

APPLICATION FOR ARBITRATOR REGISTRY - INDIVIDUALS ONLY



CAROLE KEETON STRAYHORN • COMPTROLLER OF PUBLIC ACCOUNTS

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 REGISTRY OF ARBITRATORS OR POSTED ON A WEB SITE AVAILABLE TO THE PUBLIC

To be included on the Arbitrator Registry maintained by the Comptroller of Public Accounts, an agency of the State of Texas, a qualified arbitrator (applicant) must submit a completed application form and attachments to the Comptroller certifying that the applicant possesses the requisite credentials and certifications and agrees to perform the arbitration service for no more than \$450 per arbitration. To remain on the Registry, a successful applicant must timely update any changes to his or her information. **Applications must be completed by an individual; businesses may not apply on behalf of their employees.**

By submitting an application for inclusion in the Registry, each applicant acknowledges and understands that he or she must conduct each arbitration for which he or she is appointed in the manner required under applicable law, including without limitation, §§ 41A.08 and 41A.09, Texas Tax Code, and administrative rules and procedures adopted by the Comptroller. The applicant further acknowledges and understands that the requirements of Comptroller Rule 9.804 must be met and that 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 \$450 fee is the statutory maximum; all other expenses and costs must be borne by the arbitrator and the parties to the arbitration. As provided in the law and rule, the Comptroller shall appoint arbitrators, either by agreement of the parties or based on information provided in the application.

By submitting an application, the applicant acknowledges and understands that inclusion in the Registry does not guarantee appointment for any minimum number of arbitrations.

FOR ASSISTANCE - If you have any questions about this application, contact the Texas State Comptroller's Office toll free at 1-800-252-9121. The local number in Austin is 512/305-9999. The E-mail address is: ptd.cpa@cpa.state.tx.us

AMERICANS WITH DISABILITIES ACT- In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling toll-free 1-800-252-9121.

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. §405(c)(2)(C)(i); Tex. Govt. 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, Chapter 552, Government Code, and applicable federal law.

PUBLIC INFORMATION ACT - Section 552.147, Tex. Govt. Code exempts social security numbers from disclosure. If this form is requested as public information, your social security number will not be released.

You have certain rights under Ch. 559, Tex. Govt. Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on this form.

• **TYPE OR PRINT IN BLACK INK**

• **Do NOT write in shaded areas.**

ARBITRATOR INFO.	1. Taxpayer number for reporting any Texas tax OR Texas identification number if you now have or have ever had one	<input type="text"/>
	2. Social Security Number* (REQUIRED)	<input type="text"/> - <input type="text"/> - <input type="text"/>
	* Your Social Security number is not subject to public disclosure according to Section 552.147, Tex. Govt. Code.	
CONTACT INFORMATION	3. Individual's First Name, Middle Initial, Last Name, Suffix, (i.e., Jr., III, etc.)	
	First Name	M.I.
	Last Name	Suffix
CONTACT INFORMATION	4. Mailing Address, City, State, Zip Code with extension	
	Street number, P.O. Box, or rural route and box number	<input type="text"/>
	City	State/province
	ZIP code	County (or country, if outside the U.S.)
	Phone Number	<input type="text"/> / <input type="text"/> - <input type="text"/>
	5. Daytime phone number	<input type="text"/>
	6. E-mail address (optional)*	<input type="text"/>
	*Your E-mail address is confidential according to Section 552.137, Tex. Govt. Code; however, by including the E-mail address on this form, you are affirmatively consenting to its release under the Public Information Act.	
CONTACT INFORMATION	7. Fax number (optional)	<input type="text"/> / <input type="text"/> - <input type="text"/>
	8. Physical location (optional)	
	Street number, or rural route and box number (do NOT use PO Box)	<input type="text"/>
City	State/province	
ZIP code	County (or country, if outside the U.S.)	

