

What is an Appraisal Review Board (ARB)?

An ARB is a group of citizens authorized to resolve disputes between taxpayers and the appraisal district. The ARB hears taxpayer protests. The ARB also hears issues that a taxing unit may challenge about the appraisal district's actions. In taxpayer protests, the ARB listens to both the taxpayer and the chief appraiser. ARB decisions are binding only for the tax year in question. ARB hearings begin around May 1. The ARB should complete most of the hearings by July 20. The Palo Pinto ARB normally meet Monday thru Thursday beginning at 8:30 am to 4:00 pm.

How are ARB members chosen?

The local administrative district judge in the county in which the appraisal district is located appoints ARB members.

To be eligible to serve on the ARB, an individual must be a resident of the county for two or more years before taking office. No special requirements are necessary except for the annual day or two of training.

An individual cannot serve if he or she:

- is related within the second degree by blood or marriage to a person engaged in appraising property for property tax purposes or a tax agent paid to represent property owners in proceedings at the appraisal district;
- owes delinquent property taxes to a taxing unit for more than 60 days after the date the delinquency is known or should have been known, unless it is being paid under a delinquent tax installment agreement or has been deferred or abated;
- is related within the third degree by blood or second degree by marriage to an appraisal district board member or an ARB member;
- is an appraisal district board member, officer or employee, a taxing unit governing body member, officer or employee or a Comptroller employee; or
- has a contract or has a substantial interest in a business that has a contract with the appraisal district or with a taxing unit served by the appraisal district.

The Texas Constitution prohibits a person from holding more than one paid public office. Because ARB members are paid per diem, they cannot hold public office.

ARB members should be impartial to the property owner as well as the appraisal district. ARB members should demonstrate fairness and courtesy in conducting hearings all while considering the evidence that is presented at the hearing. If you would like to be considered as a candidate for appointment to the ARB of Palo Pinto, please contact the appraisal district for an application by email to ppad@palopintocad.org or by calling 940-659-1281.

REVIEW BOARD

YEAR

Appraisal district name PALO PINTO APPRAISAL DISTRICT	Phone (area code and number) 940-659-1281
Address P. O. BOX 250, PALO PINTO, TX 76484	

Read and answer each question careful. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the board.

APPLICANT INFORMATION	Owner's Name (Last, First, Middle Initial)	Telephone Number
	Current Mailing Address (Number, street or P. O. Box)	
	City, State ZIP Code	
	Social Security Number	Texas Drivers License Number

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

PPAD hearings begin in May. You will be required to work every day Monday-Thursday, through mid-July. Regular ARB meetings as well as supplemental hearings will be held during the remainder of the year. Full time commitments are required May-July.

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

Yes No If no, please explain _____

EDUCATION AND TRAINING	Name of School, City, State	Date Attended Mo/Yr to Mo/Yr	Major/Minor Degree	Semester Hours Earned	Diploma or Degree Awarded

List any other training, qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

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

- Law Degree
- Accredited Senior Appraiser by American Society of Appraisers
- MBA
- MAI Appraiser
- Licensed CPA
- Certified Assessment Evaluator designation from IAAO
- Licensed Real Estate Broker
- At least 10 years of property tax appraisal or consulting experience
- Licensed Real Estate Sales Agent

EMPLOYMENT HISTORY (Past 10 Years)	Present/Most Recent Employer	Position
	Address	Dates Employed (From Mo/Yr to Mo/Yr)
	Supervisor's Name	Supervisor's Title
	Number of Employees Supervised Directly Indirectly	Reason for Leaving
	Summary of Duties	

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Eligibility and Conflict of Interest Disclosure

In order to ensure that ARB members are impartial, the law puts a number of limits on who can serve as ARB members. Your answers to these questions will determine whether you are legally eligible to serve on the PPAD ARB.

For the 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 Palo Pinto Appraisal District (PPAD) and 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 of 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.

Check "Yes or "No". If you are not sure, write "not sure".

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1. Do you resided in of the Palo Pinto Appraisal County? _____ Yes No

 2. Are you a current or former employee of a local government, appraisal district or the Texas Comptroller of Public Accounts or a current or former member of the governing body of a local government or appraisal district? _____ Yes No
If "Yes", give last date of service and entity served _____

 3. Is anyone in your immediate family employed by the Palo Pinto Appraisal District, a member of the Board of Directors of the appraisal District, a paid property tax consultant doing business within the appraisal district, or a fee appraiser performing appraisals for use in property tax proceedings in the appraisal district? _____ Yes No
If "Yes", give name and relationship _____

 4. Are you a former member of the governing body or officer of a local government served by PPAD and you left the office within the last four years? (Check "No" if you have been out of office more than four years). _____ Yes No

5. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, 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:

- a. Is a member of the Board of Director or an officer or employee of PPAD? _____ Yes No
- b. Does business with a PPAD as a paid property tax consultant? _____ Yes No
- c. Performs appraisals for use in the property tax proceedings in the PPAD? _____ Yes No
- d. Is currently serving as a member of PPAD ARB? _____ Yes No

6. Do you, your spouse or a business in which you or your spouse own a substantial interest have a contract with the local government or an appraisal district? _____ Yes No

7. Do you or your spouse own an interest in property on which delinquent taxes are due and the tax is not deferred or being paid under an installment agreement? _____ Yes No

8. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a Misdemeanor involving moral turpitude? _____ Yes No

9. Are you a U. S. citizen? _____ Yes No

9a. If you answered "No" to question 9, are you eligible to be employed under a Visa or entry permit _____ Yes No

DELINQUENT TAXES

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

10. Are taxes delinquent on any of these properties _____ Yes? No
If yes, complete shaded sections below

<u>ACCOUNT NUMBER</u>	<u>LOCATION ADDRESS</u>	<u>OWNER OR BUSINESS NAME</u>	<u>YEARS OF WHICH TAXES ARE OWED (IF APPLICABLE)</u>	<u>ENTITIES TO WHICH TAXES ARE OWED (IF APPLICABLE)</u>

Attach separate list if additional room is necessary.

Activities and Honors

Briefly list any activities you are currently or have previously been involved in.

Optional Statement

Briefly state why you are considering appointment to the Appraisal Review Board.

Signature and Affirmation

I affirm that the information contained in this application and all attachments, if any, is accurate and complete to the best of my knowledge and belief. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the Appraisal Review Board for the Palo Pinto Appraisal District.

Printed Name

Applicant Signature

Date

Please mail application back to the following address:
Palo Pinto Appraisal District
P. O. Box 250
Palo Pinto, TX 76484

Or you may e-mail to:
ppad@palopintocad.org