

ARIZONA BOARD OF APPRAISAL
1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602)542-1539 FAX (602)542-1598
Web Site: www.appraisal.state.az.us

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR
LICENSED RESIDENTIAL APPRAISER**

The attached application is intended for use by applicants for Licensed Residential Appraiser. The qualifications required by this classification are set forth in *The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria adopted February 16, 1994, effective January 1, 1998, Includes all Interpretations and Supplementary Information as of January 1, 2002, and Appendix I, Criteria Revisions effective January 1, 2003*, issued by the Appraiser Qualifications Board of the Appraisal Foundation, and Board Statutes and Rules.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments with required highlighting, your Application will be considered incomplete and will delay the issuance of your License.

FEES: \$400.00. Make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal checks or business checks. Cash in the exact amount will be accepted if paid in person at the Board office. **Fees are nonrefundable.**

DOCUMENTATION OF EDUCATION: 90 qualifying course hours, including a 15-hour National USPAP course (the mandatory course effective 1/1/03). Applicants must submit verification of all education courses which are listed on the application by attaching to the application the certificate, transcript, or grade report reflecting the successful completion of each course IN THE SAME ORDER AS LISTED ON THE APPLICATION. Distance education courses started before May 3, 2005, will not be accepted. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED 90 HOURS. A 15-hour National USPAP course taken through distance education WILL NOT BE ACCEPTED. If the applicant's education predates licensure/ certification in Arizona, the applicant must also submit a course description. All courses must be approved by the Arizona Board of Appraisal **OR** approved by the state offering the course. Proof of course approval for courses taken in reciprocal states is not required. A list of Arizona-approved qualifying education courses is updated monthly on the Board's website.

EXPERIENCE LOG: Applicants are to log **ACTUAL** time spent on each appraisal. **ACTUAL** time requirement for licensure is 2000 hours in not less than 18 months. Refer to A.R.S. § 32-3615(A)(1) and (2) to ensure the experience falls within the time frame prescribed by law. Refer to the Criteria concerning what is considered **ACTUAL** time. Follow the specific Instructions for Completing the Experience Log.

SUPERVISING APPRAISER'S NOTIFICATION OF ENGAGEMENT/TERMINATION OF TRAINEE: Applicants are to submit a copy of the signed Supervising Appraiser's Notification of Engagement/Termination of Trainee provided to the Board by each of applicant's supervising appraisers. **NOTE:** Pursuant to A.A.C. R4-46-201(F)(4), as of 1/1/07, each supervising appraiser is required to file the form with the Board for each of his/her trainees.

DOCUMENTATION FOR APPLICANTS WITH A CURRENT OR EXPIRED LICENSE/CERTIFICATE IN ANOTHER STATE: Submit (1) copy of applicant's current license or certificate from the state in which applicant is a resident, (2) original, current (within the last 30 days) letter of good standing from **EACH STATE** applicant holds a real estate license or certificate, **AND** (3) original, current (within the last 30 days) history letter from **EACH STATE** applicant formerly held a real estate appraiser license or certificate. Current standing with National Registry will be verified.

APPRAISAL REPORTS: DO NOT SUBMIT WITH THE APPLICATION. Upon receipt of the application, not less than three (3) appraisal reports will be selected by staff from the Experience Log and requested in writing from the applicant. Two (2) of the selected reports must be residential and none of the selected reports can be older than two (2) years, unless chosen by the Board. The applicant must be named in the report as a significant contributor. No information on the submitted reports can be redacted or missing. The submitted reports must be signed. **The following must be highlighted and numbered in each report:** (1) The statement identifying the intended user and the intended use; (2) the significant contribution made by applicant; (3) the reporting option; (4) the scope of work; (5) the exposure time, if required; (6) the marketing time, if required; **AND** (7) the report type--complete or limited (if report is before 7/1/06).

