

REAL ESTATE APPRAISAL DIVISION
Application Requirements effective January 1, 2015.
LICENSED RESIDENTIAL APPRAISER

To jump to the relevant section of instructions, please click on the link below.

FEES

ARIZONA LEVEL ONE CLEARANCE CARD

DOCUMENTATION EDUCATION

- **FROM AN ACCREDITED COLLEGE, OR UNIVERSITY**
- **QUALIFYING EDUCATION FROM: [New Applicant, Trainee Appraiser](#)**

EXPERIENCE

- **DOCUMENTATION OF EXPERIENCE**
- **SAMPLE EXPERIENCE LOG**
- **APPRAISAL REPORTS REQUESTED BY THE REAL ESTATE APPRAISAL DIVISION**

DOCUMENTATION OF ANY "YES" ANSWERS

ARIZONA LAW

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS

NATIONAL EXAMINATION

1. FEES

\$400.00 Application fee

Payment by:

- We are now able to accept credit card payments. Accepted credit cards: VISA credit card or Master Card.
 - 1) In order to use this type of payment, you must **first submit your application to the Appraisal Division (via email, mail or in person)**.
 - 2) For your security do not mail or email in 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.
- Submit a cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted.

\$80.00 National Registry fee

DO NOT SUBMIT WITH THE APPLICATION. Once the Real Estate Appraisal Division 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 have not previously applied for the clearance card there are two ways to submit an application to:

- a. **Online (Only if 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:** Email reainfo@azdfi.gov with your name and mailing address. A DPS packet to be mailed to you. Packet will include: application, fingerprint card and return envelope. The DPS application number is located at the top right side of the application in bold red (example: **0002221111**)

3. DOCUMENTATION FROM AN ACCREDITED COLLEGE, OR UNIVERSITY:

Applicant must attach a copy of their transcript for 30 semester hours of college-level education OR a copy of their Associates degree, or higher.

4. **DOCUMENTATION OF EDUCATION:**

The Licensed Residential Real Property Appraiser classification requires completion of one hundred fifty (150) creditable class hours as specified in the [AOB's Required Core Curriculum](#).

- a. **New Applicants** may satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential by completing the following 150 hours in specific courses as specified by Appraisers Qualification Board Core Curriculum.

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 USPAP class or its Equivalent*	15 hours
	Total	150 hours

- b. A valid **Trainee Appraiser** credential may satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential by completing the additional 75 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

- c. Applicant must submit course completion certificates or transcript reflecting the successful completion of each course.
- d. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED HOURS.
- e. Courses must be approved by the Real Estate Appraisal Division (READ) OR by the AOB's Course Approval Program (CAP). On the Division's website is a list of READ approved qualifying education and a web link to the AOB CAP approved courses.
- f. *The 15-hour USPAP course or its Equivalent must have been taken with an exam and taught by an AOB approved instructor. A USPAP course taken through distance education or taken more than two years preceding the date of the application is not acceptable.

5. **DOCUMENTATION OF ANY "YES" ANSWERS:**

- a. If you answer "YES" to question 1 through 11, inclusive, provide a signed, detailed statement describing the facts and circumstances, including 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) Presentence 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 each state, except 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 Real Estate Appraisal Division 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 court. *Do not detach or unstaple certified documents. Documents must remain in the original order received.*

6. **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 Real Estate Appraisal Division](#).
- b. **Note:** According to the Real Estate Appraisal Division'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.

7. **NATIONAL EXAMINATION:**

- a. When the application has been approved by the Real Estate Appraisal Division, applicant will be provided information to take the examination.

8. **DOCUMENTATION OF EXPERIENCE**

- a. 2000 hours of experience is required and cannot be gained in less than 12 months.
- b. Applicant must log actual time spent on each appraisal. Refer to the Criteria concerning what is considered actual time. Experience must have been acquired within 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 each appraisal report as a significant contributor. The term "significant" means the contribution must be of substance to the development of the assignment results. Only collecting or providing general data for use in the appraisal does not provide significant appraisal assistance. Examples of contributions made by applicant that constitute significant appraisal assistance include the identification and analysis of comparable properties and market trends, inspection of the subject property and comparable, estimating accrued depreciation, or forecasting income and expenses.
- e. Seventy-five percent (75%) of applicant's experience must include work product where applicant inspected the subject property.
- f. See the specific Instructions on the Experience Log for more information.

9. **APPRAISAL REPORTS REQUESTED BY THE REAL ESTATE APPRAISAL DIVISION:**

- a. ~~Upon receipt of the application~~, 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 electronically (email or D).

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:** Indicate in chronological order 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 ten years immediately preceding the filing of the application.
- **PROPERTY ADDRESS:** Indicate the street address, city, state and zip code of the appraised property. Trainee should list sufficient information so that the report can be retrieved for review.
- **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 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 completed 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.
- **DATE AND TRAINEE/APPLICANT SIGNATURE:** Trainee MUST date and sign each page as it is completed.
- **SIGNATURE AND STATE CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser MUST sign AND provide his/her state certification or Designate Supervisory appraiser number on each page of the Experience Log acknowledging approval of the information provided as each page is completed by Trainee. An electronic signature will not be accepted.

11. 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:

12. **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.

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 nonoperating 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 nonexpiring 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.