
Clay County Appraisal District

The Appraisal Review Board (ARB) is a group of private citizens authorized to hear appeals and determine protests for ad valorem tax purposes. The ARB is a separate authoritative body and are not employees of the Clay County Appraisal District (CCAD). ARB members are volunteers, appointed by the local administrative district judge for two-year terms.

To be eligible for appointment, an applicant must have been a Clay County resident for two years, and never have been employed by, or been an officer or director of CCAD, along with other eligibility restrictions provided in Texas Property Tax Code Section 6.412.

ARB service generally requires about five days per year, including mandatory annual training. Compensation is currently \$125 per day plus mileage reimbursement.

Anyone interested in serving is encouraged to complete the enclosed application and questionnaire and submit them to the CCAD Taxpayer Liaison Officer at claycadbookkeeper@gmail.com or by mail or in person.

Clay County Appraisal District
100 East Omega PO Box 108
Henrietta, TX 76365

Application Questionnaire for Appointment to CCAD Appraisal Review Board

The CCAD ARB is a citizen board, selected and appointed by the District Administrative Judge for a two-year term. The ARB meets as needed to hear property owner protests that cannot be resolved informally during the Appeals/Protest process. Required training is provided by the Texas State Comptroller. Training and service is compensated at a daily rate set by the board of directors of CCAD.

The ARB is a very important commitment. ARB hearing days and times vary, but generally consist of a day of training in May and several days of hearings in July. Open Meetings Act Guidelines are applicable, so notice to the public is posted at least seventy-two hours before each meeting, but CCAD will make effort to notify members as far in advance as possible.

More information about the ARB and its procedures is available on the Comptroller's website. Please read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the ARB.

YES NO

Do you reside and have you resided in Clay County for at least 2 years?

Are you currently a member of the governing body or an officer of CCAD?

Are you currently a member of or an officer of a local taxing unit in the district?

Have you ever been a member of a governing body or officer of a taxing unit in Clay County? If yes, please provide taxing unit, position, and years served.

Are you currently employed, either full or part-time, by an appraisal district or local taxing unit in this district?

Is anyone who is related to you by blood or marriage employed by CCAD?
If yes, please identify name and relationship.

Are you currently employed, either full or part-time by the Texas Comptroller of Public Accounts?

Do you or have you appeared before the CCAD ARB as a paid property tax consultant?

YES NO

Do you have a relative, step-relative, or relative by marriage who has a business in CCAD as a paid property tax consultant?

Do you or your spouse, either independently or through ownership in a business, have a contract with this CAD or a local taxing unit in this CAD?

Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude?
If yes, please explain on additional pages.

An answer of "NO" to question 1, or "YES" to any other question (2-10) indicates that you are not eligible to serve on the ARB.

APPLICATION FOR CCAD APPRAISAL REVIEW BOARD (ARB)

Name of Applicant _____

Telephone Number _____ TX DL/ID# _____

Current Mailing Address _____

Physical Address (If different from mailing) _____

Have you previously served on the CCAD ARB? _____ If yes, how many years? _____

Have you ever worked for CCAD or any of the taxing units within CCAD? _____

If yes, identify employer and dates of employment _____

Please list any training, qualities, or other attributes you feel are relevant _____

Do you have experience in appraisal or real estate that you feel would benefit the ARB? _____

What is your motivation for volunteering to serve? _____

The information I have provided in this application and all attachments (if any) is accurate, true, correct, and complete to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to be considered for the ARB. I also understand that it is a criminal violation to make a false statement on this application. I authorize the CCAD Tax Payer Liaison Officer or his/her representative to verify the statements I have made. I further affirm that, to the best of my knowledge and belief, I am qualified by law to accept an appointment to CCAD ARB.

Signature _____ Date _____