

# 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 has not determined whether the completed application or any part is subject to disclosure under the Texas Public Information Act.

## 1. Applicant Information

Full Name (First, Middle Initial, Last)

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

Email Address

## 2. Service Required

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	Other

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.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Law Degree                       | <input type="checkbox"/> Accredited Senior Appraiser by American Society of Appraisers        |
| <input type="checkbox"/> MBA                              | <input type="checkbox"/> MAI Appraiser  |
| <input type="checkbox"/> Licensed CPA                     | <input type="checkbox"/> Certified Assessment Evaluator designation from IAAO                 |
| <input type="checkbox"/> Licensed Real Estate Broker      | <input type="checkbox"/> At least 10 Years of property tax appraisal or consulting experience |
| <input type="checkbox"/> Licensed Real Estate Sales Agent | <input type="checkbox"/> None   |

### 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 the questions below, the following Definitions apply. Please review carefully.

1. "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.
2. 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.
3. "Appraisal District" refers to the Collin Central Appraisal District (CCAD) and to any other appraisal district in the state of Texas.
4. "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.
5. "Part-time Employee" includes a substitute teacher.
6. "Contract" means an agreement of any sort.
7. "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.

<b>Eligibility Questions. Select "Yes" or "No".</b>	
1. Do you reside in Collin County? <span style="color: red; font-size: small;">Answering "No" disqualifies applicant*</span>	
2. Have you resided in Collin County for at least two years? <span style="color: red; font-size: small;">Answering "No" disqualifies applicant*</span>	
3. Are you currently a member of a governing body or an officer of a local government or an appraisal district? (see Definitions #1, #2, #3 and #4 above)	
4. Are you currently employed, either full or part-time, by a local government or appraisal district? (see Definitions #2, #3 and #5 above)	
5. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?	
6. Are you a former employee or member of the CCAD Board of Directors?	
7. Within the last four years have you been a member of the Governing Body or Officer of a Local Government served by the CCAD? (see Definitions #1, #2, and #4 above) (Select "No" if you have been out of office more than four years.)	
8. Are you currently a member of the ARB of another appraisal district?	
9. Is anyone related to you by blood or marriage employed by the CCAD?	
9a. If "Yes", give name and relationship_____	

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?	
10b. Represents clients within Collin County as a paid property tax consultant?	
10c. Performs appraisals for use in the property tax proceedings in the CCAD?	
10d. Is currently serving as a member of the Collin ARB?	
11. Have you previously served three terms on the Collin County ARB?	
12. 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)?	
13. Do you or your spouse have a contract with a local government or an appraisal district?	
14. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district?	
15. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude?	
15a. If "Yes", explain: _____	
16. Are you legally eligible to work in the United States? (Proof of eligibility will be required upon appointment.)	<i>Answering "No" disqualifies applicant*</i>

An answer of "No" to questions 1, 2, or 16 or an answer of "Yes" to questions 3-15 indicated that you are not eligible to serve on the Collin ARB.

## 6. Properties Owned In Collin County

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

Check here: ☐ if you have additional properties to disclose.

17. Are taxes delinquent on any of these properties?	
17a. If "Yes", do you have a property tax deferral?	

**7. Why do you want to serve?**

State why you should be considered for appointment to the Collin ARB.

18. If appointed by the CCAD Board of Directors, would you be willing to serve as:

18a. ARB Chairperson?

18b. ARB Secretary?

**8. Additional Comments (Optional)**

## 9. 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 \_\_\_\_\_

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

In lieu of on-line application submission; you may  
mail/deliver a physical application to:

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

# COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069  
Phone: 469.742.9288 • Web: [www.collinarb.org](http://www.collinarb.org)

## **Qualifications for Appointment**

To be eligible to serve on the board, an individual must be at least 18 years old, must 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.

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. This includes part-time employment. Taxing units include the 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 the Collin Central Appraisal District appraises property, until the fourth anniversary of the date you ceased to be a member or officer.

You cannot have appeared before the Appraisal Review Board for compensation during the two year period preceding the date appointed.

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

You are ineligible if you own property on 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 under Section 33.02, Tax Code, or the taxes are deferred or abated under Section 33.06 or 33.065, Tax Code.

Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Collin Central Appraisal District.

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

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 the Collin Central Appraisal District or Collin Appraisal Review Board. 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 your parents, and nieces and nephews.

You cannot have served more than three full or partial 2-year terms on the Collin Appraisal Review Board; and may not be eligible if you have served more than three full or partial 2-year or 1-year terms on any Appraisal Review Board in Texas.

You must pass a criminal background investigation to be conducted by the Texas Department of Public Safety at the request of the Collin Central Appraisal District.

You must be available to work, to attend mandatory training and workshops as scheduled. Normally, that includes at least one or two days in January, two or three days in the Spring, at least two weeks at the end of May, every day in June, the first two weeks of July, a week in August, a week in September, four or five days in October, two or three days in November and one day in December.

You must be able to receive and send emails regarding your schedules to work and any days off that you request. We usually have more members than we need for any day because members can request to not be scheduled on certain days for doctor's appointments, trips, etc. But, we request that you not schedule trips or appointments during our busiest times in May, June and July.

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

# COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069  
Phone: 469.742.9288 • Web: [www.collinarb.org](http://www.collinarb.org)

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## 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.

\_\_\_\_\_  
Print Full Legal Name

Date of Birth: \_\_\_\_\_  
(Month / Day / Year)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Texas Driver's License Number

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
(Month / Day / Year)