

What is an Appraisal Review Board (ARB)?

An ARB is a group of citizens authorized to resolve disputes between property owners and the appraisal district. The ARB members are appointed by the local administrative law judge for incoming ARB members after January 1, of each year. Members must be residents of the county for at least two years in order to serve. Current officers and employees of the appraisal district, taxing units, and Texas Comptroller's office may not serve. Some other specific Texas Property Tax Code restrictions also apply. ARB members also must comply with special state laws on conflict of interest.

The ARB is a decision-making body that issues determinations of statutorily authorized protests and challenges brought by property owners and taxing units. ARBs are appointed to act independently of the appraisal district and to make fair and impartial determinations.

In property owner protests, the ARB listens to both the property owner and the chief appraiser. The ARB determines if the appraisal district has acted properly. ARB decisions are binding only for the year in question. ARB hearings begin around the middle of June. Most hearings should be completed by July 20.

ARB meetings are open to the public. Notices of the date, time, and place of each meeting must be posted at least 72 hours in advance at the appraisal district office and the county clerk's office. All meetings must follow the Open Meetings rules. The ARB hearing procedures must be posted in a prominent place in the room in which hearings are held.

Members of the ARB should be impartial and be able to listen to all the facts and documentation presented by both the property owner and the Appraisal District. An ARB member should be able to make a fair and impartial decision based on the evidence presented and not on their ideologies or personal feelings toward any party involved. The ARB should not give the perception of representing any taxing entity in the District, the Appraisal District, property owners, or any special interest group.

Per the Property Tax Code Sec. 5.041, ARB members must complete the training course developed by the Comptrollers' office and receive a certificate of completion prior to participating in a protest hearing. The training sessions are at specified times and will be set up by a FCAD staff member. Also, an ARB member must complete Open Meetings and Public Information Act training if they do not already have a certificate in those two pieces of training.

ARB members shall receive \$100 per day as provided by the annual appraisal district budget.

Any applications to be on the ARB will be reviewed by the local administrative judge per Property Tax Code, Sec.6.41. The local administrative judge will appoint the members to the ARB for the upcoming year. Once the selection has been made, the ARB will be notified of the appointment.

FRANKLIN COUNTY APPRAISAL DISTRICT

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Application for Appointment to the Franklin County Appraisal District 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.

Applicant Information

Name (Last, First, Middle Initial)		Telephone Number	
Mailing Address (number, street or P.O. Box)			
City		State	ZIP Code
Social Security Number		Texas Drivers License Number	

Education and Training

Name of School, City, State	Dates Attended	Major/Minor	Semester Hours Earned	Diploma or Degree Awarded

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

Most Current Employment History

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

Eligibility

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.

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

1. Have you resided in the boundaries of the Franklin County for at least two years? ☐ Yes ☐ No
2. Are you a current or former employee of a local government, appraisal district or the Texas Comptroller of Public Accounts or a current or former member of the governing body of a local government or appraisal district? ☐ Yes ☐ No

If "Yes", give last date of service and entity served _____

3. Is anyone in your immediate family employed by the Franklin County Appraisal District, a member of the Board of Directors of the appraisal district, a paid property tax consultant doing business within the appraisal district, or a fee appraiser performing appraisals for use in property tax proceedings in the appraisal district?

If "Yes", give name and relationship _____ ☐ Yes ☐ No

4. Have you previously appeared before the Franklin County Appraisal District Appraisal Review Board for compensation (i.e., as a tax consultant, accountant, appraiser, or representative of a property owner)? ☐ Yes ☐ No
5. Do you, your spouse or 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
6. Do you or your spouse own an interest in property on which delinquent taxes are due and the tax is not deferred or being paid under an installment agreement? ☐ Yes ☐ No

Activities and Honors

Briefly list any activities you are currently or have previously been involved in.

Briefly list any designations or honors you have received.

Optional Statement

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

Signature and Affirmation

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. 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 the Franklin County Appraisal District.

Printed Name

Signature

Date

The Franklin County Appraisal District will not share any
of the personal information you have disclosed on this application.