



DENTON **C**ENTRAL **A**PPRAISAL **D**ISTRICT
3911 MORSE STREET, P O BOX 2816
DENTON, TEXAS 76202-2816

MEMO

TO: All Jurisdictions
FROM: DCAD Board of Directors
DATE: October 5, 2012
SUBJECT: Candidates for **Appraisal Review Board**

The Board of Directors of the Denton Central Appraisal District is requesting candidates for possible appointment to the **Appraisal Review Board**.

We have enclosed the qualifications for appointment to the **Appraisal Review Board**. Please return your Candidate List by October 31, 2012. All candidates will be mailed an application. The Board of Directors will make their decision at their December meeting.

If you have any questions please call Kathy Williams at (940) 349-3974.

October 5, 2012

APPRAISAL REVIEW BOARD

Appraisal Review Board (ARB) Meetings

Beginning in January, the ARB will meet on the third Wednesday of each month (except in May, June, and July). Meetings are held at the offices of Denton CAD.

ARB reappraisal hearings will start on a **daily basis**, as needed, from **late May until the appraisal roll is approved usually in late July**. Meetings will normally be from 8:00 A.M. to 5:00 P.M. Currently the ARB meets one night a week in May, June and July.

Qualifications

To serve on the ARB, you must have lived in Denton County for at least two years before taking office. You do not need any special qualifications. The Comptroller's office will provide a course for training ARB members. All ARB members must complete the course to participate in ARB hearings.

Persons Ineligible

1. Those who have served all or part of three previous terms on the ARB.
2. Current or former members of the Board of Directors, officers, or employees of the appraisal district.
3. Those who serve or have served as a member of the governing body or officer of a taxing unit for which the appraisal district appraises property, until the 4th anniversary of the date the person ceased to be a member or officer. (Our attorney has interpreted an officer to be a member of a Planning and Zoning Board, a member of a Zoning Board of Adjustments, an election official or any other officer that has decision-making authority for any entity that the Appraisal District serves).
4. Those who have ever appeared before the ARB for compensation or if a relative appears, or their work product is used before the ARB for compensation.
5. Employees of the Comptroller's Office or a taxing unit.
6. Those who contract with the appraisal district or with a taxing unit that participates in the appraisal district. Also, if the person or a business entity in which the person has substantial interest contracts with the appraisal district or a taxing unit that participates in the appraisal district.
7. Those with Delinquent Property Taxes.

Appointment

The Board of Directors will appoint ARB members by a majority vote and record their decision in a resolution. Terms begin January 1, 2013. Members serve two-year staggered terms; approximately half of the member's terms expire each year.

ARB Compensation

The ARB receives \$87.50 for a half day or \$175.00 for all day.

Candidate for Appraisal Review Board

Please return this form to DCAD no later than October 31, 2012. Your jurisdiction may nominate more than one candidate, the appointments will be made at DCAD's December Board of Director's meeting. An application form will be mailed to each candidate to complete.

Name of Your Jurisdiction

Name and address of Candidate:

Name

Address

City

Zip

Daytime Phone Number

Evening Phone Number

Please return this form to:

Kathy Williams
Denton Central Appraisal District
P.O. Box 2816
Denton, Texas 76202
(940) 349-3974