

Application for Arbitrator Registry Individuals Only

Form AP-218

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 Rules relating to arbitration.

FILING INSTRUCTIONS: Submit this application and all supporting documentation to ptad.arbitration@cpa.texas.gov or Texas Comptroller – Arbitrator Registry Application, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528.

SECTION 1: Applicant Information

Name _____ County of Residence _____

Comptroller-issued Texas Identification Number*
(if you currently have or have ever had one) _____ Federal Employee Identification Number (FEIN)
(for individual, sole proprietor only) _____ OR Social Security Number (SSN) _____

Physical Residence Address (city, state and ZIP code) _____

Primary Phone Number (area code and number) _____ Email Address _____

Mailing Address (city, state and ZIP Code, if different from physical residence address) _____

SECTION 2: Professional Information

Company Name or Affiliation _____

List each county in which you have (at any time during the preceding two years) engaged in the following activities in that same county's appraisal district (attach additional sheets as necessary):

- 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 appraisal review board hearing;
 - any involvement in a binding arbitration; or
 - any involvement at either the district court or appellate court level in 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

Select if Held	License or Certification Type	License or Certification Number	Active for the Previous Five Years?	Select if Primary
	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			
	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

**Limited Binding Arbitration
 Fee Chart
 (Attorneys Only)**

Residence Homestead	Appraised/Market Value per Notice of Appraised Value	Arbitrator Fee
Residence homestead	\$500,000 or less	\$400
Residence homestead	More than \$500,000	\$500
All Other Property	Any Value	\$500

For multiple properties, the arbitrator fee amount will be based on the value for the single highest property.

Regular Binding Arbitration 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 tract of land that would have resulted in the highest deposit if the tracts were filed separately.

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 this state; a current employee of the Comptroller's office; or a member of a governing body, officer or employee of any taxing unit in this 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 your qualifications or other information provided in this application within 10 calendar days?

Yes No

Do you agree to perform Limited Binding Arbitration (LBA) 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. **(Attorneys only)**

Yes No

SECTION 3: Employment Information

List previous employment, starting with your most recent position. Do not list any experience from more than the ten years prior 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:

SECTION 3: Employment Information (continued)

Position Title _____ Employer Name _____

Employer Location _____

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

Describe your duties:

[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:

[Empty text box for describing duties]

SECTION 4: 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.

I, _____, swear or affirm the following:

Printed Name of Applicant

- 1. The applicant meets all qualifications required under Tax Code Section 41A.06.
2. 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, 41A.015 as applicable and 41A.09, Comptroller Rules relating to arbitration, and all other relevant laws and procedures.
3. 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.
4. The arbitrator agrees to perform the arbitration service for no more than the statutorily allowed fee for each arbitration.
5. The fee is the statutory maximum; all other expenses and costs must be borne by the arbitrator and the parties to the arbitration.
6. The Comptroller's office shall appoint arbitrators as provided in Tax Code Section 41A.07, 41A.015 as applicable and Comptroller Rules relating to arbitration.
7. Inclusion in the Arbitrator Registry does not guarantee appointment for any minimum number of arbitrations.
8. To remain on the registry, a successful arbitrator must update any changes to his or her information within 10 calendar days.

sign here

Signature of Applicant _____ 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. The Comptroller's office will send a renewal application and instructions to the arbitrator prior to his or her renewal date.

Important Information

GENERAL INFORMATION

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

To remain in the registry, an arbitrator must submit a new or renewal application on or before the earlier of the applicant's qualifying license or certification renewal date or the second anniversary of the date initially added to or subsequently renewed on the registry pursuant to Tax Code Section 41A.061. The Comptroller's office will send a renewal application and instructions to the arbitrator prior to his or her renewal date.

FILING INSTRUCTIONS

Submit a completed application form and supporting documentation, affirming the applicant meets the Tax Code Section 41A.06 qualifications and agrees to perform arbitration services for the statutorily allowed arbitration fee to ptad.arbitration@cpa.texas.gov or Texas Comptroller – Arbitrator Registry Application, Property Tax Assistance Division- Arbitration, P.O. Box 13528, Austin, Texas 78711-3528. Contact the Comptroller's office at 800-252-9121 or ptad.arbitration@cpa.texas.gov with any questions.

SUPPORTING DOCUMENTATION

The following supporting documentation must accompany the application:

- copy of qualifying license or certification, or bar card for attorneys;
- copy of bar profile for attorneys;
- certificate of completion for:
 - 30 training hours in arbitration and alternative dispute resolution (attorneys are exempt from this requirement);
 - Comptroller's property tax law training; and
 - Comptroller's appraisal review board training.

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 to report a material change within 10 calendar days of the change may result in the arbitrator's immediate removal from the current registry and the denial of future applications. An arbitrator's failure to report a material change does not affect the arbitrator's determinations and awards made 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 exempts 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 tax administration purposes 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.