

# TAX CODE SECTION 6.05(c) Notification of Eligibility or Ineligibility to be Appointed or Serve as Chief Appraiser

This form is for use by Chief Appraisers in complying with the notification requirements of Tax Code Section 6.05(c): "Not later than January 1 of each year, a chief appraiser shall notify the comptroller in writing that the chief appraiser is either eligible to be appointed or serve as the chief appraiser or not eligible to be appointed or serve as the chief appraiser."

Tax Code Section 6.05(c) provides, in part:

To be eligible to be appointed or serve as a chief appraiser, a person must be certified as a registered professional appraiser under Section 1151.160, Occupations Code, possess an MAI professional designation from the Appraisal Institute, or possess an Assessment Administration Specialist (AAS), Certified Assessment Evaluator (CAE), or Residential Evaluation Specialist (RES) professional designation from the International Association of Assessing Officers. A person who is eligible to be appointed or serve as a chief appraiser by having a professional designation described by this subsection must become certified as a registered professional appraiser under Section 1151.160, Occupations Code, not later than the fifth anniversary of the date the person is appointed or begins to serve as chief appraiser. A chief appraiser who is not eligible to be appointed or serve as chief appraiser may not perform an action authorized or required by law to be performed by a chief appraiser, including the preparation, certification, or submission of any part of the appraisal roll.

Under this provision, a chief appraiser must either be a certified registered professional appraiser (RPA) or have the appropriate professional designation (MAI, AAS, CAE or RES) to be eligible to serve as chief appraiser. A chief appraiser who is not an RPA but who has an MAI, AAS, CAE or RES designation must obtain an RPA certification within five years of his or her appointment or beginning of service as chief appraiser.

**Where to File:** Submit this notification to the Comptroller's Property Tax Assistance Division. You may submit the form by email to [ptad.cpa@cpa.texas.gov](mailto:ptad.cpa@cpa.texas.gov) or by hand delivery, courier or U.S. first class or certified mail to Director, Property Tax Assistance Division, 1711 San Jacinto, 3rd Floor, Austin, Texas 78701.

**STEP 1:** Please provide your name and the name, address and phone number of the appraisal district in which you serve as Chief Appraiser. If you serve as Chief Appraiser for more than one appraisal district, you must submit a separate notification for each appraisal district in which you serve.

Chief Appraiser's Name

Appraisal District's Name

Phone (area code and number)

Street Address

City, State ZIP Code

**STEP 2:** State whether or not you are eligible to be appointed or serve as Chief Appraiser

(Check One)

I am eligible to be appointed or to serve as Chief Appraiser pursuant to Tax Code Section 6.05(c).

I am not eligible to be appointed or to serve as Chief Appraiser pursuant to Tax Code Section 6.05(c).

**STEP 3:** Read, sign and date

By signing this notification, you certify that the information provided is true and correct to the best of your knowledge and belief.

**sign  
here** ➔

Chief Appraiser's Signature

Date

**print  
here** ➔

Printed Name

Title

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Section 37.10, Penal Code.