

Department of Financial Institutions
Application Requirements (Effective January 1, 2015)
Licensed Residential Appraiser, Certified Residential Appraiser, or Certified General Appraiser

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REQUIREMENTS SPECIFIC TO THE FOLLOWING CLASSIFICATIONS

- [LICENSED RESIDENTIAL Real Estate Appraiser](#)
- [CERTIFIED RESIDENTIAL Real Estate Appraiser](#)
- [CERTIFIED GENERAL Real Estate Appraiser](#)

GENERAL REQUIREMENTS FOR APPLICATION

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All applicants newly entering into the profession are required to apply for trainee registration; however, registration as a trainee is not required for those applicants upgrading from a current Arizona appraisal credential.

1. FEES

\$400.00 Initial Application fee

- a. Accepted checks: Cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted.
- b. Accepted credit cards: Visa or MasterCard
 - 1) In order to use this type of payment, you must first submit your application to the Department of Financial Institutions (Department) via email, mail or in person.
 - 2) For your security, do not mail or email your credit card information.
 - 3) If your application is submitted via email or mail, you will receive a confirmation email with instructions on how to make a payment by phone.

\$80.00 National Registry Fee - DO NOT SUBMIT WITH THE APPLICATION.

This is the last step in the application process. After the Department has notification directly from the testing company that the applicant has passed the examination, applicant will be notified and payment of the National Registry fee will be requested. See accepted payment types above.

2. ARIZONA LEVEL ONE CLEARANCE CARD

As of July 24th, 2014, all applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS).

If you do not have an AZ Clearance Card, there are two ways to apply for one:

- a. **Online** (must be located in Arizona): Go to azdps.gov under Fingerprint Clearance Cards/Online Application. After the live scan of your prints is complete, a confirmation email will be sent to you with the DPS application number.
- b. **By mail**: Request a DPS packet via email to: reainfo@azdfi.gov, providing your name and mailing address. A DPS

packet will be mailed to you. Packet will include: application, fingerprint card and self-addressed return envelope. The DPS application number is located at the top right side of the application in bold red (example: **0002221111**). Please provide this number on your application to the Department.

3. **DOCUMENTATION OF "YES" ANSWERS:**

- a. If you answer "YES" to any question, 1 through 11, provide a signed, detailed statement describing the facts and circumstances. Include the date and location of the incident or event.
- b. In addition, submit the following:
 - 1) For **CRIMINAL** matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/ Expungement/ Dismissal documents.
 - 2) For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 - 3) For **DISCIPLINARY ACTIONS**, a certified copy of (1) Notice of Hearing and/ or Complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/ Certificate History from any state, other than Arizona, in which applicant is licensed/ certified at the time of application.
 - 4) Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/ certification or additional documentation that the Department may require.
- c. Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/ or court. *Do not detach or un-staple certified documents. Documents must remain in the original order received.*

4. **ARIZONA LAW:**

- a. Applicant must certify that applicant has read, understands, and pledges to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and Rules of the Department of Financial Institutions available for view at <https://boa.az.gov/resources/current-statutes-rules>.
- b. Note: According to the Department's rules, an applicant must meet all requirements for a license or certificate within one year of filing the application or the applicant's file will be closed and the applicant must reapply. Application fees are nonrefundable.

5. **DOCUMENTATION OF EDUCATION:**

- a. Include copies of course completion certificates with the application.
- b. Each course must be approved by the Department **OR** by the Appraiser Qualifications Board (AQB) Course Approval Program (CAP). On the Department's website under EDUCATION, is a list of [Current Approved Courses](#) and a web link to the [AQB's CAP Approved Courses](#).
- c. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED HOURS.
- d. The 15-hour National USPAP Course, or its AQB-approved equivalent, must have been taken with an exam and taught by an AQB-approved instructor. USPAP courses taken through distance education or taken more than two years preceding the date of the application will NOT be accepted.

6. **DOCUMENTATION OF EXPERIENCE**

- a. Applicant must log actual time spent on each appraisal. Refer to the [Real Property Appraiser Qualification Criteria](#) (the Criteria) concerning what is considered actual time.
- b. Experience must have been acquired within the ten years immediately preceding the filing of the application.
- c. Sample appraisal reports will be accepted as provided by the Criteria. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience. All sample reports must be true appraisals of a subject property.
- d. The applicant must be named in the report as a significant contributor. The term "significant" means the contribution must be of substance to the development of the assignment results. Merely collecting or providing data for use in the analysis does not provide significant appraisal assistance. Examples of contributions that constitute significant appraisal assistance include the identification and analyses of comparable properties and market trends,

inspection of the subject property and comparables, estimating accrued depreciation or forecasting income and expenses.

- e. Seventy-five percent (75%) of applicant's experience must include work product for which the applicant inspected the subject property.
- f. See specific experience log instructions for more information.