PROFESSIONAL INFORMATION

9. Company name or affiliation (optional)

10. Applicant certifies that he/she has completed at least 30 hours of training in arbitration and alternative dispute resolution procedures from the following university, college, or legal or real estate trade association and has attached a copy of the certificate to this application:

Month	Day	Year

11. Applicant certifies that he/she has a current license and/or certification and has attached a copy. If applicant has both a license and a certification, indicate which license or certification is primary. Renewals for the Arbitration Registry will be based on the expiration date of the chosen primary license or certification.

A. Licensed as a real estate broker or salesperson under Chapter 1101, Occupations Code

Month	Day	Year

PRIMARY

License number *Expiration date*

B. Certified as a real estate appraiser under Chapter 1103, Occupations Code **T X -**

Month	Day	Year

PRIMARY

Certification number *Expiration date*

12. Applicant's current areas of appraisal or real estate expertise:

- Residential Years of experience
- Commercial Years of experience
- Minerals Years of experience
- Agricultural Years of experience
- Land Years of experience
- Other (please describe) Years of experience

13. Applicant is willing to arbitrate (check all that apply):

- In person, at any location within the region/s or county/ies indicated
- By teleconference
- By written documents submitted by the property owner and appraisal district without a meeting

14. From the table on the following pages select the region/s and/or county/ies in which you are willing to conduct arbitration

Applicants must complete the attached resume that includes information regarding educational background, past and present employment and information relevant to the applicant's qualifications under the law and rules. As with all attachments to and information submitted with this application, resumes are public information under the Public Information Act and may be posted on a Web site. Applications may be mailed to:

Texas Comptroller – Arbitrator Registry Application
Property Tax Division
Post Office Box 13528
Austin, Texas 78711-3528

In submitting this application, applicant agrees to:

- (a) conduct binding arbitration proceedings and issue awards according to applicable law, including but not limited to the requirements of §§41A.08 and 41A.09, Texas Tax Code, and administrative rules and procedures adopted by the Comptroller;
- (b) inform the Comptroller of any change to the information provided on this application in a timely manner; and
- (c) conduct each arbitration for which applicant is appointed by the Comptroller for a fee not to exceed \$450 per hearing, including all expenses.

IF APPLICANT MAKES A FALSE STATEMENT ON THIS FORM, IN ANY ATTACHMENTS TO THIS FORM OR IN ANY INFORMATION SUBMITTED TO THE COMPTROLLER UNDER APPLICABLE LAW AND RULES, APPLICANT COULD BE FOUND GUILTY OF A CLASS A MISDEMEANOR OR A STATE FELONY UNDER SECTION 37.10, TEXAS PENAL CODE. THE COMPTROLLER MAY REMOVE A PERSON FROM THE REGISTRY OF ARBITRATORS AT ANY TIME DUE TO FAILURE TO MEET STATUTORY QUALIFICATIONS OR TO COMPLY WITH REQUIREMENTS OF LAW OR ADMINISTRATIVE RULE OR FOR GOOD CAUSE AS DETERMINED BY THE COMPTROLLER.

sign here ▶

Month	Day	Year

Date

15. Social Security Number* (Same as #2 on Page 1) [] - [] - []

*Your Social Security number is not subject to public disclosure according to Section 552.147, Tex. Govt. Code.

PLEASE INDICATE BELOW REGIONS AND/OR COUNTIES WHERE YOU WOULD BE WILLING TO CONDUCT ARBITRATIONS (Please check boxes)

To be an arbitrator statewide, check the "statewide" box only. Checking additional boxes will invalidate (cancel) the original selection.

STATEWIDE

To be an arbitrator for a designated region that covers "all" listed counties, check the "region" box only. Checking additional county boxes within the same designated region or statewide box will invalidate (cancel) the original selection.

To be an arbitrator for designated county/counties that does NOT include the entire region, check the designated county box(es) only. An arbitrator may select multiple county boxes throughout various regions.

An arbitrator may have the option to oversee an entire region AND individual counties from other regions. For example, an arbitrator may oversee the Capital Region and individual counties from the Central Texas Region.

