



If you are interested in submitting a questionnaire to be considered for appointment to the Dallas County ARB, make sure you have read the “Learn about the Dallas County ARB” information page. The link to the information page is located in the previous tab.

The information page will help you determine if you are eligible to be considered for appointment and provides some detailed information about what your responsibilities will be if you are appointed. Please note the process to begin accepting questionnaires will begin September 2022. These questionnaires are typically “held” by the Taxpayer Liaison Officer until November or December and then provided to the Local Administrative District Judge to make appointments.

If you are appointed, you will be notified by December of 2022. You may be contacted about your questionnaire prior to it being submitted to the Local Administrative District Judge. If you are appointed by the Judge you will be expected to attend all training that is required by the State in order to serve on the Dallas County ARB. Training sessions will begin after the first of the year and will typically be completed in April, prior to the start of the 2023 ARB hearings.



YES!

I'M INTERESTED IN SERVING ON THE
DALLAS COUNTY
APPRAISAL REVIEW BOARD

I UNDERSTAND THAT I MAY BE REQUIRED TO WORK UP TO 5 AND OCCASIONALLY 6 DAYS A WEEK FROM APPROXIMATELY MAY THROUGH AUGUST.

YES I can work up to 5 days a week if needed from May through August with some Saturdays required

NO I cannot work the days required

I HAVE NOT WORKED FOR A DALLAS COUNTY ENTITY for 4 years (see question #4). (i.e. substitute teacher, election judge)

NO I have not worked for a Dallas County Entity for 4 years

[NOTE: There are other laws that govern ARB member eligibility that are covered in the following questionnaire.](#)

IF ALL QUESTIONS ANSWERED, PROCEED TO NEXT PAGE

Electronic Submission to:
Dallas Central Appraisal District
Taxpayer Liaison Officer
EMAIL ADDRESS:
TaxpayerLiaisonOfficer@DCAD.org



**APPRAISAL REVIEW BOARD
OF DALLAS COUNTY
2023 QUESTIONNAIRE**

READ AND ANSWER EACH QUESTION CAREFULLY. Your answers will be used to determine your eligibility for appointment and qualifications for service on the Board.

ALL RESPONSES MUST BE MADE ON THIS FORM

1. Personal Information

LAST NAME:

FIRST NAME:

PRIMARY Telephone Number

() Type: Home Cell

Secondary Number

() Type: Home Cell

Current Mailing Address (Street number or P.O. Box)

City

State

Zip Code

Primary Residence (where you currently live) Street Address /City/Zip Code if different than mailing:

STREET ADDRESS:

City

State

Zip Code

E-Mail Address: ***MANDATORY***

*****This is the way you will communicate with the ARB. You must have a reliable email address that you can effectively manage and keep checked for ARB communications.*****

2. Service Requirements

Appraisal Review Board hearings normally begin in mid-May and may run through August.

You may be required to work eight (8) hours per day, five or six days a week, for an extended period of time (some Saturdays required).

Regular board meetings as well as supplemental hearings will be held monthly during the remainder of the year. If you have commitments, **which can include vacations**, during these months that may interfere with your service, please indicate below:

A person who has served for all or part of three consecutive terms at any time as a board member on the Dallas County Appraisal Review Board (ARB) is ineligible for consideration for appointment to the ARB (Senate Bill 2, effective 09/01/2019).

A person is ineligible to serve on an ARB if the individual is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code (Senate Bill 2, effective 09/01/2019).

3. Eligibility and Conflict of Interest Disclosure

Your answers to these questions will determine whether you are legally eligible to serve on the ARB or do not qualify to be eligible to serve.

Check “Yes” or “No.”

-
1. Do you currently reside in Dallas County and have for the past 2 years? Yes ___ No ___
-
2. Are you currently a member of a governing body or an officer of a local government or an appraisal district? (Dallas County ARB members are not a member of DCAD governing body/district) Yes ___ No ___
- “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.
-
3. Are you currently employed, either full or part-time, by a local government or an appraisal district? (ARB members are not employees of the DCAD) Yes ___ No ___
- “Appraisal District” refers to the Dallas Central Appraisal District and to any other appraisal district in the state of Texas.
 - A “local government” is a government entity that levies property taxes, such as a county, city, school district, junior college, hospital district, municipal utility district, or other special district. ARB members are not employees of DCAD.
-
4. Have you worked for a taxing unit/governing body or been an officer of a local government served by the Dallas Central Appraisal District, and you left the office within the last four years? See definition for “local government” on previous page. (i.e. substitute teacher) Yes ___ No ___
-
5. Are you *currently* employed, either full or part-time by the Texas Comptroller of Public Accounts? Yes ___ No ___
-
6. Are you a former employee or member of the Board of Directors of the Dallas Central Appraisal District? (ARB members are not employees of the DCAD) Yes ___ No ___
-
7. Are you *currently* a member of the Appraisal Review Board of **another** appraisal district? Yes ___ No ___
-
8. Have you previously served all or part of three consecutive terms at any time as a member of the Dallas County Appraisal Review Board? Yes ___ No ___
- A person who has served for all or part of three consecutive terms at any time as a board member on the Dallas County Appraisal Review Board (ARB) is ineligible for consideration for appointment to the ARB.
-
9. Are you currently serving in an elective or appointive office for a local government, such as a governing body member, chief executive officer, judge, tax assessor, business manager, superintendent? This includes an **election judge**, alternate election judge, and election clerk who serve in conducting a general election. Yes ___ No ___
-
10. Have you in the past two years appeared before the Dallas County Appraisal Review Board **for compensation** (i.e. as a tax consultant, accountant, appraiser, or representative of a property owner?) Yes ___ No ___
-
11. Is anyone who is related to you by blood or marriage currently serving on the Dallas County Appraisal Review Board? Yes ___ No ___
- If “Yes,” give name and relationship _____
- A person is ineligible to serve on an ARB if the individual is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code (Senate Bill 2, effective 09/01/2019).
-
12. Is anyone who is related to you by blood/marriage employed by the Dallas Central Appraisal Yes ___ No ___
- If “Yes,” give name and relationship _____
-

13. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, spouse of a grandchild, or brother or sister, spouse of a brother or sister, step-child, step-parent, father-in-law, mother-in-law, or a brother or sister of your spouse who:

- a. Is a member of the Board of Directors or an officer of the Dallas Central Appraisal District? 13a. Yes ___ No ___
- b. Does business in the Dallas Central Appraisal District as a paid property tax consultant? 13b. Yes ___ No ___
- c. Performs appraisals for use in the property tax proceedings in the Dallas Central Appraisal District? 13c. Yes ___ No ___

14. Do you or your spouse have a contract with a local government or an appraisal district? Yes ___ No ___

• “Contract” means an agreement of any sort.

15. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district? Yes ___ No ___

• “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.

16. Are you a United States citizen? 16. Yes ___ No ___

16a. If you answered “No” to Question 16, are you eligible to be employed under visa or entry permit? 16a. Yes ___ No ___

4. Education and Training

Name of School, City, State (High school and college)	Major / Minor	Type of Diploma or Degree Awarded

If you have experience or education in in the following areas, please check **all** that apply:

- | | |
|---|---|
| <input type="checkbox"/> Juris Doctor Degree | <input type="checkbox"/> MAI Professional Designation (AI) |
| <input type="checkbox"/> Master of Business Administration Degree | <input type="checkbox"/> Certified Assessment Evaluator (CAE) (IAAO) |
| <input type="checkbox"/> Licensed Certified Public Accountant | <input type="checkbox"/> Licensed as Real Estate Broker or Sales Agent |
| <input type="checkbox"/> Licensed Senior Appraiser (ASA) | <input type="checkbox"/> 10 Years experience in property appraisal/consulting |
| <input type="checkbox"/> Real Estate Sales | <input type="checkbox"/> Real Estate License |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Real Estate Broker License |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Banking/Finance |
| <input type="checkbox"/> Utilities Service | <input type="checkbox"/> Government |
| <input type="checkbox"/> Business Owner | <input type="checkbox"/> Tax Assessor/Collector |
| <input type="checkbox"/> Familiar with I&E Reports | <input type="checkbox"/> Familiar with Appraisal Reports |
| <input type="checkbox"/> Familiar with Appraisal Reports | <input type="checkbox"/> School District |

Please list any other pertinent education, designations or experience not listed above :

5. EMPLOYMENT Status (ARB MEMBERS ARE NOT EMPLOYEES OF DCAD)

5a. Currently Working? Yes—fill out below No—(skip to 5b)

Present Employer

Address	Position
Number of days/hours worked weekly:	Dates Employed (From mo/yr to mo/yr)

Summary of Duties:

5b. Most previous employer/Retired from: (List company/position held/date)

<u>COMPANY/FIRM</u>	<u>POSITION HELD</u>	<u>DATE</u>

6. Property Owned and Delinquent Taxes

An individual is ineligible to serve on an appraisal review board if the individual 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 the delinquent taxes and any penalties and interest are being paid under an installment payment agreement.

17. Do you own property on which delinquent taxes are owed and do not have an installment plan? Yes ___ No ___

7. Why Do You Want To Serve?

Briefly state why you should be considered for appointment to the Appraisal Review Board.

8. Signature and Affirmation

I affirm that the information contained on this questionnaire is accurate and authorize the Dallas County Appraisal Review Board or its representative to verify the statements I have made. The 2023 current daily rate to serve on an ARB panel is \$175.00 or \$50.00 for a meeting. I am aware and agree that I will be an independent contractor and not an employee of the Dallas Central Appraisal District.

Affirmation of person preparing this questionnaire:

By submitting this form electronically to the Taxpayer Liaison Officer -

I have read this questionnaire carefully. The information I have provided on this form is true and correct. I understand that misrepresenting information on this form could result in failure to consider this questionnaire and making a false statement on this form is a criminal violation. I also understand that an incomplete form will not be submitted for consideration of appointment.

- 1) Save this form to your computer.
- 2) Email this form as an attachment to:
TaxpayerLiaisonOfficer@DCAD.org