

APPLICATION FOR APPOINTMENT/RE-APPOINTMENT TO THE COLLIN APPRAISAL REVIEW BOARD

Read and answer each question carefully. Your answers will be used to determine your eligibility for appointment and qualifications for service on the Appraisal Review Board (ARB). This application must be fully completed, signed and dated by the applicant or it will not be considered.

The Attorney General of the State of Texas as not determined whether the completed application or any part is subject to disclosure under the Texas Public Information Act.

1. Applicant Information

Name (Last, First, Middle Initial) _____

Telephone Number

Daytime ()

Evening ()

Cell ()

Current Mailing Address (number, street or P.O. Box) _____

(Primary Residence) Street address if different from above _____

City

State

Zip Code

Social Security Number

Texas Driver's License Number

Email Address _____

2. Service Required

***** A person is ineligible to serve on the Collin ARB, if the person served for all or part of three previous terms as a Collin ARB member or auxiliary ARB member. *****

Collin ARB hearings begin in May. You will be required to work 8 hours per day for an extended period of time. The average time period is 8 weeks during the protest season (May, June & July). Regular ARB meetings as well as supplemental hearings will be held during the remainder of the year.

Do you have any business or other obligations that would conflict with your commitment to serve the required days?

Yes No If yes, please explain _____

Once appointed, would you be willing to resign your position as an ARB member if you discover that due to business or other commitments, you would no longer be able to serve the days required during the ARB hearing process?

Yes No If no, please explain _____

3. Education and Training

Name of School, City, State (High school and college)	Dates Attended	Major/Minor	Diploma or Degree

List any other training, technical skills (i.e. excel, word, etc.), qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

Please check the box, if you hold any of the following degrees or certifications:

- | | |
|---|--|
| <input type="checkbox"/> Law Degree

<input type="checkbox"/> MBA

<input type="checkbox"/> Licensed CPA

<input type="checkbox"/> Licensed Real Estate Broker

<input type="checkbox"/> Licensed Real Estate Sales Agent | <input type="checkbox"/> Accredited Senior Appraiser by American Society of Appraisers

<input type="checkbox"/> MAI Appraiser

<input type="checkbox"/> Certified Assessment Evaluator designation from IAAO

<input type="checkbox"/> At least 10 Years of property tax appraisal or consulting experience |
|---|--|

4. Most Current Employment

Present/Most Recent Employer	Position
Address	Dates Employed
Supervisor's Name/Title	Reason for leaving
Summary of Duties	

5. Eligibility and Conflict of Interest Disclosure

In order to ensure the Collin ARB members are impartial, the law puts limits on who can serve as ARB members. Your answer to these questions will determine whether you are legally eligible to serve.

For purposes of these questions:

- A "local government" is a governmental entity that levies property taxes, such as a county, city, school district, junior college, hospital district, municipal utility district, or other special district.
- "Appraisal district" refers to the Collin Central Appraisal District (CCAD) and to any other appraisal district in the state of Texas.
- "Governing body" means the group of officials that oversee a local government, such as a city council, county commissioners' court, school board trustees, or board of directors.
- "Officer" means holding an elective or appointive office for a local government, such as governing body member, chief executive officer, judge, tax assessor, business manager, superintendent, etc., and includes an election judge, alternate election judge, and election clerk who serve in conducting a general election.
- "Part-time Employee" includes a substitute teacher.
- "Contract" means an agreement of any sort.
- "Substantial interest" means combined ownership by you and your spouse of at least 10% of the voting stock or shares of a business entity, or that you or your spouse is a partner, limited partner, or officer of the business entity.

Eligibility Questions. Check "Yes" or "No".		
1. Do you reside in Collin County?	1. Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you resided in Collin County for at least two years?	2. Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently a member of a governing body or an officer of a local government or an appraisal district?	3. Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you currently employed, either full or part-time, by a local government or appraisal district?	4. Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?	5. Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you a former employee or member of the CCAD Board of Directors?	6. Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are you a former member of the governing body or officer of a local government served by the CCAD, and you left the office within the last four years? (Check "No" if you have been out of office more than four years.)	7. Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are you currently a member of the ARB of another appraisal district?	8. Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is anyone related to you by blood or marriage employed by the CCAD? 9a. If "Yes", give name and relationship _____	9. Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, spouse of a brother or sister, step-child, step-parent, father-in-law, mother-in-law, or a brother or sister of your spouse who:			
	10a. Is a member of the Board of Directors or an officer or employee of CCAD?	10a. Yes <input type="checkbox"/>	No <input type="checkbox"/>
	10b. Represents clients within Collin County as a paid property tax consultant?	10b. Yes <input type="checkbox"/>	No <input type="checkbox"/>
	10c. Performs appraisals for use in the property tax proceedings in the CCAD?	10c. Yes <input type="checkbox"/>	No <input type="checkbox"/>
	10d. Is currently serving as a member of the Collin ARB?	10d. Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Have you, in the past two years, appeared before the Collin ARB for compensation (i.e., tax consultant, accountant or representative of a property owner)?		12. Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Do you or your spouse have a contract with a local government or an appraisal district?		13. Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district?		14. Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude? 14a. If "Yes", explain: _____		15. Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Are you legally eligible to work in the United States? (Proof of eligibility will be required upon appointment.)		16. Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Have you previously served all or part of three terms as a Collin ARB member? 16a. If "Yes", when did your appointment begin and end _____		11. Yes <input type="checkbox"/>	No <input type="checkbox"/>

An answer of "No" to questions 1, 2, or 15 or an answer of "Yes" to questions 3-14 indicated that you are not eligible to serve on the Collin ARB. Question 16 can go either way and not disqualify you.

6. Delinquent Taxes

In the space below, you must provide the CCAD account number(s) and location address for all properties (real, mineral and business personal) you currently own, in whole or part. Include all property owned by partnerships or sole proprietorships, provide the business name, if applicable.

ACCOUNT NUMBER	LOCATION	OWNER OR BUSINESS NAME

Attach a separate list if additional room is necessary.

8. Signature and Affirmation

I have read this application carefully. I certify that all information given by me is true, accurate and complete. I understand that falsifying, omitting or misrepresenting information could result in failure to consider this application. I also understand it is a criminal violation to make a false statement on this application.

I authorize Collin ARB or its representative to verify the statements I have made and to obtain any information from schools, employers, Texas Department of Public Safety or other criminal justice agency, or individuals relating to my background or activities. I understand that any information obtained is for official use by the Collin Central Appraisal District (CCAD) or by the Appraisal Review Board (ARB) and may be disclosed to third parties only as necessary in fulfillment of official responsibilities. I understand that I am not required to consent to a criminal history report and that if I do not do so, my application will not be processed further.

Please initial: YES _____ NO _____

I hereby release and hold harmless any individual, including record custodians, from any liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempt to comply with this authorization.

I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the Collin ARB.

I am aware and agree, I will be an independent contractor and not an employee of CCAD or Collin ARB.

Applicant Signature

Date

Printed Name

Return Completed Application To:

Collin Appraisal Review Board
ATTN: Michele Lake, Taxpayer Liaison
250 Eldorado Parkway
McKinney, TX 75069

or

liaison@cadcollin.org



COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: www.collinarb.org

AUTHORIZATION OF CRIMINAL HISTORY REPORT

I, _____, am seeking appointment to the Collin Appraisal Review Board. In connection with that process, I authorize the Collin Central Appraisal District to obtain a criminal history report from the Texas Department of Public Safety concerning my record. I understand that any information so obtained is for official use by the Collin Central Appraisal District and may be disclosed to third parties only as necessary in fulfillment of official responsibilities. I understand that I am not required to consent to a criminal history report and that if I do not do so my application will not be processed any further.

I hereby release and hold harmless any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempt to comply with this authorization.

Signature

Date: _____

Print Full Legal Name

Date of Birth: _____
(Month / Date / Year)



COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

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Qualifications for Appointment:

To be eligible to service on the Collin Appraisal Review Board (“ARB”), you must be at least 18 years old, currently reside in Collin County, and must have resided in Collin County for at least the last two years.

You cannot be a current or former member of the board of directors, former officer, or former employee of the Collin Central Appraisal District (“CAD”).

You cannot be a current member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in this state, including part-time employment. Taxing units include counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.

You cannot be a former member of the governing body or officer of a taxing unit for which CAD appraises property until the fourth anniversary of the day you ceased to be a member or officer.

You cannot have appeared before ARB for compensation for a two-year period preceding the appointment.

You cannot be a current employee of the Texas Comptroller of Public Accounts.

You are not eligible if you own property for which delinquent taxes have been owed to a taxing unit for more than 60 days after the date you knew or should have known of the delinquency, unless the taxes are being paid under an installment agreement pursuant to Tax Code Sec. 33.02 or the taxes are deferred or abated pursuant to Tax Code Secs. 33.06 or 33.065.

Neither you nor your spouse may currently be a party to a contract with CAD or a taxing unit served by CAD.

No business in which you have a substantial interest (ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business, or service by you and your spouse as a partner, limited partner, or officer of the business) may currently be a party to a contract with CAD or a taxing unit serviced by CAD.

You cannot be related within the second degree by consanguinity or affinity to: 1) a person who does business as a paid property tax consultant in Collin County; or 2) a person who performs appraisals for use in property tax proceedings in Collin County; and you cannot be related within the third degree by consanguinity or the second degree by affinity to an officer or member of the board of directors of CAD or ARB. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, stepchild, stepparent, father-in-law, mother-in-law, and the brother or sister of your spouse. Relatives by consanguinity within the third degree also include great-grandparents, great-grandchildren, the brother or sister of either of our parents, and nieces and nephews.

You cannot have served more than three full or partial terms on the ARB; and you may not be eligible if you have served more than three full or partial terms on any appraisal review board in Texas.

You must pass a criminal background investigation administered by the Texas Department of Public Safety.

You must be available to work and attend mandatory training and workshops as scheduled. Normally, this includes at least 1-2 days in January, 2-3 days in March, two or more weeks in May, everyday in June, the first two weeks of July, one week in August, one week in September, 4-5 days in October, 2-3 days in November, and one day in December.

You must be able to receive and send emails regarding your work schedule and your requested days off. More members are appointed than needed for any given day to mitigate scheduling issues and days off. However, please do not request days off during the busiest periods in May, June and July, unless necessary.

You must be of good moral character and be able to hear normal conversations, read, and see visual images on a monitor

09.17.19 ARB