ALAMO REGION

<input type="checkbox"/> Atascosa	<input type="checkbox"/> Bexar	<input type="checkbox"/> Frio	<input type="checkbox"/> Guadalupe	<input type="checkbox"/> Kendall	<input type="checkbox"/> Medina
<input type="checkbox"/> Bandera	<input type="checkbox"/> Comal	<input type="checkbox"/> Gillespie	<input type="checkbox"/> Karnes	<input type="checkbox"/> Kerr	<input type="checkbox"/> Wilson

CAPITAL REGION

<input type="checkbox"/> Bastrop	<input type="checkbox"/> Burnet	<input type="checkbox"/> Fayette	<input type="checkbox"/> Lee	<input type="checkbox"/> Travis
<input type="checkbox"/> Blanco	<input type="checkbox"/> Caldwell	<input type="checkbox"/> Hays	<input type="checkbox"/> Llano	<input type="checkbox"/> Williamson

CENTRAL TEXAS REGION

<input type="checkbox"/> Bell	<input type="checkbox"/> Burleson	<input type="checkbox"/> Freestone	<input type="checkbox"/> Hill	<input type="checkbox"/> Limestone	<input type="checkbox"/> Mills
<input type="checkbox"/> Bosque	<input type="checkbox"/> Coryell	<input type="checkbox"/> Grimes	<input type="checkbox"/> Lampasas	<input type="checkbox"/> Madison	<input type="checkbox"/> Robertson
<input type="checkbox"/> Brazos	<input type="checkbox"/> Falls	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Leon	<input type="checkbox"/> McLennan	<input type="checkbox"/> San Saba
				<input type="checkbox"/> Milam	<input type="checkbox"/> Washington

COASTAL BEND REGION

<input type="checkbox"/> Aransas	<input type="checkbox"/> Calhoun	<input type="checkbox"/> Goliad	<input type="checkbox"/> Jim Wells	<input type="checkbox"/> Lavaca	<input type="checkbox"/> Nueces
<input type="checkbox"/> Bee	<input type="checkbox"/> DeWitt	<input type="checkbox"/> Gonzales	<input type="checkbox"/> Kenedy	<input type="checkbox"/> Live Oak	<input type="checkbox"/> Refugio
<input type="checkbox"/> Brooks	<input type="checkbox"/> Duval	<input type="checkbox"/> Jackson	<input type="checkbox"/> Kleberg	<input type="checkbox"/> McMullen	<input type="checkbox"/> San Patricio
					<input type="checkbox"/> Victoria

GULF COAST REGION

<input type="checkbox"/> Austin	<input type="checkbox"/> Chambers	<input type="checkbox"/> Fort Bend	<input type="checkbox"/> Harris	<input type="checkbox"/> Matagorda	<input type="checkbox"/> Walker
<input type="checkbox"/> Brazoria	<input type="checkbox"/> Colorado	<input type="checkbox"/> Galveston	<input type="checkbox"/> Liberty	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Waller
					<input type="checkbox"/> Wharton

HIGH PLAINS REGION

<input type="checkbox"/> Armstrong	<input type="checkbox"/> Collingsworth	<input type="checkbox"/> Garza	<input type="checkbox"/> Hockley	<input type="checkbox"/> Moore	<input type="checkbox"/> Roberts
<input type="checkbox"/> Bailey	<input type="checkbox"/> Crosby	<input type="checkbox"/> Gray	<input type="checkbox"/> Hutchinson	<input type="checkbox"/> Motley	<input type="checkbox"/> Sherman
<input type="checkbox"/> Briscoe	<input type="checkbox"/> Dallam	<input type="checkbox"/> Hale	<input type="checkbox"/> King	<input type="checkbox"/> Ochiltree	<input type="checkbox"/> Swisher
<input type="checkbox"/> Carson	<input type="checkbox"/> Deaf Smith	<input type="checkbox"/> Hall	<input type="checkbox"/> Lamb	<input type="checkbox"/> Oldham	<input type="checkbox"/> Terry
<input type="checkbox"/> Castro	<input type="checkbox"/> Dickens	<input type="checkbox"/> Hansford	<input type="checkbox"/> Lipscomb	<input type="checkbox"/> Parmer	<input type="checkbox"/> Wheeler
<input type="checkbox"/> Childress	<input type="checkbox"/> Donley	<input type="checkbox"/> Hartley	<input type="checkbox"/> Lubbock	<input type="checkbox"/> Potter	<input type="checkbox"/> Yoakum
<input type="checkbox"/> Cochran	<input type="checkbox"/> Floyd	<input type="checkbox"/> Hemphill	<input type="checkbox"/> Lynn	<input type="checkbox"/> Randall	