Refer to the attached list of violations of USPAP which are commonly found in sample reports and make sure your submitted appraisal reports do not contain these violations. **The submitted appraisal reports will be destroyed upon issuance of the license if not specifically requested to be returned by applicant.**

DOCUMENTATION OF ANY "YES" ANSWERS TO QUESTIONS 11 THROUGH 21, INCLUSIVE: *If you answer "YES" to question 11 through 21, inclusive, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event and SUBMIT THE FOLLOWING:* A. 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. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. 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. D. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification. E. Any additional documentation that the Board may require. **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 original order received.**

FINGERPRINT CARD: Submit a fingerprint card completed by a fingerprint technician, along with a CASHIER'S CHECK, CERTIFIED CHECK or MONEY ORDER in the amount of \$29.00 payable to DPS. Cash will not be accepted. Do not fold or staple the fingerprint card. To obtain a fingerprint card, send a **9" x 12" self-addressed envelope** to the Board office. The fingerprint card received from the Board office **must** be the card used for fingerprints because it has specific agency data preprinted on it. Fingerprinting agencies are listed in the local phone directory. It can take 2-3 weeks to receive fingerprint results from the FBI.

ARIZONA LAW: Applicants must certify that they have read, understand, and pledge to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and the Arizona Board of Appraisal Rules. **Note:** According to the Board 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.

NATIONAL REGISTRY FEE: \$50.00 **DO NOT SUBMIT WITH THE APPLICATION.** Once the application has been approved, applicant will be provided written notice from the Board with the Arizona Appraiser Approval Form necessary to take the examination, as well as an Appraiser Examination Candidate Handbook. Once the Board is notified in writing by the testing company that applicant has passed the examination, applicant will be notified by the Board and payment of the National Registry fee will be requested. Upon request for payment of the National Registry Fee, make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal check or business check. Cash in the exact amount will be accepted if paid in person at the Board office. Upon receipt of payment of the National Registry Fee, the license will be issued.

NOTIFICATION IN WRITING BY THE BOARD: Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification. Thank you for your cooperation.

COMMON VIOLATIONS TO BE AVOIDED

- (1) The reports do not include the intended use or intended user. Refer to Standards Rule 2-2. The Application Review Committee suggests the following language:

This report is intended for mortgage lending with XYZ Lender as the intended user.

- (2) Concerning trainee contribution to the appraisal report, the addendum should include the following language: “It is noted that ___ assisted significantly with this report by performing the following tasks under the direction of the appraiser: [Choose from] Considered the intended use/user; researched subject and comparable sale information; performed onsite inspection; developed the report; reconciled using the three approaches to value; offered a final opinion of value”; [OR indicate the assistance you specifically performed].
- (3) The estimated completion date is not included in the reports.
- (4) The exposure time is not included in the reports. Refer to the Comment to Standards Rules 1-2(c) the Comment to Standards Rules 2-2(a) and (b)(v), and Statement 6 (SMT-6).
- (5) The marketing time is not included in the reports, as required through Supplemental Standards.
- (6) The scope of work is not included in the reports.
- (7) USPAP Standards Rules 1-5(a) and (b) require an appraiser, when the value opinion to be developed is market value, and if such information is available to the appraiser in the normal course of business, to analyze (1) all agreements of sale, options, or listings of the subject property current as of the effective date of the appraisal and (2) all sales of the subject property that occurred within three (3) years prior to the effective date of the appraisal. USPAP Standards Rules 2-2(a)(ix), (b)(ix) and (c)(ix) call for the written appraisal report to contain sufficient information to indicate compliance with the sales history requirement. Standards Rules 2-2(a)(ix), (b)(ix) and (c)(ix) further require that, if sales history information is unobtainable, the written appraisal report must include a commentary on the efforts taken by the appraiser to obtain the information.
- (8) The appropriate reporting option does not appear in the reports: Self-contained, or summary or restricted use. Refer to Standards Rule 2-2.
- (9) The appropriate report type does not appear in the reports: Complete or Limited. Refer to Advisory Opinions 11 and 12. **NOT APPLICABLE TO REPORTS AFTER 7/1/06.**
- (10) An appraiser may enter into an agreement to perform an assignment in which the scope of work is less than, or different from, the work that would otherwise be required by the specific requirements, provided that prior to entering into such an agreement: . . . 2. The appraiser has advised the client that the assignment calls for something less than, or different from, the work required by the specific requirements and that the report will clearly identify and explain the departure(s); . . . **NOT APPLICABLE TO REPORTS AFTER 7/1/06.**

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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

**APPLICATION FOR
STATE LICENSED RESIDENTIAL REAL ESTATE APPRAISER**

\$400.00 Fee Submit a cashier's check, certified check or money order payable to the Arizona Board of Appraisal. Cash in the exact amount will be accepted if paid in person at the Board office. Personal or business checks WILL NOT be accepted.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question and include all required attachments with required highlighting, your Application will be considered incomplete and will delay the issuance of your License.

