

The logo for the Appraisal Review Board (ARB) consists of the letters "ARB" in a bold, white, sans-serif font, centered within a solid black square.

Guadalupe Appraisal Review Board

3000 North Austin Street, Seguin, TX 78155

(830) 303-3313 ext. 340

www.guadalupead.org/appraisal-review-board/

Dear Prospective Appraisal Review Board Member,

Your interest in becoming a Guadalupe Appraisal Review Board (ARB) member is appreciated.

The ARB is comprised of independent, private citizens, appointed by the Guadalupe Appraisal District Board of Directors, that are authorized to resolve disputes between the property owner and the Guadalupe Appraisal District (GAD). ARB members are mandated to uphold an unbiased approach to each property under protest.

The ARB does not have any role in the appraisal of property or appraisal district operations. The ARB only has authority over protests submitted to them and must comply with the provisions of the Texas Property Tax Code and other applicable laws in determining protest outcomes.

The ARB is accepting applications from residents of Guadalupe County interested in service. Service on the ARB is not a full-time, permanent position, but during hearings the members are compensated for their time and service.

ARB members serve weekdays and periodically on weekends, typically from May through September. ARB members are not usually scheduled on every weekday, but must be available, if needed.

Candidates for the ARB must be current residents of Guadalupe County and have resided in Guadalupe County for at least two years. People who fall within certain categories listed in the ARB application form are not eligible to serve.

Deadline for submission of an application to serve on the ARB for a term of two years (2027/2028) 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 Review Board

C/O HR-Finance

3000 N. Austin St.

Seguin, Texas 78155

Email: HR-finance@guadalupead.org

We appreciate your interest in serving on the Guadalupe Appraisal Review Board.

Regards,

Guadalupe Taxpayer Liaison

ARB**Guadalupe Appraisal Review Board**

3000 North Austin Street, Seguin, TX 78155

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www.guadalupead.org/appraisal-review-board/**Applicant Information**

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

Are you a current Appraisal Review Board Member eligible for reappointment?

YES ☐NO ☐**Appraisal Review Board Qualification Statement**

1. Are you a resident of Guadalupe County and have you resided within the district for the past 2 years?	YES ☐	NO ☐
2. Are you currently employed by, or an officer or director of, the State Comptroller's Office, an appraisal district, or a taxing unit (county, city, school district, college district, MUD, or other special district) in any capacity?	YES ☐	NO ☐
3. Are you currently employed by, or an officer or director of the Guadalupe Appraisal District? If yes, please explain: _____	YES ☐	NO ☐
4. Are you, or any member of your family, related to a member of the Guadalupe Appraisal District Board of Directors? If yes, please explain: _____	YES ☐	NO ☐
4. Are you, or any member of your family, related to a member of the Guadalupe Appraisal Review Board? If yes, please explain: _____	YES ☐	NO ☐
6. Are you, or any member of your family, related to a member or an employee of the Guadalupe Appraisal District?	YES ☐	NO ☐
7. Are you a former member of the governing body or officer of a taxing unit for which the Guadalupe Appraisal District appraises property?	YES ☐	NO ☐
8. If you answered "Yes" to number 4, has it been <i>less than four years</i> since the date you ceased to be a member or officer of a taxing unit served by the Guadalupe Appraisal District?	YES ☐	NO ☐
9. Have you at any time served all or part of three previous terms on the Appraisal Review Board for the Guadalupe Appraisal District?	YES ☐	NO ☐
10. Are you, or a business in which you hold a substantial interest, a party to a contract with the appraisal district or with a taxing unit in the district? A substantial interest means that you and your spouse together own at least 10% of the voting stock or shares in the business, or that either of you is a partner, limited partner or officer of the business entity.	YES ☐	NO ☐
11. Do you or does any relative of yours within the second degree by either blood or marriage, do business in the Fort Bend Central Appraisal District as a paid property tax agent, or an appraiser who performs appraisals for use in property value proceedings?	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 ☐
Languages Spoken — Indicate fluency			SPEAK	READ	WRITE
_____			☐	☐	☐
_____			☐	☐	☐
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 or 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 appointment to the Appraisal Review Board.					

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 an appointment to the Appraisal Review Board for the Guadalupe Appraisal District.

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 ARB for the Guadalupe Appraisal District.

I authorize the ARB 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 ARB 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

To be eligible for appointment to the Appraisal Review Board an applicant must be a current resident of Guadalupe County and must have resided in Guadalupe County for at least the last two years.

Individuals who fall into any of the following categories are ineligible:

- If currently employed by the State Comptroller of Public Accounts, or are a member of a governing body, an officer, or a full or part-time employee of a county, city, school district, community college district, MUD, or any other entity supported by local property taxes. Former governing body members or officers of a taxing unit served by GAD are ineligible for four full years from the date they ceased to serve in that capacity.
- People who own an interest in property on which delinquent taxes are due, regardless of where in Texas that property may be located, unless the tax is deferred or being paid under an installment agreement.
- Anyone who personally, or whose spouse personally, has a contract with a local government or an appraisal district. The same restriction applies if the person, or his or her spouse, owns a 10% or greater interest in a business that contracts with a local government or taxing unit.
- People who at any time have appeared before the ARB for compensation as a tax consultant, accountant, appraiser, or representative of a property owner.
- Anyone who has served on the appraisal review board for all or part of three previous two-year terms, and any individual who has ever been employed by GAD or has ever served as a member of the district's board of directors.
- Also, individuals are not considered if they are presently under an indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude.