

## **KAUFMAN CENTRAL APPRAISAL DISTRICT**

**972-932-6081 ■ 3950 S Houston ■ Kaufman, Texas 75142 ■ [www.kaufman-cad.org](http://www.kaufman-cad.org)**

Attached is an application for employment to the Appraisal Review Board (ARB) for the Kaufman Central Appraisal District.

The ARB is a citizen board of Kaufman County residents that sit in a panel to hear property owner's protests that cannot be resolved administratively by appraisal district staff.

If selected, you will be appointed to serve a term as a regular or auxiliary member of ARB. ARB members are not employees of the appraisal district and are not eligible for employee benefits by virtue of their review board service.

If you are confident you possess the qualifications noted on the next page, and believe you can reach decisions based solely on the evidence before you in each hearing, please return your completed application to:

**KAUFMAN CENTRAL APPRAISAL DISTRICT  
P.O. BOX 819  
KAUFMAN, TEXAS 75142**

Your interest in this important civic duty is appreciated. If we can provide you with application information, please call 972-932-6081.

## Qualifications for ARB Membership

1. You must be at least 18 years of age; currently reside in Kaufman County, and must have resided in Kaufman County for at least the last two years.
2. You cannot be a current or former employee, officer, or member of the Board of Directors of the Kaufman Central Appraisal District.
3. You cannot be a current member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in this state. This includes part-time employment. Taxing units include the counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.
4. You cannot be a former employee or member of the governing body of a taxing unit served by the Kaufman Central Appraisal District unless your service ended more than four (4) years before January 1, 2023.
5. You cannot be a current employee of the Texas State Comptroller of Public Accounts.
6. You cannot have ever appeared before the Kaufman Central Appraisal Review Board for compensation.
7. Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Kaufman Central Appraisal District.
8. No business in which you have a substantial interest (defined as ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner, or officer of the business entity) may currently be a party to a contract with the Kaufman Central Appraisal District or a taxing unit serviced by the Kaufman Central Appraisal District.
9. You are ineligible if you own property on which delinquent taxes have been owed to any taxing unit in this state for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065 Tax Code.
10. You cannot be related within second degree, by consanguinity or affinity, to (1) a person who does business as a paid property tax consultant in Kaufman County; or (2) a person who performs appraisals for use in property tax proceedings in Kaufman County, and you cannot be related within the third degree by consanguinity or the second degree by affinity to an officer or member of the board of directors of the Kaufman Central Appraisal District. **Relatives within the second degree include:** 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, and the brother or sister of your spouse. **Relatives by consanguinity** within the third degree also include great-grandparents, great-grandchildren, the brother or sister of either of your parents, nieces and nephews.
11. You must be of good moral character.