Current license number, if applicable _____ State _____

1. Legal name of applicant _____
(Last) (First) (Middle)

2. Mailing address _____
(Number) (Street)

(City) (County) (State) (Zip)

NOTE: All mail will be sent to your mailing address.

3. Daytime telephone number _____

4. Fax number _____

5. E-Mail address _____

6. Business name and address _____

(Number) (Street)

(City) (County) (State) (Zip)

7. Permanent residence address _____
(Number) (Street)

(City) (County) (State) (Zip)

8. Date of Birth _____ Place of Birth _____

9. List the businesses or occupations in which you are currently engaged involving real estate appraisal activities or equivalent experience and the names and addresses of all persons or firms by whom you were employed involving real estate appraisal activities during the period of claimed relevant experience. If self-employed, so state.

PLEASE PRINT OR TYPE

Employer	Address	City	State	Zip	Date From To

10. List and attach documentation of the qualifying courses you have taken in subjects related to real estate appraisal (including coverage of the Uniform Standards of Professional Appraisal Practice). Acceptable documentation may consist of transcripts, grade reports, certificates, and letters from educational providers. Include only those courses lasting at least fifteen (15) hours in which you have successfully completed an examination. If you successfully challenged a course by examination prior to July 1, 1990, please specify. ***Separate the live courses from the distance education courses and include the percentage of hours taken through distance education. (Distance Education Courses may not exceed 75% of the total 90 hours and may not have been started before 5/3/05.)***

Live Course	Sponsoring Institution	Date Completed	Total Hours
USPAP			

Distance Education Courses	Sponsoring Institution	Date Completed	Total Hours

_____ % Percentage of 90 hours obtained through distance education

NOTE: Pursuant to A.R.S. §32-3620, the Board requires a criminal background check. Refer to application requirements regarding submission of a fingerprint card. Your answers will be checked against local, state and federal records. Failure to answer any question accurately could cause denial of certification or could result in revocation of a license/certificate. If you do not fully understand a question, consult with an attorney.

If you answer "YES" to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event and **SUBMIT THE FOLLOWING:** A. 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. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. 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. D. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification. E. Any additional documentation that the Board may require. **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 original order received.**

- | <u>YES</u> | <u>NO</u> | |
|------------|-----------|--|
| ___ | ___ | 11. Have you ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense, other than a minor traffic violation, in this or any other jurisdiction (i.e., locality)? You must answer "YES" even if you received a pardon, the conviction was set aside, the records were expunged, your civil rights were restored, and whether or not a sentence was imposed or suspended. |
| ___ | ___ | 12. Have you ever been or are you currently a defendant in any type of civil or criminal action involving fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e., locality)? |
| ___ | ___ | 13. Have you ever been or are you currently a defendant in any type of civil or criminal action involving appraisal(s) or appraisal services? |
| ___ | ___ | 14. Have you ever filed an application in this state or any other state for appraiser licensure/certification which was denied? If so, provide a copy of the letter or order stating the reasons for the denial. |
| ___ | ___ | 15. Have you failed any previous examination for appraiser licensure/certification in this or any other jurisdiction (i.e., locality)? |
| ___ | ___ | 16. Have you ever been denied a license, registration, certification or permit to practice any regulated profession, occupation or vocation, or have you withdrawn an application for such a license, registration, certification or permit in this or any other jurisdiction (i.e., locality)? If so, provide a copy of the letter or order stating the reasons for the denial. |
| ___ | ___ | 17. Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)? You must identify all complaints ever filed against you, pending or complete, including those filed with this Board. Even if a complaint against you was dismissed, you must answer "YES" and include an explanation. |
| ___ | ___ | 18. Have you ever had any license, registration, certificate, membership or permit to practice any regulated profession, occupation or vocation revoked, annulled or suspended, put on probation, or disciplined in any way by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)? |
| ___ | ___ | 19. Have you ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)? |
| ___ | ___ | 20. Have you, after June 18, 1990, attempted to do business or held yourself out as being entitled to do business as an appraiser in this state, without then being the holder of a valid, current Arizona certificate or license authorizing you to do so? |
| ___ | ___ | 21. Have you ever used, been known as or called by another name or alias other than the name signed to this application? |

SOCIAL SECURITY NUMBER SUPPLEMENT

ATTENTION: PLEASE READ CAREFULLY

A.R.S. § 25-320(N) MANDATES THAT EACH LICENSING BOARD OR AGENCY THAT ISSUES PROFESSIONAL OR OCCUPATIONAL LICENSES OR CERTIFICATES SHALL OBTAIN AND RECORD THE SOCIAL SECURITY NUMBER OF AN APPLICANT FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE OR CERTIFICATE.

