Dear Applicant:

Attached is an application for appointment to the Atascosa Appraisal Review Board ("ARB") for the Atascosa Central Appraisal District ("Appraisal District").

The ARB is a citizen board of Atascosa County residents that sits in panels of three members to hear testimony and review evidence in order to determine property owner protests which are not resolved administratively by the appraisal district staff.

It is important that you understand this is a full-time commitment during the summer and fall months. You must be available for service each weekday, and some Saturdays, from May through August to accommodate property owner's protests. Hearings are held year-round. Although you will not have hearings scheduled every day, ARB members must be available to serve when called. Vacations and other employment commitments are not considered valid reasons to be absent.

Members of the ARB are appointed by the Administrative District Judge of Atascosa County for two-year terms beginning on January 1. ARB members are not employees of the Appraisal District and are not eligible for employee benefits by virtue of service on the ARB. Members are paid $125 per day, $62.50 per half day, and daily mileage to and from home to the Appraisal District.

Please send your application to the address below. Applications from third parties will not be accepted. If you are selected for an interview, you will be contacted to schedule an appointment.

If you are confident you can meet this demanding schedule, possess the qualifications noted on the next page, and believe you can reach decisions based solely on the evidence before you in each hearing, please return the completed application form to this address:

Atascosa CAD/ Appraisal Review Board
Attn: Taxpayer Liaison Officer
P.O. Box 600
Pleasanton, Texas 78064

Your interest in this important civic duty is appreciated. If we can provide you with any further information regarding service on the ARB, please call 830-569-8326.

Applications must be received no later than December 1st, in order to be considered.

Respectfully,

Elizabeth Oliva, Taxpayer Liaison Officer
Atascosa Central Appraisal District

Qualifications for ARB Membership

1) You must be at least 18 years old, must currently reside in Atascosa County, and must have resided in Atascosa County for at least the last two years.

2) You are ineligible to serve on the ARB if you are a member of the Board of Directors of the Appraisal District, an officer or employee of the Appraisal District, an employee of the State Comptroller, or 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 Atascosa County. This includes part-time employment. Taxing units include the counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.

3) You are ineligible to serve on the ARB if you are related within the second degree by consanguinity or affinity, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Property Tax Code (proceedings before the ARB) or of representing property owners for compensation in proceedings under the Tax Code before the ARB.

4) You are ineligible to serve on the ARB if you are related within the third degree by consanguinity, or second degree by affinity, to a member of the ARB or a member of the Board of Directors of the Appraisal District.

5) You are ineligible to serve on the ARB if you, or a business entity in which you have a substantial interest, is a party to a contract with the Appraisal District or with a taxing unit that participates in the Appraisal District. For purposes of this section, an individual has a substantial interest in a business entity if: (i) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or (ii) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity. In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

6) You are ineligible to serve on the ARB if you own property on which delinquent taxes have been owed to any taxing unit in this state 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 a suit to collect taxes is deferred or abated pursuant to Sec. 33.06 or 33.065, Tax Code.

7) 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.

8) Relatives by consanguinity within the third degree also include great-grandparents, great-grandchildren, the brother or sister of either of your parents, and nieces and nephews.

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APPLICATION FOR APPOINTMENT/RE-APPOINTMENT TO THE ATASCOSA COUNTY APPRAISAL REVIEW BOARD

Read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the board.

1. Applicant Information

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	Email Address
City	State / ZIP Code
Social Security Number / Texas Driver License Number	Spouse's Name

2. Education and Training

Name of School, City, State	Dates Attended Mo/Yr. to Mo/Yr.	Major / Minor	Semester Hours Earned	Type of Diploma or Degree Awarded

Please attach a resume listing licenses, professional memberships, certificates and offices held. Include training, awards, honors and qualities or attributes you consider relevant.

