

The logo consists of the letters 'TLO' in a bold, white, sans-serif font, centered within a solid black square.

Guadalupe Taxpayer Liaison Officer

3000 North Austin Street, Seguin, TX 78155

(830) 303-3313 ext. 340

<https://guadalupead.org/taxpayer-liaison/>

Dear Prospective Taxpayer Liaison Officer.

Your interest in becoming a Taxpayer Liaison Officer is appreciated.

Below is the section of the Texas property tax code which outlines the requirement and duties of a taxpayer liaison officer. If you have any questions or difficulties contacting the TLO, please feel free to notify our office (ext. 345).

The role of the Taxpayer Liaison Officer (TLO), as defined in the Texas Property Tax Code Sec. 6.052, is to assist local property owners with questions and concerns regarding the policies and procedures of the local appraisal district or Appraisal Review Board. The TLO can be a valuable resource for property owners to get their questions answered, file complaints about their experience, or understand appraisal district or ARB processes as defined by the tax code. The TLO is responsible for working with property owners to understand these issues and resolve any problems they may encounter.

Although appointed by the Guadalupe Appraisal District (GAD) Board of Directors, the board is not involved in the day-to-day activities and management of the TLO. The TLO is independent of GAD operations and the Appraisal Review Board. The TLO has no authority to change a decision reached in an ARB hearing or through arbitration. The TLO cannot make changes to GAD policies and procedures.

Complaints that cannot be resolved to a property owner's satisfaction are reported to the GAD Board during regularly scheduled meetings. All complaints are also reported to the Office of the Comptroller at the end of every year.

Deadline for submission of an application for Taxpayer Liaison Officer is December 31, 2026. Appointment process will typically begin in January. Applicants selected as finalists will be scheduled for interviews. Applications can be obtained online at www.guadalupead.org or by contacting 830-313-3313 ext. 340.

Applications should be submitted to:

Guadalupe Appraisal District

C/O HR-Finance

3000 N. Austin St.

Seguin, Texas 78155

Email: HR-finance@guadalupead.org

We appreciate your interest in serving as a Taxpayer Liaison Officer.

Regards,

Guadalupe Appraisal Board of Directors

TLO**Guadalupe Taxpayer Liaison Officer**

3000 North Austin Street, Seguin, TX 78155

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<https://guadalupead.org/taxpayer-liaison/>**Applicant Information**

Last Name		First Name		Middle Initial	
Physical Street		City		Zip Code	
Mailing Address		City		Zip Code	
Daytime Phone		Alternate phone		Email address	

Appraisal Review Board Qualification Statement

1. Do you currently reside in Guadalupe County?	YES ☐	NO ☐
2. Are you currently a member of the governing body or an officer of a local government or an Appraisal District?	YES ☐	NO ☐
3. Are you currently employed either full or part-time by a local government of an Appraisal District? If yes, provide the name of the entity(ies): _____	YES ☐	NO ☐
4. Are you currently employed full- or part-time by the Texas Comptroller of Public Accounts? If yes, please explain: _____	YES ☐	NO ☐
5. Is anyone related to you by blood or marriage employed by the Guadalupe Appraisal District? If yes, give name and relationship: _____	YES ☐	NO ☐
6. Is any of the following related to you: a spouse, parent, child, son- or daughter-in-law, grandchild, sibling, sibling's spouse, stepchild, stepparent, parent-in-law, or your spouse's sibling—and does that person:	YES ☐	NO ☐
6a. Is a member of the Board of Directors or an officer of the Guadalupe Appraisal District:	YES ☐	NO ☐
6b. Does business in the Guadalupe Appraisal District as a paid property tax consultant/	YES ☐	NO ☐
6c. Performs appraisals for use in property tax proceedings in the Appraisal District?	YES ☐	NO ☐
7. Do you or your spouse have a contract with a local government or an Appraisal District?	YES ☐	NO ☐
8. Does a business in which you or your spouse own a substantial interest have a contract with a local government of an Appraisal District?	YES ☐	NO ☐

Degrees of relationship:

1 st Degree of Consanguinity (blood) Parents Children 2 nd Degree by Consanguinity (blood) Grandparents Brothers and Sisters Grandchildren	1 st Degree by Affinity (marriage) Spouse Spouse's children Spouse's relative listed under consanguinity Stepparents Stepchildren 2 nd Degree by Affinity (marriage) Spouse's Grandparents Spouse's Brothers and Sisters
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Applicant Information					
Last Name		First Name		Middle Initial	
Personal Background					
12. Have you ever been convicted of a felony, or a misdemeanor involving moral turpitude, or are you presently under indictment? If "Yes", explain the nature of the offense, date and location. _____				YES ☐	NO ☐
13. Are you authorized to work in the United States?				YES ☐	NO ☐
14. Do you or your spouse own an interest in property on which delinquent tax is not deferred or being paid under an installment agreement?				YES ☐	NO ☐
15. Use the space below to list professional society memberships, job related licenses, registration, certificates (with their numbers), and expiration dates. Provide additional comments or information that would be of assistance in considering you for this appointment. _____				YES ☐	NO ☐
Education and Training (List most recent first)					
High School, College, Universities, Trade or Business School	City/State	Degree	Semester Hours Earned	Major Area of Study	
Work History (List most recent work history) Include paid of verifiable non-paid experience, including military service.					
From _____ To _____ Job Title _____ No. of employees supervised _____ (month) (year) (month) (year)					
Employer _____ Address _____ Phone _____					
Description of Work _____ _____ _____					
Supervisor Name _____ Title _____ Permission to contact? YES ☐ NO ☐					
In your own words, please explain why you should be considered for position of Tax Liaison Officer.					

Activities and Honors

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

Briefly list any designations or honors you have received.

References (Name, Address, Phone Number, Relationship to you)

1.

2.

3.

Signature, Affirmation and Release

I certify that I have made no willful misrepresentations in this application, and I have not withheld information in my statements and answers to questions. I am aware that the information I have given in my application will be investigated with my full permission and that any misrepresentations or omissions may cause my application to be rejected. I am also aware that my application is subject to the Public Information Act and may be released as a public document. I affirm that to the best of my knowledge and belief, I am not disqualified by law from accepting the position of Taxpayer Liaison Officer.

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 the position of Taxpayer Liaison Officer.

I authorize the Guadalupe Appraisal Board or its representatives to verify the statements I have made and to obtain any information from schools, employers, criminal justice agencies, or individuals relating to my activities. I understand that any information obtained is for official use by the GAD Board and may be disclosed to third parties as necessary in fulfillment of official responsibilities.

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.

Name_____Signature_____
(please print)

Date_____

Federal law prohibits the employment of unauthorized persons. If hired, all persons will be required to provide documents that prove identity and employment authorization within three days of hire or in accordance with the regulations established by law.

Eligibility Requirements

The applicant:

- Must be legally authorized to work in the United States.
- Must possess a valid driver's license.
- Must be able to maintain confidential information when required.
- May **not** be the Chief Appraiser or any individual who performs appraisal services or legal services for compensation on behalf of the appraisal district.
- Should be free from conflicts of interest that would impair the ability to act impartially on behalf of taxpayers and the District.