

Application for Arbitrator Registry Individuals Only

GENERAL INFORMATION: This form is for use by persons seeking to be included in the Comptroller's Arbitrator Registry pursuant to Tax Code Section 41A.06 and Comptroller Rule 9.4257. **Applications must be completed by an individual or sole proprietorship; businesses may not apply on behalf of their employees.**

FILING INSTRUCTIONS: A person seeking to be listed in the Comptroller's Arbitrator Registry must submit a completed application form with supporting documentation and affirm that the applicant meets the qualifications set forth in Tax Code Section 41A.06 and agrees to perform the arbitration service for no more than the statutorily allowed fee for each arbitration. The completed application form and supporting documentation must be submitted by mail at Texas Comptroller – Arbitrator Registry Application, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528 or email at ptad.cpa@cpa.texas.gov. If you have any questions about this application, contact the Comptroller's office by phone at 800-252-9121 (press 2) or by email at ptad.cpa@cpa.texas.gov.

DUTY TO NOTIFY: Arbitrators listed in the Comptroller's registry must report to the Comptroller's office in writing any change in the applicant's qualifications, eligibility to serve, contact information or any material change regarding information provided in this application. Failure of the arbitrator to report a material change within 10 calendar days of the change may result in the immediate removal of the arbitrator from the current registry upon its discovery and the denial of future applications for inclusion in the registry. An arbitrator's failure to report a material change as required by this paragraph shall not affect the determinations and awards made by the arbitrator during the period that the arbitrator is listed in the registry.

OTHER IMPORTANT INFORMATION

Information on this form and all attachments are subject to disclosure under the Texas Public Information Act. All or part of this information will be published in the Arbitrator Registry or posted on a website available to the public. You have certain rights under Government Code Chapters 552 and 559 to review, request and correct information we have on file about you. Contact us at the address or phone numbers listed on this form.

Public Information Act – Government Code Section 552.147 excepts Social Security numbers from disclosure. If this form is requested as public information, your Social Security number will not be released.

Federal Privacy Act – Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law (42 U.S.C. Section 405(c)(2)(C)(i)). Release of information on this form in response to a public information request will be governed by the Public Information Act, Government Code Chapter 552, and applicable federal law.

Americans with Disabilities Act – In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling 800-252-9121 (press 2).

Section 1: Applicant Information

Provide the following information.

Applicant Name

Comptroller-Issued Texas Identification Number*
(if you have one or have ever had one)

Federal Employee Identification Number (FEIN)
(for individual, sole proprietorships only)

OR

Social Security Number (SSN)

* If a Texas Identification Number is not provided, either a SSN or an FEIN must be provided.

Section 2: Contact Information

Provide the following applicant contact information.

Mailing Address (city, state, Zip code)

Primary Phone Number (area code and number)

Email Address**

Fax Number (optional)

Physical Residence Address (city, state, Zip code) (required)

County of Residence (required)

** An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

Section 3: Professional Information

Provide the following information regarding your professional experience.

Company Name or Affiliation

List each county in which you have (at any time during the preceding five years) engaged in the following activities in that same county's appraisal district:

- Represented any person or entity for compensation in any proceeding under the Property Tax Code – begins with the filing of a notice of protest and includes:
 - communications with appraisal district employees regarding a matter under protest
 - protest settlement negotiations
 - any appearance at an ARB hearing;
 - any involvement in a binding arbitration
 - any involvement at either the district court or appellate court level at an appeal pursued under Tax Code Chapter 42
- Served as an officer or employee of any firm, company or other legal entity that represented a person or entity for compensation in any of the above-referenced proceedings
- Served as an appraisal district officer or employee
- Served as an ARB member

Indicate which of the below professional license(s) and/or certification(s) you currently hold, the license and/or certification number, whether you have been actively licensed or certified continuously for five years preceding the date you agree to serve as an arbitrator; and which license or certification is primary if you hold more than one. If you are an attorney, attach a copy of your state bar card and state bar profile. Renewals for the Arbitrator Registry will be based on the expiration date of the selected primary license or certification and completion of at least eight hours of continuing education.

Select if Held	License or Certification Type	License or Certification Number	Active for the Previous Five Years?	Select if Primary
<input type="checkbox"/>	Attorney licensed by the State of Texas			
<input type="checkbox"/>	Real estate broker or salesperson licensed under Occupations Code Chapter 1101			
<input type="checkbox"/>	Real estate appraiser licensed or certified under Occupations Code Chapter 1103			
<input type="checkbox"/>	Certified public accountant licensed or certified under Occupations Code Chapter 901			

Have you completed at least 30 hours of training in arbitration and alternative dispute resolution procedures from a university, college, legal or real estate trade association? If yes, attach certificates. (Attorneys licensed by the State of Texas are exempt from this requirement.)

