

# 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- December 31, 2023**  
**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 the 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 or a member of the Appraisal Review Board? Yes \_\_\_\_\_ No \_\_\_\_\_
- 16.) Have you served for all or part of three previous terms as a board member or auxiliary board member on the Appraisal Review Board? 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.*

Current Residency Information:

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

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

Timeframe of above residency (Month and Year required): \_\_\_\_\_

If required, prior Residency Information:

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

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

Timeframe of above residency (Month and Year required): \_\_\_\_\_

**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 carefully review and complete the Statement of Qualifications.*

To serve on the Appraisal Review Board, you must have lived in the Guadalupe County 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.

Sec. 6.412. RESTRICTIONS ON ELIGIBILITY OF BOARD MEMBERS.

(a) An individual is ineligible to serve on an appraisal review board if the individual:

(1) is 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 compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district for which the appraisal review board is established;

(2) 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:

(A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02; or

(B) a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065; or

(3) 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:

(A) the appraisal district's board of directors; or

(B) the appraisal review board

(b) A member of an appraisal review board commits an offense if the board member continues to hold office knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the board member is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district for which the appraisal review board is established. An offense under this subsection is a Class B misdemeanor.

(c) A person is ineligible to serve on the appraisal review board if the person is a member of the board of directors, an officer, or employee of the appraisal district, an employee of the comptroller, or a member of the governing body, officer, or employee of a taxing unit.

(d) A person is ineligible to serve on the appraisal review board of an appraisal district established for a county described by Section 6.41 (d-1) if the person:

(1) is a former member of the board of directors, former officer, or former employee of the appraisal district;

(2) served as a member of the governing body or officer of a taxing unit for which the appraisal district appraises property, until the fourth anniversary of the date the person ceased to be a member or officer;

(3) appeared before the appraisal review board for compensation during the two-year period preceding the date the person is appointed; or

(4) served for all or part of three previous terms as a board member or auxiliary board member on the appraisal review board.

SECTION 100. Section 6.412, Tax Code, as amended by this Act, does not affect the eligibility of a person serving on an appraisal review board immediately before January 1, 2020, to continue to serve on the board for the term to which the member was appointed.

Sec. 6.413. INTEREST IN CERTAIN CONTRACTS PROHIBITED. (a) An individual is not eligible to be appointed to or to serve on the appraisal review board established for an appraisal district if the individual or a business entity in which the individual has a substantial interest is a party to a contract with the appraisal district or with a taxing unit that participates in the appraisal district.

(b) An appraisal district may not enter into a contract with a member of the appraisal review board established for the appraisal district or with a business entity in which a member of the appraisal review board has a substantial interest.

(c) A taxing unit may not enter into a contract with a member of the appraisal review board established for an appraisal district in which the taxing unit participates or with a business entity in which a member of the appraisal review board has a substantial interest.

(d) For purposes of this section, an individual has a substantial interest in a business entity if:

(1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or

(2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

(e) In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

(f) This section does not limit the application of any other law, including the common law relating to conflicts of interest, to an appraisal review board member.

The Texas Constitution does not allow a person to hold more than one paid public office simultaneously.

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 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