PLEASE INDICATE BELOW REGIONS AND/OR COUNTIES WHERE YOU WOULD BE WILLING TO CONDUCT ARBITRATIONS
(Please check boxes)

To be an arbitrator for a designated region that covers "all" listed counties, check the "region" box only. Checking additional county boxes within the same designated region or statewide box will invalidate (cancel) the original selection.

To be an arbitrator for designated county/counties that does NOT include the entire region, check the designated county box(es) only. An arbitrator may select multiple county boxes throughout various regions.

An arbitrator may have the option to oversee an entire region AND individual counties from other regions. *For example, an arbitrator may oversee the Capital Region and individual counties from the Central Texas Region.*

METROPLEX REGION

- | | | | | | |
|---------------------------------|---------------------------------|----------------------------------|----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Collin | <input type="checkbox"/> Denton | <input type="checkbox"/> Fannin | <input type="checkbox"/> Hunt | <input type="checkbox"/> Navarro | <input type="checkbox"/> Rockwall |
| <input type="checkbox"/> Cooke | <input type="checkbox"/> Ellis | <input type="checkbox"/> Grayson | <input type="checkbox"/> Johnson | <input type="checkbox"/> Palo Pinto | <input type="checkbox"/> Somervell |
| <input type="checkbox"/> Dallas | <input type="checkbox"/> Erath | <input type="checkbox"/> Hood | <input type="checkbox"/> Kaufman | <input type="checkbox"/> Parker | <input type="checkbox"/> Tarrant |
| | | | | | <input type="checkbox"/> Wise |

NORTHWEST TEXAS REGION

- | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Archer | <input type="checkbox"/> Coleman | <input type="checkbox"/> Foard | <input type="checkbox"/> Kent | <input type="checkbox"/> Runnels | <input type="checkbox"/> Taylor |
| <input type="checkbox"/> Baylor | <input type="checkbox"/> Comanche | <input type="checkbox"/> Hardeman | <input type="checkbox"/> Knox | <input type="checkbox"/> Scurry | <input type="checkbox"/> Throckmorton |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Cottle | <input type="checkbox"/> Haskell | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Shackelford | <input type="checkbox"/> Wichita |
| <input type="checkbox"/> Callahan | <input type="checkbox"/> Eastland | <input type="checkbox"/> Jack | <input type="checkbox"/> Montague | <input type="checkbox"/> Stephens | <input type="checkbox"/> Wilbarger |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Fisher | <input type="checkbox"/> Jones | <input type="checkbox"/> Nolan | <input type="checkbox"/> Stonewall | <input type="checkbox"/> Young |

SOUTH TEXAS BORDER REGION

- | | | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Cameron | <input type="checkbox"/> Hidalgo | <input type="checkbox"/> La Salle | <input type="checkbox"/> Starr | <input type="checkbox"/> Webb | <input type="checkbox"/> Zavala |
| <input type="checkbox"/> Dimmit | <input type="checkbox"/> Jim Hogg | <input type="checkbox"/> Maverick | <input type="checkbox"/> Uvalde | <input type="checkbox"/> Willacy | |
| <input type="checkbox"/> Edwards | <input type="checkbox"/> Kinney | <input type="checkbox"/> Real | <input type="checkbox"/> Val Verde | <input type="checkbox"/> Zapata | |

SOUTHEAST TEXAS REGION

- | | | | | | |
|-----------------------------------|--------------------------------------|---------------------------------|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Angelina | <input type="checkbox"/> Jasper | <input type="checkbox"/> Newton | <input type="checkbox"/> Sabine | <input type="checkbox"/> San Jacinto | <input type="checkbox"/> Trinity |
| <input type="checkbox"/> Hardin | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Orange | <input type="checkbox"/> San Augustine | <input type="checkbox"/> Shelby | <input type="checkbox"/> Tyler |
| <input type="checkbox"/> Houston | <input type="checkbox"/> Nacogdoches | <input type="checkbox"/> Polk | | | |

