

Questionnaire for Appointment Andrews County Appraisal Review Board (ARB)

The Andrews County Appraisal Review Board (ARB) is a citizen board that meets periodically to hear property owner protests that cannot be resolved administratively. ARB members are paid a per diem of \$100.00 per day (\$50.00 for four hours or less) for each day they actually serve.

The Appraisal Review Board is a very important commitment during the summer and possibly fall months. ARB hearing days and times may vary. ARB members must be available to serve when called. Meetings are posted at least 72 hours in advance, however the appraisal district will notify the ARB in advance as soon as possible. ARB meetings may occur throughout the year to handle special circumstances that arise. Board meetings normally consist of one full day in June for protest hearings, and approximately four other meetings throughout the year, as needed.

Members serving on the board are required to attend training before sitting at any hearing. The training is usually offered each spring in Odessa, Midland and/or Lubbock. The appraisal district pays for all expenses associated with the training.

If interested in serving as an ARB member, please complete and return the following questionnaire to this address or email to chiefappraiser@andrewscad.org:

Andrews County Appraisal District Attention: Board of Directors
600 North Main Street Andrews, Texas 79714-5207

Qualifications and restrictions for serving as an ARB member:

- 1) You must currently reside in Andrews County and must have resided in the county for at least the last two years.
- 2) You cannot be a current employee, officer or member of the board of directors of Andrews Co. Appraisal District.
- 3) You cannot be a current member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in Andrews County. This includes part-time employment.
- 4) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 5) You cannot serve if you have completed all or part of three previous two-year terms for a term that begins on the next January 1 following the third consecutive term. You may, however, be appointed to a future term.
- 6) You cannot have ever appeared before the Andrews County Appraisal Review Board as a tax consultant for compensation. You cannot serve if individuals related to you within the second degree by consanguinity (blood) or affinity (marriage), at any time have appeared before the ARB for compensation as a tax consultant in proceedings under the Tax Code for this appraisal district. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step child, step parent, father-in-law, mother-in-law and the brother or sister of your spouse.
- 7) Neither you nor your spouse may currently be a party to a contract with Andrews County Appraisal District or a taxing unit served by this appraisal district.
- 8) You cannot serve if you have a substantial interest (defined as ownership by you and/or your spouse of at least 10 percent of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner or officer of the business entity) that currently is a party to a contract with the Andrews County Appraisal District or a taxing unit served by the Andrews County Appraisal District.
- 9) You cannot serve if you own property on which delinquent taxes have been owed to any taxing unit in Texas for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065, Tax Code.
- 10) You must be of good moral character.

If you have any general questions about Andrews County Appraisal District, please contact Chief Appraiser Jackie Martin at 432-523-9111 or by email chiefappraiser@andrewscad.org.

If selected to be an ARB member, state law requires that you complete the Texas Comptroller's training class for new ARB members before you can participate in ARB hearings. More information about the ARB and its procedures are available on the Comptroller's website at:

<http://www.window.state.tx.us/taxinfo/proptax/arb/index.html>

Please read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the ARB. You may attach a resume if you have one.

Name: _____
(Last, First, Middle Initial)

Telephone Number (area code and number): (____)_____ Daytime () Evening ()

Current Mailing Address: _____
(number, street or P. O. Box)

Street address (if different from above): _____

City, State, ZIP Code: _____

Texas Driver's License or ID Number: _____

List any other training, qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

Employment History

Employment History Present or Most Recent Employer: _____

Position: _____

Dates Employed (From mo/yr to mo/yr): _____

Supervisor's Name and Title: _____

Number of Employees Supervised (if any): _____ Directly or Indirectly: _____

Reason for Leaving: _____

Summary of Duties: _____

Education

Name of School: _____

City, State: _____

Dates Attended (Mo/Yr to Mo/Yr): _____

Major / Minor: _____

Degree Earned: Yes or No Type of Diploma or Degree Awarded: _____

Professional Designations Held: _____

Specific Questions:

1. Do you reside in Andrews County? ___ Yes ___ No

2. Have you resided in Andrews County for at least two years? ___ Yes ___ No

3. Are you currently a member of the governing body or an officer of this appraisal district or a local taxing unit in this appraisal district? ___ Yes ___ No

4. Are you currently employed, either full or part-time, by this appraisal district or by a local taxing unit in this appraisal district? ___ Yes ___ No

5. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?
___ Yes ___ No

6. Are you currently serving as an ARB member of another appraisal district? ___ Yes ___ No

7. Do you or have you appeared before the Andrews County ARB as a paid property tax consultant?
___ Yes ___ No

8. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, 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 has or did business in the Andrews County Appraisal District as a paid property tax consultant? ___ Yes ___ No

9. Do you or your spouse have a contract with this appraisal district or a local taxing unit in this appraisal district?
___ Yes ___ No

10. Does a business in which you or your spouse owns a substantial interest have a contract with this appraisal district or a local taxing unit in this appraisal district? ___ Yes ___ No

11. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude? ___ Yes ___ No

If "Yes", explain: _____

12. Is anyone who is related to you by blood or marriage employed by the Andrews County Appraisal District?
___ Yes ___ No

If "Yes", give name and relationship _____

13. Have you in the past been a member of a governing body or officer of a taxing unit in Andrews County?
___ Yes ___ No

If "Yes", give taxing unit name and date service ended: _____

14. Have you previously served all or part of three terms as a member of the ARB of the Andrews County Appraisal District? ___ Yes ___ No

If "Yes", what were your years of service? _____

An answer of "No" to questions 1 or 2, or an answer of "Yes" to question 3 indicates that you are not legally eligible to serve on the ARB.

Why Do You Want To Serve?

What key traits do you have that would make you a good ARB member?

Signature and Affirmation

I have read this questionnaire carefully. The information I have given in it is true and correct to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to be considered for the ARB. I also understand that it is a criminal violation to make a false statement on this application.

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, and authorize the Andrews County Appraisal District Board of Directors or its representative to verify the statements I have made. I further 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 Andrews County.

Signature _____ Date _____

Printed Name: _____