



COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: www.collinarb.org

Qualifications for Appointment:

To be eligible to serve on the Collin Appraisal Review Board (“ARB”), you must be at least 18 years old, currently reside in Collin County, and must have resided in Collin County for at least the last two years.

You cannot be a current or former member of the board of directors, former officer, or former employee of the Collin Central Appraisal District (“CAD”).

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, including part-time employment. Taxing units include counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.

You cannot be a former member of the governing body or officer of a taxing unit for which CAD appraises property until the fourth anniversary of the date you ceased to be a member or officer.

You cannot have appeared before ARB for compensation for a two-year period preceding the appointment.

You cannot be a current employee of the Texas Comptroller of Public Accounts.

You are not eligible if you own property for which delinquent taxes have been owed to a taxing unit for more than 60 days after the date you knew or should have known of the delinquency, unless the taxes are being paid under an installment agreement pursuant to Tax Code Sec. 33.02 or the taxes are deferred or abated pursuant to Tax Code Secs. 33.06 or 33.065.

Neither you nor your spouse may currently be a party to a contract with CAD or a taxing unit served by CAD.

No business in which you have a substantial interest (ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business, or service by you or your spouse as a partner, limited partner, or officer of the business) may currently be a party to a contract with CAD or a taxing unit served by CAD.

You cannot be related within the second degree by consanguinity or affinity to: 1) a person who does business as a paid property tax consultant in Collin County; or 2) a person who performs appraisals for use in property tax proceedings in Collin 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 CAD or ARB. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, stepchild, stepparent, 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, and nieces and nephews.

You cannot have served more than three full or partial terms on ARB; and you may not be eligible if you have served more than three full or partial terms on any appraisal review board in Texas.

You must pass a criminal background investigation administered by the Texas Department of Public Safety.

You must be available to work and attend mandatory training and workshops as scheduled. Normally, this includes at least 1-2 days in January, 2-3 days in March, two or more weeks in May, every day in June, the first two weeks of July, one week in August, one week in September, 4-5 days in October, 2-3 days in November, and one day in December.

You must be able to receive and send emails regarding your work schedule and your requested days off. More members are appointed than needed for any given day to mitigate scheduling issues and days off. However, please do not request days off during the busiest periods in May, June and July, unless necessary.

You must be of good moral character and be able to hear normal conversations, read, and see visual images on a monitor.