



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

1-800-803-9202, (512) 463-6599, FAX (512) 475-2871

www.license.state.tx.us - customer.service@license.state.tx.us

SENIOR PROPERTY TAX CONSULTANT REGISTRATION APPLICATION INSTRUCTIONS

This application must be completed to become a Senior Property Tax Consultant to perform or supervise other persons in the performance of property tax consulting services pursuant to Occupations Code, Chapter 1152, Title 7.

1. Provide your full name and any other names you may have used.
2. Date of Birth (MM/DD/YYYY).
3. Indicate your Gender.
4. Provide your social security number. Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Applicant's Mailing Address. This is your mailing address to which the Department will send all correspondence and a Post Office Box may be used.
6. If you DO NOT have a place of business in Texas, this section must be completed. List the name of the agent, their phone number and mailing address.
7. List the business name and business location.
8. Answer YES or NO if you have graduated from high school or hold a high school equivalency certificate.
9. Answer YES or NO if you hold a current real estate or appraiser license.
10. (a) If you have ever been convicted of a misdemeanor or felony, answer this question YES and attach a completed Criminal History questionnaire. You may obtain this form on the TDLR website shown above. It is advisable to disclose all convictions other than minor traffic violations (for example: speeding, running a stop sign, or driving without a current inspection).
(b) If you have ever had a business license revoked, suspended, probated or denied in any state, you must answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form at the TDLR website shown above.
11. A resume or letter is required which indicates your performance or supervision of other persons in the performance of property tax consulting services as your primary occupation for at least four of the seven years preceding the date of your application.
12. Submit a copy of the CMI designation certificate from the Institute of Property Taxation if you are NOT taking the examination.
13. Attach certification of at least 25 credits. Your occupation and/or schooling may count as part of the credit requirements. The following may be counted toward the total of your 25 credits:
 - (1) two credits for each year of higher education (not to exceed six credits),
 - (2) four credits if you hold a bachelor's degree, and
 - (3) one credit for each year in excess of five years that your primary occupation involved the performance or supervision of property tax consulting services or property appraisal, assessment, or taxation, not to exceed 10 credits.Additional credits may be granted for successful completion of other qualifying educational courses or programs. Please see Section 1152.159 of the statute for additional information. The total of all credits must equal or exceed 25.
14. Fees: \$465 is the TOTAL fee that is required IF you are taking an exam. If you are NOT taking an exam and have a CMI designation, the TOTAL fee is \$ 315. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation.
15. Sign and date the application. Mail fees and paperwork to: TDLR, PO Box 12157, Austin, Texas 78711.