



## **ARB Complaint Procedures**

Complaint Authority – The Board of Directors of the Gonzales Central Appraisal District have authority over the Appraisal Review Board (ARB) members. The Appraisal Review Board members are appointed by the Board of Directors.

### **Filing a Complaint:**

To file a complaint with regard to the ARB, please notify in writing by regular mail, first class mail:

Board of Directors  
Gonzales Central Appraisal District  
P.O. Box 867  
928 St. Paul Street  
Gonzales, TX 78629

### **Only written complaints will be accepted.**

When you file a complaint, please include the following information:

- Your name, address and telephone number
- The name of the ARB person or persons about whom you are complaining or the issue about which you are complaining
- The date, if applicable, of the incident about which you are complaining
- The exact nature of the complaint

### **What to Expect When a Complaint is Filed:**

The complaint will be addressed at the next regularly scheduled meeting of the Board of Directors and you will receive a written letter explaining the Board of Director's determination of the matter.