

**INFORMATION FOR CONSIDERATION**  
**Appraisal Review Board Candidate**  
**DEADLINE – DECEMBER 1 each year**

The Appraisal Review Board is a board that will hear evidence on disputes of value, exemptions, ownership, special appraisal, unequal appraisals, and others. Members serve 2-year terms, staggered, and vacancies are typically appointed by February of each year. Appointments are made by the local Administrative Judge of Rains County.

You may visit with the Chief Appraiser regarding duties, time requirements and other questions you may have - until appointed. After appointment, it is legally prohibited.

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

How long have you resided in Rains County? \_\_\_\_\_

Do you own property in Rains County? \_\_\_\_\_

Are you delinquent on Property Taxes anywhere in Texas? \_\_\_\_\_  
If yes, do you have an Installment Agreement? \_\_\_\_\_ Are you current? \_\_\_\_\_

Are you related to anyone who appraises property in Rains County? \_\_\_\_\_

Are you related to a current Director or ARB Member \_\_\_\_\_  
Who \_\_\_\_\_?

Are you related to anyone who represents owners in Rains County in matters of Property Value?  
\_\_\_\_\_

Have you ever been a member of the Board of Directors for any CAD or an employee of any CAD?  
\_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

Have you ever been employed by the Texas Comptroller's Office? \_\_\_\_\_ Last Day \_\_\_\_\_

Have you ever been an elected official, member or employee, in ANY capacity for ANY tax unit in?  
Rains County? \_\_\_\_\_ When? \_\_\_\_\_  
What Tax Unit? \_\_\_\_\_ Duty \_\_\_\_\_

Do you personally, or through a business for which you have an interest hold contracts, or provide services to the CAD or any Tax Unit in CAD? \_\_\_\_\_  
Name of Business \_\_\_\_\_ Service \_\_\_\_\_

ARE YOU: Employed \_\_\_\_\_ With \_\_\_\_\_  
Unemployed-temporarily \_\_\_\_\_  
Retired \_\_\_\_\_ Self-Employed \_\_\_\_\_

Occupations (now and/or at time of Retirement) \_\_\_\_\_

Other Areas of Expertise \_\_\_\_\_

Place of last Employment:

Date

Describe background, if any, in Real Estate, Minerals, Valuations or Law (optional):

\_\_\_\_\_  
\_\_\_\_\_

Other information or comments you wish to submit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The action of the Appraisal Review Board is strictly governed by the Property Tax Code and the office of Property Tax Assistance Division of the Texas Comptroller. There is an annual training requirement, along with a commitment for attendance from May through August, and on a quarterly basis. You will be required to obtain certificates for Open Meetings and Open Records training.

ARB members hear and weigh only evidence presented in an open hearing. There are strict rules governing communications with CAD employees, property owners and fellow ARB members outside of that specific hearing. Violations of communication or bias rulings are grounds for removal.

ARB members cannot appraise property, present evidence or act on information NOT submitted during hearing procedures. ARB members are not ADVOCATES. Decisions are based on preponderance of evidence in determining a Total PROPERTY Value. ARB, nor CAD, has anything to do with TAXES. The responsibility is as judge; advocating for owner, CAD or any tax unit is prohibited by law. ARB members may be removed for Tax Code violations and/or actions of bias and rulings not based on evidence.

Travel for training is paid at IRS mileage rate. Meal costs are reimbursed. There is a nominal stipend paid of \$75.00 per day of service.

\_\_\_\_\_ I wish to visit with Chief Appraiser on duties, training, and time requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

Appointed - YES or NO

Hold for another vacancy \_\_\_\_\_