7. **REQUESTED REPORTS FOR APPLICATION REVIEW:**

- a. As part of the application review, appraisal reports will be selected by staff from the Experience Log and requested from the applicant.
- b. A minimum of three (3) appraisal reports will be selected for review.
- c. Additional reports may be requested.
- d. When notified to do so, please submit the requested appraisal reports via email or mail.
- e. No information on the requested reports can be redacted or missing.

8. **NATIONAL EXAMINATION:**

- a. After your application is reviewed and approved by the Department, you will be provided information to take the AQB-approved National Examination.

9. **ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS:**

- a. Applicant must complete the Applicant Statement and submit documentation of status. Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per A.R.S. §41-1080 (see below).

41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions

A. Subject to subsections C and D of this section, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license
2. A driver license issued by a state that verifies lawful presence in the United States
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
4. A United States certificate of birth abroad
5. A United States passport
6. A foreign passport with a United States visa
7. An I-94 form with a photograph
8. A United States citizenship and immigration services employment authorization document or refugee travel document
9. A United States certificate of naturalization
10. A United States certificate of citizenship
11. A tribal certificate of Indian blood
12. A tribal or bureau of Indian affairs affidavit of birth
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license

B. This section does not apply to an individual if:

1. Both of the following apply:
 - (a) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - (b) The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
2. All of the following apply:
 - (a) The individual is a resident of another state.
 - (b) The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - (c) The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

C. If, pursuant to subsection A of this section, an individual has affirmatively established citizenship of the United States or a form of non-expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.

D. If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.

E. If a document listed in subsection A, paragraphs 1 through 12 of this section does not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

F. For the purposes of this section:

1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.
2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service.

10. EXPERIENCE LOG

Type or print all information in ink only. Experience Logs may be also be computer generated following the form. Entries must be made for each property claimed, as follows:

- **DATE:** In chronological order, indicate the date of the report (Month, Day, Year). Use only one date for each appraisal. Duplications will not be accepted. Experience must have been acquired within the ten years immediately preceding the filing of the application.
- **PROPERTY ADDRESS:** Clearly indicate the full street address, city, state and zip code of the appraised property.
- **TYPE OF PROPERTY:** For residential appraisals, indicate the residential form number, i.e., 1004. (Forms 704, 1004D, 1075, 2000, 2000A, 2065, 2070, 2075, and 2095 are not acceptable). Form 2055 with interior or exterior inspection will be accepted. For nonresidential appraisals, indicate the type of property, such as store, golf course, office building, etc.)
- **WORK PERFORMED BY TRAINEE:** Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A Trainee Appraiser who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.
- **SCOPE OF SUPERVISING APPRAISER'S REVIEW AND SCOPE OF SUPERVISING APPRAISER'S SUPERVISION:** Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. See attached sample Experience Log.
- **PROPERTIES INSPECTED:** Enter the number of total actual hours to prepare the appraisal for each property that the trainee inspected with the supervising appraiser. If the trainee did not inspect the subject property, enter "0".
- **ACTUAL TIME:** Indicate the actual contribution time trainee spent in preparation of the report in increments of quarter hours; i.e., one quarter hour, (15 minutes), is .25; one half hour, (30 minutes), is .50; and three quarters hour, (45 minutes), is .75; one and one quarter hour, is 1.25. The time spent driving to and from an appraisal assignment ("drive time") may qualify as appraisal experience if it is considered to be a part of the appraisal process.
- **PAGE TOTAL:** The actual time must be totaled on each page.
- **TOTAL:** Indicate the total of all experience hours on the LAST PAGE of the Experience Log.
- **PERCENTAGE OF TOTAL PROPERTIES WHERE APPLICANT INSPECTED PROPERTY:** Fill in the percentage of properties inspected by applicant by dividing the first column of the total by the last column of the total on the LAST PAGE of the Experience Log. The percentage must equal at least 75%.
- **WORKFILES:** Indicate the name and address of the person(s) in possession of the work files of the appraisals listed on each page.
- **TRAINEE APPRAISER/APPLICANT SIGNATURE:** Trainee must sign and date each page as it is completed.
- **SIGNATURE OF DESIGNATED SUPERVISORY APPRAISER:** Supervisor must sign, date and provide his/her state certification or Designate Supervisory number on each page of the experience log. Signature acknowledges approval of logged information.

Please see sample experience log at end of this document.

Licensed Residential Real Property Appraiser

In addition to the Licensed Residential requirements, see 'General Requirements for Application' above.

1. DOCUMENTATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY:

Applicant must attach a copy of their transcript for 30 semester hours of college-level education from an accredited college, junior college, community college or university. Applicants holding an Associate degree, or higher, from an accredited college, junior college, community college or university satisfy the 30-hour college-level education requirement.

