

PARKER COUNTY APPRAISAL REVIEW BOARD

What is the Parker County Appraisal Review Board?

The Parker County Appraisal Review Board (ARB) is a group of private citizens authorized to resolve disputes between taxpayers and the Parker County Appraisal District (PCAD). The ARB is a separate authoritative body and are not employees of PCAD. ARB members are appointed by the Parker County Appraisal District Board of Directors.

The ARB begins protest hearings in May and typically finishes by the end of July. The ARB also meets periodically throughout the remainder of the year to carry out supplemental duties. ARB meetings are open to the public. The ARB establishes its own procedures that govern its operations. ARB hearings and meetings are held at the Parker County Appraisal District offices.

Under the law, the ARB has a very specific set of duties which include:

1. Determine protests initiated by property owners;
2. Determine challenges initiated by taxing units;
3. Correct clerical errors in the appraisal records and the appraisal rolls;
4. Act on motions to correct appraisal rolls under Section 25.25 of the Texas Property Tax Code;
5. Determine whether an exemption or a partial exemption is improperly granted and whether land is improperly granted appraisal as provided by Subchapter C, D, or E, Chapter 23, Property Tax Code; and,
6. After it has completed substantially all protests, the ARB approves the appraisal records.

Would you like to be considered for service as a Parker County ARB Member?

If you are interested in service, applications for potential ARB members will be accepted by the Parker County Taxpayer Liaison Officer on behalf of the Board of Directors. Submit completed applications by email to: tlo@parkercad.org

ARB members serve an average of 40 days per year and are compensated per diem when conducting hearings, attending ARB meetings, or attending state required ARB member education sessions. Participating in all three of these activities is mandatory.

ARB service is a full 8 hour per day commitment during May through July and requires members to be available to serve all day every weekday and possibly week nights or Saturdays during this time period. The number of hearings varies significantly and ARB members are not always scheduled every day, but must be available to serve if needed.

If you would like to be considered for service on the Parker County ARB, please take some time to read the following limitations imposed by the state legislature before filling out the ARB application. As an applicant you must meet the state mandated requirements in order to be considered, which include current residence in Parker County for no fewer than 2 years and United States citizenship (or employment eligibility under a visa or work permit).

You are not eligible to serve if:

You are currently a member of the governing body, an officer, or a full-time or part-time employee of a county, city, school district, community, college district, municipal utility district, or any other entity supported by local property taxes;

You are a former tax unit/governing body member, or officer of a local government served by PCAD, you are ineligible for four years from the anniversary date you stopped serving in the position's capacity;

You are currently employed either full or part-time by the State Comptroller of Public Accounts;

You have ever been employed by PCAD or served as a member of the PCAD's board of directors;

You have served all or part of three previous terms as an ARB member;

You are currently serving as an election judge;

You appeared before the ARB for compensation as a consultant, accountant, appraiser, or representative of a property owner. You are not eligible to serve until 2 years from the anniversary date you appeared before the ARB;

You are related by blood or marriage to a current member of the ARB or an employee of PCAD;

You are related by blood or marriage to a member of the PCAD board of directors, a paid tax consultant that does business at PCAD, or performs appraisals for use in property tax proceedings at the PCAD;

You or your spouse have a business in which you have a substantial interest that has a contract with a local government or PCAD. (A substantial interest means combined ownership by you and your spouse of 10% of 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); and/or,

You own property with delinquent taxes that have been owed to a taxing unit for more than 60 days after the delinquency date, unless the delinquent taxes and any penalties and interest are being paid under an installment agreement.

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ALL RESPONSES MUST BE COMPLETED ON THIS FORM

1. PERSONAL INFORMATION

LAST NAME:		FIRST NAME:	M.I.
PRIMARY PHONE:		SECONDARY PHONE:	
EMAIL ADDRESS:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP CODE:
PRIMARY RESIDENCE ADDRESS:			
CITY:		STATE:	ZIP CODE:
SOCIAL SECURITY #		TEXAS DRIVERS LICENSE #	
WHICH SCHOOL DISTRICT DO YOU RESIDE IN?			
HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?			

2. SERVICE REQUIREMENTS

ARB service is a full-time 8+ hour per day commitment during May through July and requires members to be available to serve all day every weekday and possibly Saturdays during this time period. The number of hearings varies significantly and ARB members are not always scheduled every day, but must be available to serve if needed.

IMPORTANT

I UNDERSTAND THAT I MAY BE REQUIRED TO WORK FULL-TIME, 5 DAYS A WEEK (M-F) AND OCCASIONALLY ON A WEEK NIGHT (5-7P) AND SATURDAY THE MONTHS OF MAY, JUNE, AND JULY.

☐ YES, I AM ABLE TO WORK FULL-TIME, 5 DAYS A WEEK (M-F) AND OCCASIONALLY ON A WEEK NIGHT (5-7P) AND SATURDAY THE MONTHS OF MAY, JUNE AND JULY.

☐ NO, I AM UNABLE TO WORK THE REQUIRED DAYS

PLEASE EXPLAIN BELOW WHY YOU SHOULD BE CONSIDERED FOR APPOINTMENT TO THE APPRAISAL REVIEW BOARD.

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3. 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 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 Parker County Appraisal District (PCAD) and to any other appraisal district in the state of Texas.
- A **"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 elected or appointed office for a local government, such as a 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.

Your answers to these questions will determine whether you are legally eligible to serve on the ARB.

