

# **Application 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 ACAD Board of Directors will review the candidates and appoint them to two year terms.

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 May, June and July for protest hearings, and possibly 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](mailto: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 Susan Brewer at 432-523-9111 or by email [chiefappraiser@andrewscad.org](mailto: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.

**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): \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

### **Education**

Name of School: \_\_\_\_\_

City, State: \_\_\_\_\_

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 officer of this appraisal district or local taxing unit in this 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 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: \_\_\_\_\_