2. QUALIFYING EDUCATION:

The Licensed Residential Real Property Appraiser classification requires completion of creditable class hours as specified in the [AOB's Required Core Curriculum](#). 'Department Approved Courses' can be found under 'General Requirements for Application – Documentation of Education'.

- a. New Applicants may satisfy the educational requirements for a Licensed Residential Real Property Appraiser credential by completing the following 150 hours:

i.	Basic Appraisal Principles	30 hours
ii.	Basic Appraisal Procedures	30 hours
iii.	Residential Market Analysis and Highest and Best Use	15 hours
iv.	Residential Appraiser Site Valuation and Cost Approach	15 hours
v.	Residential Sales Comparison and Income Approaches	30 hours
vi.	Residential Report Writing and Case Studies	15 hours
vii.	15-hour National USPAP or its Equivalent (in-classroom course only, not accepted if taken online)	15 hours
Total		150 hours

- b. Applicants holding a valid Trainee Appraiser credential may satisfy the educational requirements for a Licensed Residential Real Property Appraiser credential by completing the following additional educational hours:

i.	Residential Market Analysis and Highest and Best Use	15 hours
ii.	Residential Appraiser Site Valuation and Cost Approach	15 hours
iii.	Residential Sales Comparison and Income Approaches	30 hours
iv.	Residential Report Writing and Case Studies	15 hours
Total		75 hours

3. EXPERIENCE

Two thousand (2,000) hours of experience are required to be obtained in no fewer than 12 months. See 'General Requirements for Application – Documentation of Experience' for more information on accepted types of experience.

Certified Residential Real Property Appraiser

1. DOCUMENTATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY

Applicant must provide documentation of a Bachelor degree, or higher.

2. QUALIFYING EDUCATION

The Certified Residential Real Property Appraiser classification requires completion of creditable class hours as specified in the [AOB's Required Core Curriculum](#). 'Department Approved Courses' can be found under 'General Requirements for Application – Documentation of Education'.

- a. New Applicants may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by completing the following 200 hours:

i.	Basic Appraisal Principles	30 hours
ii.	Basic Appraisal Procedures	30 hours
iii.	Residential Market Analysis and Highest and Best Use	15 hours

iv.	Residential Appraiser Site Valuation and Cost Approach	15 hours
v.	Residential Sales Comparison and Income Approaches	30 hours
vi.	Residential Report Writing and Case Studies	15 hours
vii.	Statistics, Modeling and Finance	15 hours
viii.	Advanced Residential Applications and Case Studies	15 hours
ix.	Appraisal Subject Matter Electives	20 hours
x.	15-hour USPAP class or its Equivalent (in-classroom course only, not accepted if taken online)	15 hours
Total		200 hours

- b. Applicants holding a valid Trainee Appraiser credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by completing the following additional educational hours:

i.	Residential Market Analysis and Highest and Best Use	15 hours
ii.	Residential Appraiser Site Valuation and Cost Approach	15 hours
iii.	Residential Sales Comparison and Income Approaches	30 hours
iv.	Residential Report Writing and Case Studies	15 hours
v.	Statistics, Modeling and Finance	15 hours
vi.	Advanced Residential Applications and Case Studies	15 hours
vii.	Appraisal Subject Matter Electives	20 hours
Total		125 hours

- c. Applicants holding a valid Licensed Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by completing the following additional educational hours:

i.	Statistics, Modeling and Finance	15 hours
ii.	Advanced Residential Applications and Case Studies	15 hours
iii.	Appraisal Subject Matter Electives	20 hours
Total		50 hours

3. EXPERIENCE

See 'General Requirements for Application – Documentation of Experience' for more information on accepted types of experience.

- a. **New Applicant or Trainee Appraiser:** Two thousand five hundred (2500) hours of experience obtained during no fewer than 24 months is required.
- b. **Appraiser holding a valid Arizona Licensed Residential Real Property Appraiser credential:** 500 hours of experience are required to be obtained in no fewer than 12 months.
 - i. Experience should have been gained after your date of original licensure. Complex appraisals are required to show ability to appraise at this level and should be completed with another certified appraiser signing the report and noting the applicant's significant assistance.
- c. **The experience log must contain some complex appraisals.** *"Complex one to four residential units" is defined in A.R.S. §32-3601(9) as property that is atypical for the marketplace. Atypical factors may include architectural style, improvement age, improvement size, lot size, neighborhood land use, potential environmental hazard liability, leasehold interest, limited readily available comparable sales data or other unusual factors.*

Certified General Real Property Appraiser

1. DOCUMENTATION FROM AN ACCREDITED COLLEGE, OR UNIVERSITY:
Applicant must provide documentation of a Bachelor degree, or higher.