Yes _____
 Name of university, college, legal or real estate trade association Date completed

No

Have you completed at least four hours of training provided by the Comptroller's office regarding property tax law with an emphasis on equal and uniform appraisal of property (online training videos)? If yes, attach certificates.

Yes No

Are you or do you intend to become a member of a board of directors of any appraisal district or an appraisal review board in this state; an employee, contractor or officer of any appraisal district in the state; a current employee of the Comptroller's office; or a member of a governing body, officer or employee of any taxing unit in the state?

Yes No

Do you agree to perform each arbitration service for no more than the statutorily allowed fee per arbitration? The fee is the statutory maximum; all other expenses and costs must be borne by the arbitrator and the parties to the arbitration.

Yes No

Do you agree to notify the Comptroller's office of any change in the your qualifications or other information provided in this application within 10 calendar days?

Yes No

Arbitrator Fee Chart

Property Type	Appraised or Market Value	Arbitrator Fee
Residence homestead	\$500,000 or less	\$400
Residence homestead	More than \$500,000	\$450
Not residence homestead	\$1 million or less	\$450
Not residence homestead	More than \$1 million but not more than \$2 million	\$750
Not residence homestead	More than \$2 million but not more than \$3 million	\$1,000
Not residence homestead	More than \$3 million but not more than \$5 million	\$1,500

For contiguous tracts of land, the arbitrator fee amount will be based on the value for the single highest tract of land.

Section 4: Employment Information

List previous employment, starting with your most recent position. Do not list any experience from more than the ten years previous to this application submission.

Position Title

Employer Name

Employer Location

Are you currently employed by this employer? Yes No

Length of employment: _____

Describe your duties:

Position Title

Employer Name

Employer Location

Are you currently employed by this employer? Yes No

Length of employment: _____

Describe your duties:

Section 4: Employment Information (concluded)

Position Title _____

Employer Name _____

Employer Location _____

Are you currently employed by this employer? Yes No

Length of employment: _____

Describe your duties:

Position Title _____

Employer Name _____

Employer Location _____

Are you currently employed by this employer? Yes No

Length of employment: _____

Describe your duties:

Section 5: Certification and Signature

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 Penal Code Section 37.10. The Comptroller's office may remove you from the Arbitrator Registry at any time for failure to meet statutory qualifications or to comply with requirements of law or administrative rule or for good cause as determined by the Comptroller's office.

By submitting an application for inclusion in the Comptroller's Arbitrator Registry, I, _____, swear or affirm
Applicant Printed Name

the following that each fact contained in this application is true and correct and that I acknowledge and understand the following:

- The applicant meets all qualifications required under Tax Code Section 41A.06.
- The arbitrator must conduct each arbitration for which he or she is appointed in the manner required under applicable law, including without limitation, Tax Code Sections 41A.08 and 41A.09, Comptroller Rules 9.4261 – 9.4266, and all other relevant laws and procedures.
- The requirements of Comptroller Rules 9.4261 – 9.4266 must be met.
- The applicant does not violate registry disqualifications regarding certain employment, public service, and other matters. Violation of the rule will result in the immediate removal of the arbitrator from the registry.
- The arbitrator agrees to perform the arbitration service for no more than the statutorily allowed fee for each arbitration.
- The fee is the statutory maximum; all other expenses and costs must be borne by the arbitrator and the parties to the arbitration.
- The Comptroller's office shall appoint arbitrators as provided in Tax Code Section 41A.07 and Comptroller Rule 9.4256.
- **Inclusion in the Arbitrator Registry does not guarantee appointment for any minimum number of arbitrations.**
- To remain on the registry, a successful arbitrator must update any changes to his or her information within 10 calendar days.

**sign
here** 

Applicant Signature _____

Date _____

This attestation shall remain in effect until the renewal date of the applicant's license or certification under which the applicant was qualified to be included in the registry pursuant to Tax Code Section 41A.06.

For an arbitrator to continue to be included in the registry, a new or renewal application must be submitted on or before the earlier of each renewal date of the applicant's license or certification under which the applicant was qualified or the second anniversary of the date the arbitrator was initially added to or subsequently renewed on the registry pursuant to Tax Code 41A.061.