

## **ARB PUBLIC COMPLAINT POLICY**

The Appraisal Review Board shall prepare information of public interest describing the ARB's procedures by which complaints are filed with and resolved by the ARB. The ARB shall make the information available to the public. Such information is as follows:

If any member of the public wishes to file a complaint with the Appraisal Review Board concerning the operations of the Appraisal office or any other function over which the ARB has responsibility, he or she may do so. Written correspondence to the chairman of the ARB outlining the complaint and should be delivered to the ARB Chairman at the Appraisal District office. Any complaints under this paragraph received by the Appraisal District shall be forwarded to the ARB Chairman at the next scheduled public meeting.

If any member of the public wishes to file a complaint regarding the Appraisal Review Board; Written correspondence to the chairman of the Board of Directors outlining the complaint and should be delivered to the Board of Directors Chairman. Any complaints under this paragraph received by the Appraisal District shall be forwarded to the Board Chairman at the next scheduled public meeting.