

WALLER COUNTY APPRAISAL REVIEW BOARD

900 13TH STREET
HEMPSTEAD, TEXAS 77445-0887
(979)921-0060 (979)921-0377
www.waller-cad.org

Dear Applicant:

Attached is an application for appointment to the Appraisal Review Board (“ARB”) for the Waller County Appraisal District.

The ARB is a citizen board of Waller County residents that sits in panels of three to hear property owner protests that cannot be resolved administratively by the appraisal district staff.

To be eligible to serve on the board, an individual must be a resident of Waller County and must have resided in Waller County for at least 2 years (as well as other qualifications that are listed on the next page).

The Local Administrative District Judge appoints ARB members for two year terms. ARB members are not employees of the appraisal district and are not eligible for employee benefits for their appraisal review board service; they do receive compensation for their services with a minimum per diem of \$160 per day.

It is important that you understand this is a full-time commitment during the protest period as well as scheduled days throughout the remainder of the year. ARB members must be available to serve when called. Vacations and other employment commitments are not considered valid reasons to be absent.

If you are appointed an ARB member, you must be available for service most weekdays and some Saturdays from May through July to accommodate property owners protesting their property values. Hearings are held year round but January-April & August-December, they are normally only held monthly/semi-monthly.

After we receive your application, a background investigation will be conducted. All eligible applications will be forwarded to the Local Administrative District Judge and the judge will then appoint members to the ARB.

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:

Waller County Appraisal Review Board
Attn: Becky Gurrola
PO Box 887
Hempstead, Texas 77445

Your interest in this important civic duty is appreciated. If we can provide you with application information or other information in regards to ARB requirements please call (979)921-0060.

Applications must be received no later than December 1, 2022 in order to be considered.

Sincerely,

Becky Gurrola
Chief Appraiser

Qualifications for ARB Membership

- 1) You must be at least 18 years old, must currently reside in Waller County, and must have resided in Waller County for at least the last two years.
- 2) You cannot be a current or former employee, officer, or member of the board of directors of the Waller County 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 this state. 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.
- 4) You cannot be a former officer or member of the governing body of a taxing unit served by the Waller County Appraisal District unless your service ended more than four years before January 1, 2022.
- 5) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 6) You cannot have ever appeared before the Waller County Appraisal Review Board for compensation.
- 7) Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Waller County Appraisal District.
- 8) No business in which you have a substantial interest (defined as ownership by you and/or your spouse of at least 10% 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) may currently be a party to a contract with the Waller County Appraisal District or a taxing unit served by the Waller County Appraisal District.
- 9) You are ineligible 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 the taxes are deferred or abated under Sec. 33.06 or 33.065, Tax Code.
- 10) You cannot be related within the second degree, by consanguinity or affinity, to (1) a person who does business as a paid property tax consultant in Waller County; or (2) a person who performs appraisals for use in property tax proceedings in Waller County; and you cannot be related within the third degree by consanguinity or the second degree by affinity to an officer or member of the board of directors of the Waller County Appraisal District or to the Administrative Judge of Waller County. 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. 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.
- 11) You must be of good moral character.

APPLICATION FOR APPOINTMENT TO THE WALLER COUNTY APPRAISAL REVIEW BOARD

1. Applicant Information

Name (Last, First, Middle Initial)	Telephone Number (Area Code and Number)
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

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

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

3. Employment History

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

4. 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 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 county, city, school district, junior college, hospital district, municipal utility district, or other special district.
- "Appraisal district" refers to the Waller County Appraisal District and to any other appraisal districts 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 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 Waller County?..... YES NO
2. Have you resided in Waller County for at least two years? YES NO
3. 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 member)?..... YES NO
4. Are you currently employed, either full or part-time, by a local government or an appraisal district? (ARB members are not appraisal district employees.)..... YES NO
5. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?. YES NO
6. Are you a former employee, chief appraiser, or member of the Board of Directors of the Waller County Appraisal District?..... YES NO
7. Are you a former member of the governing body or officer of a local government served by the Waller County 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)..... YES NO
8. Are you currently a member of the Appraisal Review Board of another appraisal district? YES NO
9. Is anyone who is related to you by blood or marriage employed by the Waller County Appraisal District?
..... YES NO
10. 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:
 - a. Is a member of the Board of Directors or an officer of the Waller County Appraisal? YES NO
 - b. Does business in the Waller County Appraisal District as a paid property tax consultant? YES NO
 - c. Performs appraisals for use in property tax proceedings in the appraisal district?..... YES NO
11. Have you previously served all or part of three terms as a member of the Appraisal Review Board of the Waller County Appraisal District?..... YES NO
12. Have you previously appeared before the Waller County Appraisal Review Board for compensation (i.e. as a tax consultant, accountant, appraiser, or representative of a property owner)?..... YES NO
13. Do you or your spouse have a contract with a local government or an appraisal district? 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?..... 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?..... YES NO
 - a. If "YES" explain: _____
16. Are you a U.S. Citizen?..... YES NO
 - a. If you answered "NO" to Question 16, are you eligible to be employed under a visa or entry permit?..... YES NO


An answer of "NO" to questions 1, 2, or 16a or an answer "YES" to questions 3-14 indicates that you are not legally eligible to serve on the Appraisal Review Board.

4. 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 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.

17. Are taxes delinquent on any of these properties?..... YES NO

I, _____ affirm that each fact in the application is true and correct.
Printed Name

SIGN HERE  _____
Signature Date