

McLENNAN COUNTY  APPRAISAL DISTRICT

District Judge Vicki Menard, administrative judge for the state district courts in McLennan County, is accepting applications from McLennan County citizens interested in serving on the McLennan County Appraisal Review Board (ARB) for 2022/2023. Judge Menard will appoint members to two year terms.

Service on the ARB will begin January 2022. *Applications must be submitted to Judge Vicki Menard through the McLennan County Appraisal District (MCAD).*

The ARB is a citizen board that sits in panels of three or four to hear property owner protests that cannot be resolved informally with MCAD.

ARB service is generally a full time commitment during the summer months and requires members to be available to serve all day every weekday and several Saturdays from May through July. ARB members are not always scheduled every day, but must be available to serve if needed. ARB members are not considered employees of MCAD but are reimbursed for their time as contract labor.

Candidates for the ARB must be current residents of McLennan County, having resided in the county for at least two years; must be up to date on property tax payments for property in Texas or show the tax is being paid under an installment agreement.

Persons who fall into any of the following categories are not eligible to serve:

- Individuals who are currently employed by the State Comptroller of Public Accounts, or who are a member of the governing body, an officer, or a full-part time employee of a county, city, school district, community college district, or any other entity supported by local property taxes.
- Former governing body members or officers of a taxing unit served by MCAD are ineligible for four full years from the date they ceased to serve in that capacity.

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- Anyone who personally or whose spouse personally, has a contract with local government or an appraisal district. The same restriction applies if the person, or his or her spouse, owns 10 percent or greater interest in a business which contracts with a local government or appraisal district.
- Persons that have appeared before the ARB for compensation as a tax consultant, accountant, appraiser, or representative of a property owner less than two years before the date the person is appointed.
- Any individual who has ever been employed by MCAD or other Appraisal District, or has ever served as a member of the MCAD board of directors.
- Applicants who are presently under indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude.

Applications may be obtained by calling Betty Sanchez at McLennan County Appraisal District: 254-752-9864 XT 220 or email: bsanchez@mclennanad.org. Application may also be obtained online at www.mclennanad.org.

**Please submit applications to:
Judge Vicki Menard
C/O Betty Sanchez
315 S 26th Street
Waco, Texas 76710**

Or email PDF to: bsanchez@mclennanad.org

APPLICATION FOR APPOINTMENT TO THE MCLENNAN COUNTY APPRAISAL REVIEW BOARD

Please carefully read and answer fully each question. Your answers will be used to determine your eligibility for appointment and qualifications for service on the McLennan County Appraisal Review Board. You may submit this application and legible attachments via e-mail to bsanchez@mclecnanad.org in pdf format or you may hand deliver or mail the application to the address noted above. Facsimiles will not be accepted due to illegibility of attachments. Failure to attach a legible copy of identification deems application incomplete.

Applicant Information

Name (Last, First, Middle)	Telephone number (area code and number)
	Daytime () Cell ()
Physical Home Address (number, street, city, state and zip)	Email address:

Social Security Number	Texas Driver's License Number or government issued identification (legible copy must be attached)
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Education and Training

Name of School	City, State	Years Attended	Major/Minor	Diploma or Degree

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

Employment History

Provide Employment History for the last 10 years. Attach additional sheets if necessary. You may attach a resume but this section must still be completed in full.

Present/Most Recent Employer	Position
Address	Dates Employed (From month/year to month/year)
Telephone number	Reason for Leaving
Summary of Duties	
Previous Employer	Position
Address	Dates Employed (From month/year to month/year)
Telephone number	Reason for Leaving
Summary of Duties	
Previous Employer	Position
Address	Dates Employed (From month/year to month/year)
Telephone number	Reason for Leaving
Summary of Duties	

Eligibility and Conflict of Interest

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 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 McLennan County 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 a city council, county commissioners court, school board of trustees, or board of directors.
- "Officer" means holding an elective 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, alternative election judge, an election clerk who serves 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.

1. Do you reside within the boundaries of McLennan County Appraisal District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you resided in within the boundaries of McLennan County Appraisal District for the last two years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently a member of the governing body or an officer of a local government or an appraisal district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you currently employed, either full or part-time, by a local government or an appraisal district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you currently employed, either full or part-time by the Texas Comptroller of Public Accounts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you a former employee, chief appraiser, or member of the Board of Directors of the McLennan County Appraisal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are you a former member of the governing body or officer of a local government served by the McLennan County Appraisal District, and you left with office within the last four years? (Check No if you have been out of the office for more than 4 years.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are you currently a member of an Appraisal Review Board of another appraisal district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is anyone who is related to you by blood or marriage employed by the McLennan County Appraisal District? If yes, give name and relationship:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. Is a member of the Board of Directors or an officer of the McLennan County Appraisal District?		
b. Does business in the McLennan County Appraisal District as a paid property tax consultant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Performs appraisal for use in property tax proceedings in the McLennan County Appraisal District boundaries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Have you previously served all or part of three terms as a member of the Appraisal Review Board of McLennan County?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Have you previously appeared before the Appraisal Review Board of McLennan County for compensation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Do you or your spouse have a contract with a local government or an appraisal district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Does a business in which you or your spouse owns a substantial interest have a contract with a local government or an appraisal district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. 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 <input type="checkbox"/>	No <input type="checkbox"/>
16. Are you presently under indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Are you a U.S. Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. If you answered No to Question 17, are you eligible to be employed under a visa or entry permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Have you ever been sued for collection of property taxes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Have you ever operated or owned a business in McLennan County?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered Yes to Question 19, have you rendered business personal property related to that business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Property Taxes

In the spaces below, please list all real property that you currently own, or have a combined ownership interest, within the boundaries of the McLennan County Appraisal District. This includes real property owned by a business in which you have at least 10% of the voting stock or shares in that business entity that owns the real property, or a business that you or your spouse are a partner, limited partner, or officer of the business entity. (Attach additional pages if necessary).

Real Property Accounts

Location Address	Account Number	Are you delinquent due on this property?	on taxes
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Last, First, Middle Name

In the spaces below, please list all personal property that you currently own, or have a combined ownership interest, Within McLennan County Appraisal District. This includes personal property owned by a business in which you have at least 10% in that business entity that owns the personal property, or a business that you or your spouse are a partner, limited partner, entity.

Personal Property Accounts			
Location Address	Account Number	Are you delinquent on taxes due on this property?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature/Statements are True and Correct			
I swear and affirm that the information contained in this application and all attachments are within my personal knowledge and are true and correct and I signed this application for the purposes and considerations herein expressed. I further affirm that, to the best of my knowledge and belief that I am not disqualified by law from accepting an appointment to the Appraisal Review Board of McLennan County.			

Date

Signature

State of Texas

County of McLennan

_____ (Applicant's name) on this day personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, and further states that he/she has completed the above application and the statements contained therein are true and correct. Dated this ____ day of _____, _____.

Notary Public in and for the State of Texas

(seal)

Authorization for Release of Information

I hereby authorize any investigator or duly appointed representative of the McLennan County Appraisal District bearing this release or a copy hereof to obtain any information from schools, residential management agencies, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the McLennan County Appraisal District and may be disclosed to third parties as necessary in the fulfillment of official responsibilities. I hereby release any individual, including records custodians, from any and all liability for damages of whatever kind or nature, which may at any time result to me on account of compliance, or any attempts to comply with this authorization.

Date

Signature

Printed Name