TO ASSIST THE BOARD IN COMPLYING WITH THIS STATUTE, THIS FORM IS BEING FURNISHED FOR YOUR SOCIAL SECURITY NUMBER.

IN THE EVENT THAT A LICENSE IS ISSUED, THE LICENSE NUMBER WILL NOT BE THE SOCIAL SECURITY NUMBER. HOWEVER, THE SOCIAL SECURITY NUMBER WILL BE KEPT ON FILE. SEE A.R.S. § 25-320(N).

NAME: _____

SOCIAL SECURITY NUMBER: _____

**ARIZONA BOARD OF APPRAISAL
EXPERIENCE LOG**

NAME: _____

Upon receipt of the application, not less than three (3) appraisal reports will be selected by staff from the Experience Log and requested in writing from the applicant. The addendum or certification page of each report should contain trainee's name and specify how trainee contributed to the report. The applicant must claim appraisal experience on the Experience Log as prescribed by the Board. The Experience Log must be filled out according to the instructions below. Include in the Experience Log only appraisal reports which can be supported and are documented.

INSTRUCTIONS FOR COMPLETING THE EXPERIENCE LOG:

1. Type or print all information in ink only.
2. Entries must be made for each property claimed, as follows:

- ___ **DATE:** Indicate in chronological order the month and year of each appraisal report claimed (i.e.1/2007). Use only one date for each appraisal. Duplications will not be accepted.
- ___ **STREET ADDRESS/CITY/STATE:** Indicate the street address, city and state location of the appraised property. Trainee should list sufficient information so that the report can be retrieved for the review by the Board.
- ___ **TYPE OF PROPERTY:** For residential appraisals, indicate the residential form number, i.e., 1004. **Forms 704, 1004D, 1075, 2000, 2000A, 2055 (EXTERIOR ONLY), 2065, 2070, 2075, and 2095 are not acceptable. Form 2055 with an interior inspection is acceptable (before 11/2/05); however, a cost approach must be in trainee's work file, and must be submitted with the appraisal report.** For nonresidential appraisals, indicate "N".
- ___ **WORK PERFORMED BY TRAINEE:** Indicate the contribution stated in the appraisal report that was completed by the trainee.
- ___ **INSPECTION:** Indicate whether trainee inspected the property. Supervising appraiser must personally supervise the entire physical inspection of each appraised property with the trainee.
- ___ **SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER:** Indicate how trainee was supervised by supervising appraiser.
- ___ **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.
- ___ **SIGNATURE AND STATE LICENSURE/CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser must sign each page of the Experience Log acknowledging approval of the information provided. An electronic signature will not be accepted. **OBTAIN AS EACH PAGE IS COMPLETED.**
- ___ **PAGE TOTAL:** The actual time must be totaled on each page.
- ___ **GRAND TOTAL:** Indicate the grand total of all actual experience hours on the LAST PAGE of the experience log.
- ___ **WORKFILES:** Indicate the name and address of the person(s) in possession of the workfiles of the appraisals listed on each page.
- ___ **SUPERVISING APPRAISER:** Print the name, address, and license/certificate number of the supervising appraiser(s) for the appraisals listed on each page.
- ___ **APPLICANT NAME AND DATE SUBMITTED:** Print trainee's name and fill in the date trainee submitted the Experience Log on each page.

**ARIZONA BOARD OF APPRAISAL
EXPERIENCE LOG**

DATE 00/00/00	STREET ADDRESS/CITY/STATE	TYPE OF PROPERTY (RESIDENTIAL FORM # OR N=NONRESIDENTIAL)	WORK PERFORMED BY TRAINEE	INSPECTED (Y=YES N=NO)	SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER	ACTUAL WORK HOURS
SIGNATURE OF SUPERVISING APPRAISER <i>FOR THIS PAGE</i>						
Page Total						
Grand Total (Last Page of Experience Log Only)						

Workfiles for appraisals listed on this page are located at: _____

Print name and state licensure/certification number of supervising appraiser(s) for this page: _____

Applicant name for this page: _____ Date submitted: _____