

**Application  
Appraisal Review Board**

*In order to be considered as a candidate for appointment to the Appraisal Review Board, by the Local Administrative District Judge, please complete the Application.*

**DEADLINE- October 1, 2019**  
Please return documents to:  
G.A.D. Taxpayer Liaison  
3000 N. Austin Street  
Seguin, Texas 78155

Please complete the following in print:

**Name:** \_\_\_\_\_  
**Current Address of Residency\*:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone #'s:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

1.) Do you own property (real or personal) in Guadalupe County? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, indicate all Guadalupe Appraisal District property identification number(s): \_\_\_\_\_

Are all property taxes currently paid on above noted property identification numbers? Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, are they specifically excepted as outlined in §33.02, §33.06 or §33.065? Yes \_\_\_\_\_ No \_\_\_\_\_  
List section of Texas Tax Code, taxes are excepted in your circumstance: \_\_\_\_\_

2.) What was or is your primary occupation? \_\_\_\_\_  
Please attach an employment history and or resume.

3.) What will your selection bring to the Appraisal Review Board?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.) What organizations do you currently or formerly belong to? During what time frame were you a part of these organizations?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.) What other items would you like the Local Administrative District Judge to know about you.  
\_\_\_\_\_  
\_\_\_\_\_

6.) I am willing and able to accept appointment by the Local Administrative District Judge for the following positions:  
(Please check your preference below)  
\_\_\_\_\_ A.R.B. member                      \_\_\_\_\_ Auxiliary A.R.B. member                      \_\_\_\_\_ Both

7.) I am willing and able to accept appointment by the Board of Directors for the following leadership positions on the A.R.B.:  
(Please check your preference below, if applicable)

\_\_\_\_\_Chair

\_\_\_\_\_Vice-Chair

\_\_\_\_\_Secretary

- 8.) Have you ever been employed by the Guadalupe Appraisal District or by a company that has contracted with the Guadalupe Appraisal District? Yes\_\_\_\_\_ No\_\_\_\_\_
- 9.) Are you a current or former employee or officer of a taxing unit served by the Guadalupe Appraisal District? Yes\_\_\_\_\_ No\_\_\_\_\_
- 10.) Do you currently hold a paid public office? Yes\_\_\_\_\_ No\_\_\_\_\_ If Yes, when does that commitment expire?\_\_\_\_\_
- 11.) Are you an employee or officer of a taxing unit served by the Guadalupe Appraisal District? Yes\_\_\_\_\_ No\_\_\_\_\_
- 12.) Are you an employee of the Texas Comptroller of Public Accounts? Yes\_\_\_\_\_ No\_\_\_\_\_
- 13.) Are you related within the second degree by consanguinity or affinity 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 Guadalupe Appraisal District? Yes\_\_\_\_\_ No\_\_\_\_\_
- 14.) Do you or your spouse have substantial interest in a business entity which contracts with the Guadalupe Appraisal District or a taxing unit within the Guadalupe Appraisal District? Yes\_\_\_\_\_ No\_\_\_\_\_
- 15.) Are you related within the third degree by consanguinity or within the second degree by affinity as determined under Chapter 573, Government Code to a member of the Guadalupe Appraisal District's Board of Directors? Yes\_\_\_\_\_ No\_\_\_\_\_

*\*If you have moved in the past 2 years, list below the address where you established your prior residency in Guadalupe County and the associated timeframes that you maintained your residency at that address.*

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

**Statement of Qualifications  
Appraisal Review Board**

*In order to be considered as a candidate for appointment to the Appraisal Review Board, by the Local Administrative District Judge, please complete the Statement of Qualifications.*

To serve on the Appraisal Review Board, you must have lived in the Guadalupe Appraisal District for at least two years before taking office. Training is required annually and is conducted by the Texas Comptroller of Public Accounts. Leadership positions are encouraged to have background in law and or property appraisal.

**You may not serve on the board if you are:**

- a person who holds some other paid public office. The Texas Constitution does not allow a person to hold more than one paid public office simultaneously.
- a member of the board of directors, an officer, or employee of the Guadalupe Appraisal District, an employee of the Texas Comptroller of Public Accounts, or a member of the governing body, officer or employee of a taxing unit in the Guadalupe Appraisal District.
- related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for use in proceedings with the Guadalupe Appraisal District or of representing property owners for compensation in proceedings with the Guadalupe Appraisal District for which the Appraisal Review Board is established, or in the business of appraising property for property tax purposes in the appraisal district,
- a person who contracts with the appraisal district or with a taxing unit in the appraisal district,
- a person who has substantial interest in a business entity which contracts with the appraisal district or taxing unit within the appraisal district. Substantial interest is defined as either combined ownership by the member or the member's spouse of at least 10% of the voting stock or shares of the business, or service by the member or member's spouse as a partner, limited partner, or officer in the business entity.
- owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency, unless delinquent taxes, penalty and interest are being paid under an installment agreement under Section 33.02, or a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065.
- is related within the third degree by consanguinity or within the second degree by affinity, as determined under Chapter 573, Government Code, to a member of the Appraisal District's Board of Directors.
- a person who resides in an appraisal district established for a county having a population of more than 100,000, and have served for all or part of three previous terms as a board member or auxiliary board member or is a former member of the board of directors, officer, or employee of the Guadalupe Appraisal District; or if the person served as a member of the governing body or officer of a taxing unit until the fourth anniversary of the date the person ceased to be a member or officer; or if the person appeared before the appraisal review board for compensation during the two year period preceding the date the person is appointed.

If appointed to the A.R.B., the term is a two year commitment which commences January 1<sup>st</sup>, and ends December 31<sup>st</sup> of the following year. A.R.B members may not participate in any hearings until the required A.R.B. training course authorized by the Comptroller of Public Accounts, or subsequent continuing education requirements are completed. The Comptroller will issue a certification acknowledging completion of the required training.

Chapter 6 of the Texas Tax Code that specifically outlines eligibility requirements in order to be considered for appointment to the Appraisal Review Board, as well as other topics related to the potential appointment.

**Please read these documents carefully before proceeding.**

**Statement of Acknowledgment by Applicant**

***I swear and affirm that I have read and conform to the qualifications and restrictions as they are stated in Chapter 6 of the Texas Tax Code and the Texas Constitution for service on the Appraisal Review Board of Guadalupe County. I also acknowledge and agree that should the Local Administrative District Judge officially appoint me, I agree for the term of my appointment, that the relationship between the Guadalupe Appraisal District and myself will be that of an Independent Contractor. I further acknowledge that a Form 1099 will be issued to me on an annual basis by the Guadalupe Appraisal District for services rendered.***

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Printed Name