

Comal County Appraisal Review Board

Appointment Information

Candidates are currently being sought to serve on the Appraisal Review Board (ARB). The ARB is a citizen board of Comal County residents that resolves disputes over appraisals and other matters the ARB is granted authority over by the Texas Property Tax Code. As a member of the ARB, you will listen to testimony and review evidence by both the taxpayers and Appraisal District personnel to make a determination.

The ARB members are appointed by the Comal Appraisal District Board of Directors for two-year terms. ARB members are not employees of the Appraisal District and not eligible for employee benefits for their review board service. ARB members are paid a per diem of \$160 per full day plus mileage, at a rate of \$.725, to and from ARB hearings.

ARB members must be available for hearings during the protest season (May through September). You may be required to work full days, every day, Monday - Friday, until hearings are complete. Regular meetings as well as supplemental hearings will be held monthly during the remainder of the year. Full-time commitments are required May - September.

If you are interested in serving as an Appraisal Review Board member, please complete the Application and include a current resume. Please submit your documents to comalad@co.comal.tx.us.

Your interest in this important civic duty is appreciated. If you have any questions about the ARB application process, please call the Taxpayer Liaison Officer at 830-626-4874.

Return Completed Application To:
Comal Appraisal Review Board
Appointment Application
Processing 900 S. Seguin Ave,
New Braunfels, Texas 78130

APPLICATION FOR APPOINTMENT TO THE COMAL APPRAISAL REVIEW BOARD (CARB)

Read and answer each question carefully. Your answers will be used to determine your 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()

Cell ()

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

(Primary Residence) Street Address if different from
above

E-mail Address

City

State

Zip Code

2. Service Required

*****A person is ineligible to serve on the CARB, if the person served for all or part of three previous terms as a CARB member or auxiliary board member.*****

CARB hearings begin in May. You may be required to work full days, every day, Monday – Friday, until hearings are complete. Regular CARB meetings, as well as supplemental hearings, will be held monthly during the remainder of the year. Full time commitments are required May – September. Do you have availability to serve during this timeframe?

Yes ☐ No ☐ If no, please explain _____

Once appointed, would you be willing to resign your position as a CARB member if you discover that, due to business or other commitments, you would no longer be able to serve the required days during the CARB hearing process?

Yes ☐ No ☐ If no, please explain _____

3. Education and Training

Please indicate your level of education below:

Less than high school education _____ High school education _____ College Education _____

Dates you attended college _____

Degree(s) attained _____

Major / Minor _____

List any other training, experience, technical skills (i.e. excel, word etc), certifications, qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

*****Please be sure to submit your resume with this application*****

4. Employment History (Past 10 Years)

Present/Most Recent Employer	Position
Address	Dates Employed (From mo./yr. to mo./yr.)
Number of Employees Supervised Directly Indirectly	Reason for Leaving
Summary of Duties	

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5. Eligibility and Conflict of Interest Disclosure

In order to ensure that CARB members are impartial, the law puts a number of limits on who can serve as CARB members. Your answers to these questions will determine whether you are legally eligible to serve on the CARB.

For the purposes of these questions:

- A "**local government**" is a governmental 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 Comal Appraisal District (CAD) 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 elected or appointed 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 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.

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

1. Do you reside in Comal County? _____ 1. Yes ☐ No ☐
2. Have you resided in Comal County for the past two years? _____ 2. Yes ☐ No ☐
3. Are you currently a member of a governing body or an officer of a local government or an appraisal district? _____ 3. Yes ☐ No ☐

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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 a former employee or member of the Board of Directors of the CAD? _____ 6. Yes ☐ No ☐
7. Are you a former member of the governing body or officer of a local government served by the CAD, and you left the office within the last four years? (Check "No" if you have been out of office more than four years) _____ 7. Yes ☐ No ☐
8. Are you *currently* a member of the Appraisal Review Board of another appraisal district? _____ 8. Yes ☐ No ☐
9. Is anyone who is related to you by blood or marriage employed by the CAD? _____ 9. Yes ☐ No ☐
9a. If "Yes", give name and relationship _____
10. 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 or employee of the CAD? _____ 10a. Yes ☐ No ☐
b. Does business with the CAD as a paid property tax consultant? _____ 10b. Yes ☐ No ☐
c. Performs appraisals for use in the property tax proceedings in the CAD? _____ 10c. Yes ☐ No ☐
d. Is currently serving as a member of CARB? _____ 10d. Yes ☐ No ☐
11. Have you previously served all or part of three terms as a member of CARB? _____ 11. Yes ☐ No ☐
12. Have you, in the past two years, appeared before the CARB for compensation (i.e., tax consultant, accountant, or representative of a property owner)? _____ 12. Yes ☐ No ☐
13. Do you or your spouse have a contract with a local government or an appraisal district? _____ 13. Yes ☐ No ☐
14. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district? _____ 14. Yes ☐ No ☐
15. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude? _____ 15. Yes ☐ No ☐
15a. If "Yes", explain: _____
16. Are you a U. S. 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 ☐
17. Have you ever been employed by, or served as a board/council member or commissioner of any taxing entity? _____ 17. Yes ☐ No ☐
18. Have you appeared before the ARB, and if so, what is your opinion of that experience? _____ 18. Yes ☐ No ☐

19. Do you understand that an ARB Member must be totally impartial when resolving disputes or disagreements between taxpayers and the Comal Appraisal District? _____ 19. Yes ☐ No ☐

An answer of "No" to questions 1, 2, or 16a or an answer of "Yes" to questions 3-15 indicates that you are not legally eligible to serve on the CARB.

6. Delinquent Taxes

In the space below, you must provide the CAD property ID number(s) and location address for all properties (real, mineral and business personal) you currently own, in whole or part. Include: real property, business personal property and mineral accounts, community property and property owned by partnerships or sole proprietorships, provide the business name, if applicable.

Are taxes delinquent on any of these properties? _____ Yes ☐ No ☐

If yes, complete shaded sections below.

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

Attach separate list if additional room is necessary.

7. Why Do You Want To Serve?

Briefly state why you should be considered for appointment to the CARB.

8. Signature and Affirmation

I have read this application carefully. The information given is true and correct. I understand that omitting or misrepresenting information could result in failure to consider this application. I also understand it is a criminal violation to make a false statement on this application.

I affirm, the information contained in this application and all attachments, if any, is true and accurate, and authorize the CARB 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 CARB. I am aware and agree, I will be an independent contractor and not an employee of CAD or CARB.

Printed Name

Applicant Signature

Date