

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

Trainee Real Property Appraiser, State Registered Real Property Appraiser, Licensed Real Property Appraiser, Certified Residential Real Property Appraiser, Certified General Real Property Appraiser

ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. Box 304355, Montgomery, AL 36130-4355

INSTRUCTIONS

This application is for use **ONLY** by persons licensed or certified as a real estate appraiser by another state that has reciprocity with Alabama.

Include check for all fees (\$400 Trainee; \$525 State Registered Real Property Appraiser; \$550 Licensed Real Property Appraiser; \$550 Certified Residential Real Property Appraiser; \$550 Certified General Real Property Appraiser) mad payable to: Alabama Real Estate Appraisers Board.

APPLICATION MUST BE TYPED

1. Complete Sections **I**, **II**, and **III** on back of this form. (Caution: Any incomplete or incorrect application will be returned unprocessed).

Attach the following:

- a. If you have been licensed or certified (or otherwise classified as an appraiser) for any period of time in your resident state, attach a certified copy (not more than 30 days old) of your history from the state regulatory agency(s) issuing such classification.
- b. A **NON-REFUNDABLE** application fee, check or money order payable to: Alabama Real Estate Appraisers Board; Trainee Real Property Appraiser application fee of \$125 plus annual license fee of \$275; State Registered Appraiser application fee of \$250 plus annual license fee of \$275; Licensed Real Property Appraiser application fee of \$250 plus annual license fee of \$300; Certified Residential Appraiser application fee of \$250 plus annual license fee of \$300; Certified General Appraiser application fee of \$250 plus annual license fee of \$300. **Initial annual license fees cover the first year or any portion thereof and are payable during September of each year thereafter.**

Each classification of appraiser reflects the *scope of work* that the appraiser may undertake, and accordingly each has differing qualifications. The *scope of work* for each type may change if the federal government adjusts its guidelines.

At the present time the classifications in Alabama are:

1. The state "Trainee Real Property Appraiser" is an entry-level classification which requires the trainee to work under the direct supervision of an experienced licensed appraiser. The scope of activity is the appraisal of those properties that the supervising appraiser is permitted to appraise.
2. The "State Registered Real Property Appraiser" classification includes those individuals who may perform real estate appraisals on *non-federally related* properties (those properties that are the subject of appraisals for *non-federally related transactions*) including:
(a) Complex appraisals of 1 to 4 unit non-federally related residential properties having transaction value of \$250,000 or less; other non-federally related non-residential properties having transaction value of \$250,000 or less. (b) Non-complex appraisals of 1 to 4 unit non-residential properties having transaction value of \$1,000,000 or less. (c) This classification does not include the appraisal of subdivisions wherein a development analysis/appraisal is necessary and utilized.
3. The state "Licensed Real Property Appraiser" classification includes those individuals who may perform real estate appraisals on properties involved in *federally related transactions* including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of \$250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of \$1,000,000 or less; (c) appraisals of other types of real estate having transaction value of \$250,000 or less.
4. The state "Certified Residential Real Property Appraiser" classification refers to those individuals licensed by the Board as being qualified to perform *federally related* residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of \$250,000 or less.
5. The state "Certified General Real Property Appraiser" classification shall consist o those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of transaction value.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Trainee Real Property Appraiser – no experience required. Applicant must provide proof of 75 classroom hours appraisal education completed during the last ten years, including 15-hours of the Uniform Standards of Professional Appraisal Practice during last two years.
2. State Registered Real Property Appraiser – Applicant must have a minimum of 100 points of actual appraisal experience, which represents approximately 1000 hours, during the last five years. Applicant must provide proof of 75 classroom hours of appraisal education completed during last ten years, including 15-hours of the Uniform Standards of Professional Appraisal Practice course during the last two years.
3. Licensed Real Property Appraiser – Applicant must have been an appraiser in two of the last five calendar years and have a minimum of 200 points of actual experience, which represents approximately 2000 hours. Applicant must provide proof of 90 classroom hours of appraisal education completed during the last ten years, including 15-hours of the Uniform Standards of Professional Appraisal Practice course during the last two years.
4. Certified Residential Real Property Appraiser – Applicant must have been an appraiser in two of the last five calendar years, with a minimum of 250 points of actual appraisal experience, which represents approximately 2500 hours. Applicant must provide proof of satisfactory completion of at least 120 in-class hours appraisal related courses taken during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years.
5. Certified General Real Property Appraiser – Applicant must have been an appraiser in two or the least five calendar years, with a minimum of 300 points of actual appraisal experience, which represents approximately 3000 hours. At least 150 or the 300 points of experience must be in non-residential appraisals. Applicant must provide proof of satisfactory completion of at least 180 in-class hours of at least 180 in-class hours of appraisal-related courses completed during the last ten years, and including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years.

Since you are not officially licensed or certified until the Board approves your application, you must not engage in, or conduct, or advertise, or hold yourself out as engaging in or conduction the business of a real estate appraiser or act in the capacity of licensed or certified appraiser in Alabama until you receive your certificate, which will be mailed to you.

(continued on the reverse side)

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

SECTION I

- 1. Are you a resident of Alabama? If so, how long?
2. Have you ever been licensed or certified (or otherwise classified) as an appraiser in Alabama or in another state?
3. Are you a high school graduate or the holder of a General Education Development (G.E.D.) certificate?
4. Have you ever been convicted of any criminal offense (other than minor traffic violations), 2) pled nolo contendere to any criminal offense or 3) been granted first offender treatment upon being charged with any criminal offense?
5. Have you ever been disciplined by the Alabama Real Estate Appraisers Board or any state or federal licensing agency or authority which regulates any profession?
6. Are there any criminal charges or licensing disciplinary proceedings pending against you at this time?
7. Have you ever done an appraisal in the State of Alabama? If so, when?

If you answered "yes" to questions 4, 5, 6, or 7 above, attach details and a certified copy of any criminal conviction or final order. Obtain certified copies from the clerk of court in the county in which the conviction occurred or, if a license disciplinary action, from the agency issuing the license of certification. You should also attach any explanation of the circumstances surrounding the conviction or sanction, which you think that the Board should consider and if you like, any letters of recommendation. Your application will not be processed without these documents.

SECTION II

- 1. I am applying for an Appraiser: Trainee; State Registered; License Certification; Residential Certification; General Certification
2. Male; Female
3. Date of Birth: Month; Day; Year
4. Social Security Number:
5. Name: Last; First; Middle
6. Home Address: Street, Route & Box; City; County; State; Zip
7. Home Telephone: Business Name; Business Phone
8. Business Address: Street, Route & Box; City; County; State; Zip
9. Preferred Mailing Address: Street, Route & Box; City; County; State; Zip

SECTION III - Consent - Jurisdiction, Investigation, and Certification

I, as a non-resident applicant for an appraisal license and a licensee, agree that the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

I hereby appoint the Executive Director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the State of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the state of Alabama Real Estate Appraisers Act. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

Signed: Date: