



COTTLE COUNTY APPRAISAL DISTRICT

CHIEF APPRAISER NAKIA HARGRAVE

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PO BOX 459

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TEL (806) 492-3345

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Application Questionnaire for Appointment to the Cottle CAD Appraisal Review Board (ARB)

The Cottle CAD Appraisal Review Board (ARB) is a citizen board, selected and appointed by the District Administrative Judge for a two-year term. The ARB meets periodically 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/or service is compensated at a daily rate set by the board of directors of the appraisal district.

The ARB is a very important commitment. ARB hearing days and times may vary, but generally consists of a day of training in May and a few days of hearings typically from June till July; however, ARB meetings may occur throughout the year as special circumstances may require. Meetings are required to meet the Open Meetings Act Guidelines and will be posted at least 72 hours in advance, but the appraisal district will make effort to notify members as far in advance as possible.

More information about the ARB and its procedures are available on the Cottle CAD and Comptroller's website. If you are interested in serving as an ARB member, please complete and return the following questionnaire and application to the address or email in the header above.

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. You may attach a resume or additional pages if needed.

QUALIFICATIONS	YES	NO
1. Do you reside and have you resided in Cottle County for at least 2 years?		
2. Are you currently a member of the governing body or an officer of this appraisal district?		
3. Are you currently a member of or an officer of a local taxing unit in this district?		
4. Are you currently employed, either full or part-time, by an appraisal district or a local taxing unit in this district?		
5. Is anyone who is related to you by blood or marriage employed by the Cottle County Appraisal District? (If yes, please identify name and relationship)		
6. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?		
7. Do you or have you appeared before the Cottle CAD ARB as a paid property tax consultant?		
8. Do you have a relative, step-relative or relative by marriage who has a business in the Cottle County Appraisal District as a paid property tax consultant?		
9. Do you or your spouse, either independently or through ownership in a business, have a contract with this appraisal district or a local taxing unit in this appraisal district?		
10. 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 a "Yes" to any other question (2-10) indicates that you are not eligible to serve on the ARB.*



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APPLICATION FOR THE COTTLE CAD APPRAIASAL REVIEW BOARD (ARB)

Name of Applicant _____
Last First Middle Initial

Telephone Number (including area code) _____ TX DL/ID# _____

Current Mailing Address _____

City _____ State _____ ZIP Code _____

Physical address (if different from above) _____

City _____ State _____ ZIP Code _____

Have you previously served on the Cottle County ARB? Y N If yes, how many years? _____

Have you ever worked for the local appraisal district, county, school, city or hospital? Y N
If yes, please list employer and dates of employment.

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

List any special experience in appraisal or real estate transactions that you feel would benefit the ARB.

What key traits do you feel would make you a good ARB member and what is your motivation for serving?

Signature and Affirmation

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 Cottle County Appraisal District Chief Appraiser 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 from accepting an appointment to the Cottle CAD Appraisal Review Board.

Signature _____

Date _____