UPPER EAST TEXAS REGION

- | | | | | | |
|-----------------------------------|-----------------------------------|------------------------------------|---------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Anderson | <input type="checkbox"/> Cherokee | <input type="checkbox"/> Harrison | <input type="checkbox"/> Marion | <input type="checkbox"/> Red River | <input type="checkbox"/> Upshur |
| <input type="checkbox"/> Bowie | <input type="checkbox"/> Delta | <input type="checkbox"/> Henderson | <input type="checkbox"/> Morris | <input type="checkbox"/> Rusk | <input type="checkbox"/> Van Zandt |
| <input type="checkbox"/> Camp | <input type="checkbox"/> Franklin | <input type="checkbox"/> Hopkins | <input type="checkbox"/> Panola | <input type="checkbox"/> Smith | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Cass | <input type="checkbox"/> Gregg | <input type="checkbox"/> Lamar | <input type="checkbox"/> Rains | <input type="checkbox"/> Titus | |

UPPER RIO GRANDE REGION

- | | | | | | |
|-----------------------------------|------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Brewster | <input type="checkbox"/> Culberson | <input type="checkbox"/> El Paso | <input type="checkbox"/> Hudspeth | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Presidio |
|-----------------------------------|------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|

WEST TEXAS REGION

- | | | | | | |
|----------------------------------|------------------------------------|---------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Andrews | <input type="checkbox"/> Crockett | <input type="checkbox"/> Howard | <input type="checkbox"/> Mason | <input type="checkbox"/> Reagan | <input type="checkbox"/> Terrell |
| <input type="checkbox"/> Borden | <input type="checkbox"/> Dawson | <input type="checkbox"/> Irion | <input type="checkbox"/> McCulloch | <input type="checkbox"/> Reeves | <input type="checkbox"/> Tom Green |
| <input type="checkbox"/> Coke | <input type="checkbox"/> Ector | <input type="checkbox"/> Kimble | <input type="checkbox"/> Menard | <input type="checkbox"/> Schleicher | <input type="checkbox"/> Upton |
| <input type="checkbox"/> Concho | <input type="checkbox"/> Gaines | <input type="checkbox"/> Loving | <input type="checkbox"/> Midland | <input type="checkbox"/> Sterling | <input type="checkbox"/> Ward |
| <input type="checkbox"/> Crane | <input type="checkbox"/> Glasscock | <input type="checkbox"/> Martin | <input type="checkbox"/> Pecos | <input type="checkbox"/> Sutton | <input type="checkbox"/> Winkler |

RESUME INFORMATION FOR ARBITRATOR REGISTRY

•TYPE OR PRINT IN BLACK INK

•USE NON-COLORED PAPER ONLY

•DO NOT ATTACH ADDITIONAL MATERIALS

 FOR COMPTROLLER USE ONLY

ARBITRATOR INFORMATION

Individual's First Name, Middle Initial, Last Name, Suffix, (i.e., Jr., III, etc.)

First Name	M.I.	Last Name	Suffix
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EDUCATION

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

TRAINING

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 sales, or other areas related to property valuation.

PROFESSIONAL ORGANIZATIONS

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



EMPLOYMENT BACKGROUND

FOR COMPTROLLER USE ONLY

Please list your previous employment, starting with your most recent job first. Do not list any experience from more than ten (10) years previous.

Position Title		Employer	
Location		Length of Work	
Description of Duties			
Position Title		Employer	
Location		Length of Work	
Description of Duties			
Position Title		Employer	
Location		Length of Work	
Description of Duties			
Position Title		Employer	
Location		Length of Work	
Description of Duties			

CIVIC AND COMMUNITY ORGANIZATIONS

List any organizations to which you currently belong.

OTHER INFORMATION

Do you speak a language other than English? YES NO

If "YES", what language(s) do you speak? _____