



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

APPLICATION FOR:

SENIOR PROPERTY TAX CONSULTANT

PURSUANT TO OCCUPATIONS CODE, CHAPTER 1152, TITLE 7
PRACTICES AND PROFESSIONS RELATED TO REAL PROPERTY AND HOUSING

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

Table with 3 columns: RECEIPT NUMBER, PMT. AMOUNT, MONEY TYPE

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN TWELVE (12) MONTHS OF THE FILING DATE, THE APPLICATION WILL BE CLOSED.

1. Applicant's Full Name:

Last First Middle Initial Suffix (JR, SR, III)

2. Date of Birth: Month - Day - Year

3. Gender [ ] Female [ ] Male

4. Applicant's Social Security No.:

Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application.

5. Applicant's Mailing Address : (USED FOR ALL CORRESPONDENCE) (P.O. Box is allowed for this address.)

Number, Street, Suite No., Apt. No. or P.O. Box
City State Zip Code Area Code Phone Number
FAX Number: Area Code Phone Number E-mail Address (johndoe@aol.com for example) See Note 1

6. Designate your resident Texas agent for "service of process" if you DO NOT have a place of business in Texas. (If you have a place of business in Texas, skip this section and proceed to number 7.)

Name of Agent Last, First M.I. Area Code Agent's Phone Number
Agent's Mailing address Number, Street, or P.O. Box Agent's City State Zip Code

7. Business Name:

Business Location: STREET ADDRESS MUST BE DESIGNATED BELOW.

Number, Street, Suite No., Apt. No.
City State Zip Code Area Code Phone Number
FAX Number: Area Code Phone Number E-mail Address (johndoe@aol.com for example) See Note 1

8. Did you graduate from high school or do you have a high school equivalency certificate?  YES  NO

9. Do you hold a current Real Estate or Appraiser License?  YES  NO

If YES, what type of license do you hold ? \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

10. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than traffic tickets.) If YES, attach a "Criminal History Questionnaire" to this application.  
All forms may be found at [www.license.state.tx.us/ptc/ptcforms.htm](http://www.license.state.tx.us/ptc/ptcforms.htm).  YES  NO

(b) Have you had a license, certification, or registration suspended, revoked or denied in any state?  
If YES, attach a "Disciplinary Action Questionnaire" to this application.  YES  NO  
All forms may be found at [www.license.state.tx.us/ptc/ptcforms.htm](http://www.license.state.tx.us/ptc/ptcforms.htm).

**ATTACHMENTS**

11. Attach a resume or letter indicating 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. If you are **NOT** taking the examination, you are required to submit a copy of the CMI designation certificate from the Institute of Property Taxation.

13. Attach certification of acquisition of 25 credits as provided by Occupation Code, Chapter 1152.157. Complete the following if you wish to count your education or employment as part of your credit.

List the number of years of primary occupation involved in the performance or supervision of property tax consultant services or property appraisal, assessment, or taxation.

A). Number of Years \_\_\_\_\_ minus first 5 years = (max 10) \_\_\_\_\_

B). Number of Years \_\_\_\_\_ X 2 = (max 6) \_\_\_\_\_  
Years of Higher Education completed (A year is a minimum of 24 hour semester hours completed.)

C). Bachelor's Degree: Yes = 4 No = 0 \_\_\_\_\_

TOTAL \_\_\_\_\_ (add this total to educational courses to acquire 25 credits.)

**NOTICE REGARDING APPLICABLE FEES**

14. If you submit an insufficient fee amount with this application, or submit an outdated application form, it may be returned to you. To verify the correct form version and required fees, consult the TDLR web site ([www.license.state.tx.us](http://www.license.state.tx.us)) or contact TDLR using the information at the top of the first page.

- All fees are required to be submitted with this application.
- The **non-refundable** Application Fee is \$75. The registration fee is \$240. The exam fee is \$150.
- TOTAL with exam - \$465. TOTAL with NO exam and CMI designation - \$315.

**STATEMENT OF APPLICANT**

15. By signing this application I certify all information submitted on this and attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of the application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so. I further certify that I have read the Registration of Property Tax Consultants Act, Occupations Code, Chapter 1152, and the Texas Department of Licensing and Regulation rules promulgated thereunder and will abide by the Code of Ethics, Section 66.20(f) of those rules.

\_\_\_\_\_

**Date Signed** **Signature of Applicant**

**NOTE 1:** The Department will add your address to the Property Tax Consultant email notification list, which automatically provides information from the Department on matters affecting Property Tax Consulting. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.  
See additional information at the following link: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>.

**NOTE 2:** State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed Student Loan Corporation, P.O. Box 15996, Austin, Texas 78761-5996, Telephone: 1-800-222-6297.**