

# Appraisal Review Board Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home Owner: \_\_\_\_\_

Ranch Owner: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Reason for considering being a member of the Appraisal Review Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To serve on the ARB, you must have lived in the Appraisal District for at least two years before taking office.

How many years have you lived in Bee County? \_\_\_\_\_

**Please complete the following questionnaire to determine eligibility to serve on the Appraisal Review Board.**

## Appraisal Review Board Candidate

Special qualifications are not needed, but you may not serve on the Appraisal Review Board if you are:

- A current appraisal district director: Yes \_\_\_ No \_\_\_
- A current employee or Chief Appraiser of the Appraisal District: Yes \_\_\_ No \_\_\_
- A current Board member, employee or officer of a taxing unit served by the Appraisal District: Yes \_\_\_ No \_\_\_
- A current employee of the Comptroller of Public Accounts: Yes \_\_\_ No \_\_\_

In counties having populations of 100,000 or less, a person who has served all or part of three consecutive terms as an ARB member or auxiliary member is ineligible to serve a fourth consecutive term, but may be appointed thereafter.

- Are you a current member or auxiliary ARB member? Yes \_\_\_ No \_\_\_

If yes, how many 2 year terms have you served? \_\_\_\_\_

In all counties, you also may not serve as an ARB member if you are closely related to a person who operates for compensation as a tax agent or is in the business of appraising property for property tax purposes in the Appraisal District. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). If you knowingly violate this provision, you commit a Class B misdemeanor. Below is a list of these relatives.

- Does the paragraph above apply to your Grandparents, Grandchildren, Brothers, Sisters, Spouses of Grandchildren, Spouses of Brothers or Sisters, Spouses Grandparents, and/or Spouses Brothers & Sisters? Yes \_\_\_ No \_\_\_

If yes, please identify those members for which it applies. \_\_\_\_\_

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The law also bars you from ARB service if you have a contract with the Appraisal District or with a taxing unit in the Appraisal District. The bar applies if you or a business entity in which you have a substantial interest contracts with the Appraisal District or a taxing unit that participates in the Appraisal District. Likewise, the same taxing units and the Appraisal District are each prohibited from contracting with an ARB member or a business entity in which an ARB member has a substantial interest.

Substantial interest is defined as either:

- Combined ownership by the member or the member's spouse of at least 10 percent of the voting stock or shares of the business; or
- Service by the member or the member's spouse as a partner, limited partner or officer in the business entity.

Does the paragraph above apply to you? Yes \_\_\_ No \_\_\_

If yes, please identify how. \_\_\_\_\_

\_\_\_\_\_

You also may not serve if you hold some other paid public office. The Texas Constitution does not allow a person to hold more than one paid public office. Your legal counsel should be contracted to interpret what constitutes a paid position or whether a public officer is receiving compensation.

- Are you a paid public official? Yes \_\_\_ No \_\_\_

If yes, please identify current paid public position held. \_\_\_\_\_

\_\_\_\_\_

The Tax Code also disqualifies a person from serving on an ARB if the person owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency. This restriction does not apply if the person is paying the delinquent taxes under an installment payment agreement or has deferred or abated a suit to collect delinquent taxes.

- Are you current on your property taxes? Yes \_\_\_ No \_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

In addition, although you may serve as an ARB member, you may not participate in any hearings until you have completed an ARB training course authorized by the Comptroller of Public Accounts. The Comptroller will issue a certificate indicating that you have completed the required training. If you are appointed to the ARB after the Comptroller has offered ARB training courses for that year, the law does provide that you may serve and participate in hearings as long as you complete the next Comptroller training course offered.

- Have you completed the required training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the Chief Appraiser with a copy of the Comptroller certificate that documents training.

Finally, ARB members should be aware of new laws that require mandatory training for public officials on the Texas Open Meeting Act and Public Information Act. The laws require at least two hours of open government training, consisting of a one-hour educational course on the Open Meetings Act and on-hour educational course on the Texas Public Information Act. The Open Meetings Act training requirement applies to all elected or appointed officials who routinely participate in meetings subject to that law as part of their regular duties; this includes ARB members.

The Public Information Act training requirement applies to elected or appointed officials who respond to public information requests. ARB's may wish to consult with their legal counsel about whether members must take this training as well. The Office of the Attorney General will provide free training for all public officials through both online and video courses. The Attorney

General's free training videos are available for viewing on their Web site at [http://www.oag.state.tx.us/opionopen/og\\_training.shtml#11](http://www.oag.state.tx.us/opionopen/og_training.shtml#11). Officials may obtain a free DVD copy of the training courses by calling the Attorney General's Public Information and Assistance line at 1-800-252-8011. ARB members who are in office before January 1, 2013 have one year until January 1, 2014 to complete the required training. ARB members appointed after January 1, 2013 have 90 days within which to complete the required training.

- Have you completed the required training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the Chief Appraiser with a copy of the Attorney General's certificate that documents training.

*Thank you for submitting your application to serve on the Bee County Appraisal Review Board.*