

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 9.804(c)(1). **Applications must be completed by an individual; 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 mailed to the Comptroller's office at Texas Comptroller – Arbitrator Registry Application, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528. If you have any questions about this application, contact the Comptroller's office by phone at 800-252-9121 (press 2 for the menu and then press 1) 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 material change in the information provided in the application. A material change includes, but is not limited to a change in address, telephone number, email address, website, loss of required licensure, incapacity or other condition that would prevent the person from professionally performing arbitration duties. Failure of the arbitrator to report a material 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 4051(2)(i); Tex. Gov't. Code §§ 403.011 and 403.078). 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 for the menu and then press 1).

Section 1: Applicant Information

Provide the following information.

Applicant Name

Taxpayer Number for Reporting any Texas Tax or
Texas Identification Number *(if you have one or have ever had one)*

Social Security Number *(required)**

* Social Security numbers are not subject to public disclosure according to Government Code Section 552.147.

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

Provide your current areas of appraisal or real estate expertise (within the last 10 years).

- Residential Years of Experience
Commercial Years of Experience
Minerals Years of Experience
Agricultural Years of Experience
Land Years of Experience
Business Personal Property Years of Experience

List the counties in which you have at any time during the preceding five years represented a person for compensation at an appraisal review board hearing, at a binding arbitration hearing or in district court; served as an officer or employee of an appraisal district; or served as a member of the appraisal review board. Attach additional sheets if necessary.

Blank lines for listing counties.

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 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.

Table with 5 columns: Select if Held, License or Certification Type, License or Certification Number, Active for the Previous Five Years, Select if Primary. Rows include Attorney licensed by the State of Texas, Real estate broker or salesperson licensed under Occupations Code Chapter 1101, Real estate appraiser licensed or certified under Occupations Code Chapter 1103, and 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.)

Form with checkboxes for Yes/No and fields for Name of university, college, legal or real estate trade association and Date completed.

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? If yes, attach certificates.

Form with checkboxes for Yes and 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 promptly notify the Comptroller's office of any change in the your qualifications or other information provided in this application?

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

Section 4: Resume

Applicants must complete the resume attached as Exhibit A that includes information regarding educational background, past and present employment and information relevant to the applicant's qualifications under applicable laws and rules. As with all attachments to and information submitted with this applications, resumes are considered public information under the Texas Public Information Act, Government Code Chapter 552.

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 Rule 9.804, and all other relevant laws and procedures.
- The requirements of Comptroller Rule 9.804 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 9.804(d).
- **Inclusion in the Arbitrator Registry does not guarantee appointment for any minimum number of arbitrations.**
- To remain on the registry, a successful arbitrator must timely update any changes to his or her information.

**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 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.

Exhibit A Resume Information for Arbitrator Registry

For Comptroller's Office Use Only

GENERAL INSTRUCTIONS: Applicants must complete the educational, employment and applicant qualification information requested in this resume. The resume must be typed or printed in black ink on non-colored paper. Do not attach additional materials. **Resumes must be completed by an individual; businesses may not apply on behalf of their employees.** As with all attachments to and information submitted with this applications, resumes are considered public information under the Texas Public Information Act, Government Code Chapter 552.

Section 1: Applicant Name

Provide the applicant's name.

Applicant Name

Section 2: Education Information

Provide the following education information.

Type of School	School Name and Location	Date Graduated	Type of Diploma or Degree	Fields of Study
Undergraduate Colleges or Universities				
Graduate Schools				
Technical, Vocational or Business Schools				

Section 3: Training Information

In addition to the arbitration training that you were required to complete in order to qualify as an arbitrator for property tax appeals, list professional training that you have completed in property appraisal, real estate or other areas related to property valuation.

Section 4: Professional Organizations

List all professional organizations from which you have a license or certificate or to which you belong.

Section 5: 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:

Large empty text box for describing duties.

Position Title Employer Name

Employer Location

Are you currently employed by this employer? Yes No Length of employment:

Describe your duties:

Large empty text box for describing duties.

Position Title Employer Name

Employer Location

Are you currently employed by this employer? Yes No Length of employment:

Describe your duties:

Large empty text box for describing duties.

Section 5: Employment Information (continued)

Position Title _____ Employer Name _____

Employer Location _____

Are you currently employed by this employer? Yes No Length of employment: _____

Describe your duties:

Section 6: Civic and Community Organizations

List any civic and community organizations to which you currently belong.

Section 7: Languages Spoken

List the languages that you speak.

Do you speak a language other than English? Yes No

If yes, what language(s) do you speak?