3. Employment History

Present/Most Recent Employer	Position
Address	Dates Employed (From MM/YY to MM/YY)
Supervisor's Name	Supervisor's Title
Number of Employees Supervised Directly Indirectly	Reason for Leaving

Summary of Duties

Previous Employer	Position
Address	Dates Employed (From MM/YY to MM/YY)
Supervisor's Name	Supervisor's Title
Number of Employees Supervised Directly Indirectly	Reason for Leaving

Summary of Duties

Previous Employer	Position
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Supervisor's Name	Supervisor's Title
Number of Employees Supervised Directly Indirectly	Reason for Leaving

4. Eligibility and Conflict of Interest Disclosure

In order to ensure that ARB members are impartial, the law places restrictions on who can serve as ARB members. Your answers to these questions will determine whether you are legally eligible to serve on the ARB. For the purposes of these questions:

- 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.
- “Appraisal district” refers to the Atascosa Central Appraisal District and to any other appraisal district in the State of Texas.
- “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.
- “Officer” means holding an elective or appointive office for a local government, such as governing body member, chief executive officer, judge, tax assessor, business manager, superintendent, etc., and includes an election judge, alternate election judge, and election clerk who serve in conducting a general election.
- “Part-time employee” includes a substitute teacher. “Contract” means an agreement of any sort.
- “Substantial interest” means: (i) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or (ii) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity. In this section, “business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

Check “Yes” or “No”. If you are not sure, write “not sure”.

1. Do you reside in Atascosa County? _____ 1. Yes ☐ No ☐
2. Have you resided in Atascosa County for at least two years? _____ 2. Yes ☐ No ☐
3. Are you *currently* a member of the governing body or an officer or employee of a local government or an appraisal district? _____ 3. Yes ☐ No ☐
4. Are you *currently* employed, either full or part-time, by a local government or an appraisal district? _____ 4. Yes ☐ No ☐
5. Are you *currently* employed, either full or part-time, by the Texas Comptroller of Public Accounts? _____ 5. Yes ☐ No ☐
6. Are you *currently* a member of the Appraisal Review Board of another appraisal district? _____ 6. Yes ☐ No ☐
7. Is anyone who is related to you by blood or marriage employed by the Atascosa Central Appraisal District? _____ 7. Yes ☐ No ☐
   a. If “Yes”, give name and relationship. _____ 7a. 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: 8. Yes ☐ No ☐
   a. Is a member of the Board of Directors or an officer of the Atascosa Central Appraisal District? _____ 8a. Yes ☐ No ☐
   b. Does business in Atascosa County as a paid property tax consultant? _____ 8b. Yes ☐ No ☐
   c. Performs appraisal for use in property tax proceedings in the appraisal district? _____ 8c. Yes ☐ No ☐
   d. Is a current member of the Atascosa County Appraisal Review Board? _____ 8d. Yes ☐ No ☐
9. Have you previously served all or part of three terms as a member of the Atascosa Appraisal Review Board? _____ 9. Yes ☐ No ☐
10. Do you or your spouse have a contract with a local government or an appraisal district? _____ 10. Yes ☐ No ☐
11. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district? _____ 11. Yes ☐ No ☐
12. Are you a U.S. citizen? _____ 12. Yes ☐ No ☐
    a. If you answered “No”, are you eligible to be employed under a visa or entry permit? _____ 12a. Yes ☐ No ☐

5. Delinquent Taxes in Texas

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. List any properties owned in which taxes are delinquent as described above? Include both real property and business personal property. Include community property and property owned by partnerships or sole proprietorships. Please give the appraisal district account number or the location address (and business name, if applicable) of the property, the years for which taxes are owed, and the taxing entities to which the taxes are owed.

11. Are taxes delinquent on any of these properties?_____ **17.** Yes ☐ No ☐

Account Number	Location Address	Owner or Business Name	Years for which taxes are owed (if applicable)	Entities to which taxes are owed (if applicable)

6. Why Do You Want To Serve?

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

7. Signature and Affirmation

I have read this application 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 consider this application. I also understand that it is a criminal violation to make a false statement in this application.

Signature and affirmation of person preparing 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 Appraisal Review Board or its representative to verify the statements I have made. I am aware and agree that I will be an independent contractor and not an employee of the Appraisal District.

Printed Name _____ Applicant Signature _____ Date _____