(CHECK ONLY 1 OPTION; YES OR NO)

1) ARE YOU AT LEAST 18 YEARS OLD AND AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA?	☐ YES	☐ NO
2) HAVE YOU RESIDED IN PARKER COUNTY FOR LESS THAN 2 YEARS?	☐ YES	☐ NO
3) ARE YOU A CURRENT OR FORMER EMPLOYEE, OFFICER, OR A MEMBER OF THE PARKER COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS? (ARB MEMBERS ARE NOT EMPLOYEES OF PCAD)	☐ YES	☐ NO
4) ARE YOU A CURRENT MEMBER OF A GOVERNING BODY, OR AN OFFICER, OR AN EMPLOYEE OF A TAXING UNIT (A LOCAL GOVERNMENT THAT LEVIES PROPERTY TAXES) IN THE STATE OF TEXAS? (ARB MEMBERS ARE NOT A MEMBER OF THE PCAD GOVERNING BODY)	☐ YES	☐ NO
5) HAVE YOU SERVED AS AN OFFICER OR MEMBER OF A TAXING UNIT DURING THE PREVIOUS FOUR YEARS?	☐ YES	☐ NO
6) ARE YOU A CURRENT EMPLOYEE OF THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS?	☐ YES	☐ NO

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7) HAVE YOU EVER APPEARED BEFORE THE PARKER COUNTY APPRAISAL REVIEW BOARD FOR COMPENSATION?	☐ YES	☐ NO
8) ARE YOU OR YOUR SPOUSE CURRENTLY A PARTY TO A CONTRACT WITH THE PARKER COUNTY APPRAISAL DISTRICT?	☐ YES	☐ NO
9) DO YOU OR YOUR SPOUSE OWN AT LEAST A 10% INTEREST IN A BUSINESS ENTITY CURRENTLY A PARTY TO A CONTRACT WITH THE PARKER COUNTY APPRAISAL DISTRICT OR A RELATED ENTITY?	☐ YES	☐ NO
10) DO YOU OWN PROPERTY ON WHICH DELINQUENT TAXES ARE OWED TO ANY TAXING UNIT IN THE STATE OF TEXAS AND THE DELINQUENT TAXES HAVE NOT BEEN DEFERRED OR ARE NOT BEING PAID UNDER AN INSTALLMENT AGREEMENT?	☐ YES	☐ NO
11) ARE YOU RELATED WITHIN THE SECOND DEGREE BY CONSANGUINITY OR AFFINITY TO: - A MEMBER OF THE BOARD OF DIRECTORS OR AN OFFICER OF THE PARKER COUNTY APPRAISAL DISTRICT; - A PERSON WHO DOES BUSINESS AS A PAID PROPERTY TAX CONSULTANT IN PARKER COUNTY; - A PERSON WHO PERFORMS APPRAISAL FOR THE USE IN PROPERTY TAX PROCEEDINGS IN PARKER COUNTY; - A PERSON CURRENTLY SERVING AS AN ARB MEMBER; - AN EMPLOYEE OF THE PARKER COUNTY APPRAISAL DISTRICT?	☐ YES	☐ NO
12) HAVE YOU EVER BEEN CONVICTED OF A FELONY, OR A MISDEMEANOR INVOLVING MORAL TURPITUDE, OR ARE PRESENTLY UNDER INDICTMENT?	☐ YES	☐ NO

4. EDUCATION AND TRAINING

HIGH SCHOOL, COLLEGE, UNIVERSITIES, TRADE OR BUSINESS SCHOOL	CITY/STATE	MAJOR/MINOR	TYPE OF DIPLOMA/DEGREE OR DESIGNATION

IF YOU HAVE EXPERIENCE OR EDUCATION IN THE FOLLOWING AREA, PLEASE CHECK <u>ALL</u> THAT APPLY:	
☐ LAW DEGREE ☐ MASTER OF BUSINESS ADMINISTRATION DEGREE ☐ LICENSED REAL ESTATE BROKER/AGENT ☐ 10 YEARS OF PROPERTY TAX APPRAISAL/CONSULTING	☐ LICENSED CERTIFIED PUBLIC ACCOUNTANT ☐ LICENSED SENIOR APPRAISER (ASA) ☐ MAI PROFESSIONAL DESIGNATION (AI) ☐ CERTIFIED ASSESSMENT EVALUATOR (IAAO)

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5. EMPLOYMENT HISTORY AND REFERENCES

EMPLOYMENT HISTORY

CURRENT/PREVIOUS EMPLOYER	JOB TITLE/POSITION	YEARS (FROM-TO)

SUMMARY OF DUTIES

PREVIOUS EMPLOYER	JOB TITLE/POSITION	YEARS (FROM-TO)

SUMMARY OF DUTIES

PREVIOUS EMPLOYER	JOB TITLE/POSITION	YEARS (FROM-TO)

SUMMARY OF DUTIES

REFERENCES

FULL NAME	PHONE NUMBER	RELATIONSHIP
1)		
2)		
3)		

6. SIGNATURE AND AFFIRMATION

I have read this application carefully. The information given is true and correct. I understand that 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 understand that an incomplete application will not be submitted for consideration of appointment. I fully understand the service time commitment required to serve on the ARB. I am aware and agree, that I will be an independent contractor and not an employee of PCAD or the ARB.

I affirm, the information contained in this application and all attachments, if any, is true and accurate, and authorize the ARB or its representatives to verify the statements I have made. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to serve on the Parker County Appraisal Review Board.

PRINT NAME

APPLICANT SIGNATURE

DATE

SUBMIT COMPLETED APPLICATIONS BY EMAIL TO: TLO@PARKERCAD.ORG