## **June 24, 2024**

Any account protested from this date forward needs to include a 15-day waiver

If refusing to sign waiver, account will be placed on pending list (Do Not Certify)

15

# July

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## **July 10, 2024**

Monthly Board of Director's (BOD) meeting (2<sup>nd</sup> Wednesday of the month)

## **July 15, 2024**

Mail out denial letter for rendition penalty (exclude exempt accounts)

## **July 19, 2024**

Last day of ARB Hearings & Approval of Records & 41.10s

## **July 25, 2024**

Certification of the Appraisal Roll – PTC 26.01

16