2. QUALIFYING EDUCATION:

The Certified General Real Property Appraiser classification requires completion creditable class hours as specified in the AQB's Required Core Curriculum. 'Department Approved Courses' can be found under 'General Requirements for Application – Documentation of Education'.

a. New Applicants may satisfy the educational requirements for the Certified General Real Property Appraiser credential by completing the following 300 hours:

i.	Basic Appraisal Principles	30 Hours
ii.	Basic Appraisal Procedures	30 hours
iii.	15-hour USPAP class or its Equivalent (in-classroom course only, not accepted if taken online)	15 hours
iv.	General Appraiser Market Analysis and Highest and Best Use	30 Hours
v.	Statistics, Modeling and Finance	15 Hours
vi.	General Appraiser Sales Comparison Approach	30 Hours
vii.	General Appraiser Site Valuation and Cost Approach	30 Hours
viii.	General Appraiser Income Approach	60 Hours
ix.	General Appraiser Report Writing and Case Studies	30 Hours
x.	Appraisal Subject Matter Electives	30 Hours
TOTAL		300 Hours

b. Applicants holding a valid Trainee Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser by completing the following additional educational hours:

i.	General Appraiser Market Analysis and Highest and Best Use	30 Hours
ii.	Statistics, Modeling and Finance	15 Hours
iii.	General Appraiser Sales Comparison Approach	30 Hours
iv.	General Appraiser Site Valuation and Cost Approach	30 Hours
v.	General Appraiser Income Approach	60 Hours
vi.	General Appraiser Report Writing and Case Studies	30 Hours
vii.	Appraisal Subject Matter Electives	30 Hours
TOTAL		225 Hours

c. Applicants holding a valid Licensed Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser by completing the following additional educational hours:

i.	General Appraiser Market Analysis and Highest and Best Use	15 Hours
ii.	Statistics, Modeling and Finance	15 Hours
iii.	General Appraiser Sales Comparison Approach	15 Hours
iv.	General Appraiser Site Valuation and Cost Approach	15 Hours
v.	General Appraiser Income Approach	45 Hours
vi.	General Appraiser Report Writing and Case Studies	15 Hours
vii.	Appraisal Subject Matter Electives	30 Hours
TOTAL		150 Hours

d. Applicants holding a valid Certified Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser by completing the following additional educational hours:

i.	General Appraiser Market Analysis and Highest and Best Use	15 Hours
ii.	General Appraiser Sales Comparison Approach	15 Hours
iii.	General Appraiser Site Valuation and Cost Approach	15 Hours
iv.	General Appraiser Income Approach	45 Hours
v.	General Appraiser Report Writing and Case Studies	10 Hours
TOTAL		100 Hours

3. **EXPERIENCE:**

- a. **New Applicants and Trainees:** 3000 hours (1500 must be nonresidential) of experience are required to be obtained in no fewer than 30 months.
- b. **Appraisers holding a valid Arizona Licensed Residential Real Property Appraiser credential:** 1500 nonresidential hours of experience are required to be obtained in no fewer than 18 months.
- c. **Appraisers holding a valid Arizona Certified Residential Real Property Appraiser credential:** 1500 nonresidential hours of experience are required to be obtained in no fewer than 6 months.

SAMPLE EXPERIENCE LOG

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
1/6/06		123 Oak Street Washington, DC 20005			1004	Neighborhood, subject and comp data research ad analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with trainee, including physical inspection of subject property	7	7
6/7/06		455 Pine Street Washington, DC 20005			1004	Neighborhood, subject and comp data research and analyses, inter/exterior property inspection, cost/sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info., discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7	7
1/10/07		202 Spruce Street Washington, DC 20005			Multifamily	Neighborhood, subject and comp data research and analyses, cost/sales comparison, income approach, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	0	10
1/24/07		115 Pennsylvania Ave. Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30	30
8/14/07		200 S. Broadway Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales/comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40	40
1/10/08		300 Capitol Avenue Washington, DC 20005			Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40	40
Page Total									184	194
Grand Total (Last Page of Experience Log Only)									184	194
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%									94 %	

Workfiles for appraisals listed on this page are located at: **Office of Stanley A. Supervisor, 111 Vine Avenue, Washington, DC 20005**

Applicant/ Trainee Appraiser: _____ License/ Trainee Appraiser (if applicable) #: _____ Signature and Date: _____

Supervising Appraiser: _____ Certification/ Supervisory Appraiser #: _____ Signature and Date: _____

BLANK EXPERIENCE LOG

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
Page Total										
Grand Total (Last Page of Experience Log Only)										
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%								%		

Workfiles for appraisals listed on this page are located at:

Applicant Name: _____ Applicant's License/ Trainee Appraiser#: _____ Applicant's Signature and Date: _____

Designated Supervisor Name: _____ Supervisor's Supervisory Appraiser #: _____ Applicant's Signature and Date: _____