



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 within the past 4 years (see question #4).** (i.e. substitute teacher, election judge)

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

HOW DID YOU HEAR ABOUT THE ARB?

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



**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 September.

**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.”

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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.
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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 \_\_\_
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5. Are you *currently* employed, either full or part-time by the Texas Comptroller of Public Accounts? Yes \_\_\_ No \_\_\_
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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 \_\_\_
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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.
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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 \_\_\_
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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 \_\_\_
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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).
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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 \_\_\_\_\_
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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 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"/> School District                          |   |

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

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**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)**

COMPANY/FIRM

POSITION HELD

DATE

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**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. Submission and Affirmation**

**I affirm that the information submitted on this questionnaire is accurate and authorize the Dallas Central Appraisal District Board of Directors or its representative to verify the statements I have made. The current daily rate to serve on an ARB panel is \$185.00 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. 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: