

**Montgomery County Appraisal
Review Board**

PO Box 2233 ♦ Conroe ♦ Texas ♦ 77305-2233
(109 Gladstell, Conroe)
936-756-3354

**Application for Appraisal Review
Board Appointment**

Dear Applicant:

Attached is an application for appointment to the Appraisal Review Board (“ARB”) for Montgomery County. Members of the Appraisal Review Board are selected by the Administrative District Judge of Montgomery County.

The ARB is a citizen board of Montgomery County residents that hear property owner protests that cannot be resolved administratively by the Montgomery Central Appraisal District (MCAD) staff.

It is important that you understand this is a full-time commitment during the late spring, summer, and fall months. You must be available for service each weekday and some Saturdays from Mid-May through August to accommodate property owners protesting their property values. 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.

ARB members are not employees of the appraisal district and are not eligible for employee benefits by virtue of their review board service.

After your application is received, a background investigation will be conducted. If an interview is deemed necessary by the Montgomery County Administrative District Judge, 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:

Appraisal Review Board Application
c/o MCAD Taxpayer Liaison Officer
P.O. Box 2233
Conroe, TX 77305

Your interest in this important civic duty is appreciated. If we can provide you with application information, please call 936-756-3354.

**Montgomery County Appraisal
Review Board**

PO Box 2233 ♦ Conroe ♦ Texas ♦ 77305-2233
(109 Gladstell, Conroe)
936-756-3354

**Application for Appraisal Review
Board Appointment**

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

Applicant Information:			
Name (Last, First, Middle Initial)		Telephone Number (Area Code and Number) Daytime () Evening ()	
Current Mailing Address			
Street Address if different from above		Email Address	
City	State	ZIP Code	
Social Security Number		Texas Driver's License Number	

Education and Training:				
Name of School, City, State	Dates Attended	Major/ Minor	Semester Hours Earned	Type of Diploma or Degree Awarded

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

Employment History:	
Present/Most Recent Employer	Position
Address	Dates Employed
Supervisor's Name	Supervisor's Title
Reason for Leaving	
Summary of Duties	
Previous Employer	Position
Address	Dates Employed
Supervisor's Name	Supervisor's Title
Reason for Leaving	
Summary of Duties	
Previous Employer	Position
Address	Dates Employed
Supervisor's Name	Supervisor's Title
Reason for Leaving	
Summary of Duties	

Application for Appraisal Review Board Appointment

Eligibility and Conflict of Interest Disclosure:

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

- A "local government" is a government entity that levies property taxes, such as county, city, school district, junior college, hospital district, municipal utility district (MUD), or other special district.
- "Appraisal district" refers to the Montgomery 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 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 general election.
- "Part-time employee" includes a substitute teacher. "Contract" means an agreement of any sort.
- "Substantial interest" means a 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 Montgomery County? 1.Yes No
2. Have you resided in Montgomery County for at least two years?..... 2.Yes No
3. Have you previously served all or part of three terms as a member of the Appraisal Review Board of the Montgomery Central Appraisal District? 3.Yes No
 - a. If you answered "Yes" on what date did your third term expire..... 3a. _____
4. Are you currently a member of the governing body or an officer of a local government or an appraisal district? (other than an Appraisal Review Board) 4.Yes No
5. Are you currently employed, wither full or part-time, by a local government or an appraisal district? (ARB members are not appraisal district employees) 5.Yes No
6. Are you currently employed, full or part-time, by the Texas Comptroller of Public Accounts? 6.Yes No
7. Are you a former employee, chief appraiser, or member of the Board of Directors of the Montgomery Central Appraisal District? 7.Yes No
8. Are you a former member of the governing body or officer of a local government served by the Montgomery Central Appraisal District, and you left the office within the last four years? (check "No" if you have been out of office more than 4 years) 8.Yes No
9. Are you currently a member if the Appraisal Review Board of another appraisal district? 9.Yes No
10. Is anyone who is related to you by blood or marriage employed by the Montgomery Central Appraisal District?..... 10.Yes No
 - a. If "Yes", give name and relationship: _____
11. 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, mother-in-law, father-in-law, or a brother or sister of your spouse who:
 - a. Is a member of the Board of Directors or an officer of the Montgomery Central Appraisal District?..... 11a.Yes No
 - b. Is a member of the Appraisal Review Board of Montgomery County?..... 11b.Yes No
 - c. Does business in the Montgomery Central Appraisal District as a paid property tax consultant?..... 11c.Yes No
 - d. Performs appraisals for use in the property tax proceedings in the appraisal district?..... 11d.Yes No
12. Have you previously appeared before (within the previous 2 years) the Montgomery County Appraisal Review Board for compensation (i.e., as a tax consultant, accountant, appraiser, or representative of a property owner)?..... 12.Yes No
13. Do you or your spouse have a contract with a local government or 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
 - a. If "Yes", explain: _____
16. Are you a U.S. Citizen? 16.Yes No
 - a. If you answered "No" to Question 16, are you eligible to be employed under a visa or entry permit? 16a.Yes No

An answer of "No" to questions 1, 2, or 16a or an answer of "Yes" to questions 4-14 indicates that you are not legally eligible to serve on the Appraisal Review Board.

Application for Appraisal Review Board Appointment

Delinquent Taxes in Texas

In the space below, please list all properties in Texas on which you currently pay property taxes. 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 (if applicable), and the taxing entities to which the taxes are owed.

17. 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)

Why do you want to serve?

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

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 the application. I also understand that it is a criminal violation to make a false statement on 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 Montgomery County Appraisal Review Board 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 Montgomery County.

Printed Name
Applicant Signature
Date

**DPS COMPUTERIZED CRIMINAL HISTORY (CCH) VERIFICATION
(AGENCY COPY)**

I, _____, have been notified that a Computerized Criminal History (CCH) verification will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

(This copy must remain on file by the agency. Required for future DPS Audits.)

Date of Birth

Signature of Applicant

Date

Montgomery Central Appraisal District
Agency Name

Agency Representative Name (Print)

Agency Representative Signature

Date