



Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

# STATE HARMONIZATION TASK FORCE:

## A Toolkit for States to Modernize Appraiser Pathways

---

# Agenda

---

- 01 Letter from the State Harmonization Task Force Chair Peter Fontana**
- 04 The Importance of Harmonizing State Qualification Criteria**
- 05 Frequently Asked Questions**
- 10 Standards 5 & 6 Compliance Checklist**
- 17 Sample Experience Logs**
  - Washington State Department of Licensing
  - Montana Department of Labor and Industry
  - Commonwealth of Virginia Department of Professional and Occupational Regulation

April 15, 2025

Dear State Regulator Community,

As key partners in strengthening public trust and upholding standards of excellence in the appraisal profession, The Appraisal Foundation has consistently supported state regulators with tools to carry out their enforcement authority. Today, we're taking that commitment a step further.

We are pleased to announce the formation of a State Harmonization Task Force focused on identifying and assisting states in removing unnecessary regulatory overlays that may be creating unintended barriers to entry into the profession—particularly in the area of mass appraisal.

This initiative is rooted in the Foundation's strategic plan, which calls for building a strong new generation of appraisers to further public trust in the profession. By working together to streamline state-level requirements that exceed AQB criteria, the Task Force aims to:

- Expand access to licensure
- Increase the number of qualified appraisers
- Align with the evolving needs of the profession

We know many states—both large and small—are already leading the way. We want to share their successes, provide resources and tools, and help more states modernize their approaches.

While the State Harmonization Task Force will ultimately focus on all licensure requirements that exceed the criteria, we are beginning with ad valorem experience and mass appraisal pathways. These areas represent an existing pool of highly qualified applicants who are ready to join the profession—and we want to help states recognize and leverage this opportunity.

Mass appraisers bring skill sets that are well-aligned with the evolving demands of the profession—from the increased use of data and analytics to the technological fluency expected in modern valuation practice. These competencies are especially relevant as the profession adapts to new methodologies and changing expectations. This Task Force isn't just highlighting the issues—we're developing solutions and practical steps to help states take action.

We'll be sharing more during the AARO Virtual Conference on April 28th. In the

meantime, we encourage you to look for a follow-up communication that will include resources, graphics, and opportunities to engage.

Together, we can make the profession more accessible, better aligned with today's needs, and prepared for the future.

Sincerely,



Peter Fontana  
Chair  
State Harmonization Task Force

# The Importance of Harmonizing State Qualification Criteria

**Only nine states in the US accept the AQB's minimum criteria without overlays. Today these overlays are creating barriers to entry that could prevent a new generation of appraisers from joining this dynamic profession.**

## **Losing key talent**



By creating additional barriers to entry, states risk losing out on young, talented workers who may be perfectly suited to the appraisal profession as they pursue careers with fewer regulatory burdens

## **Shrinking appraisal workforce**



As the appraiser workforce ages, more and more appraisers are retiring without new appraisers coming into the profession to fill that gap.

## **Economy at risk**



Fewer entrants and more retirements means more chance of there being a shortage of appraisers who can provide independent, unbiased opinions of value on housing transactions, potentially putting the state's economy at risk

## **Difficult to administer programs**



Overlays can make your state regulatory program more difficult to administer, creating challenges in applying regulatory tools and resources from the Foundation.

## **How We Can Help!**

**The Appraisal Foundation has created a State Harmonization Task Force aimed at assisting states in ensuring that their qualification criteria are in line with the AQB minimums and do not create unnecessary barriers to entry.**

### **Mass Appraisal**



Mass appraisal experience is already allowed under the AQB criteria. The task force can share examples of how this is implemented in other states.

### **Tools and Solutions**



The task force is made up of Foundation representatives and stakeholders across the profession to offer innovative tools and solutions to assist states in their work and help them solve their unique regulatory challenges.

### **Model Approaches**



As the task force continues its work, it can share model approaches that are working in other states and help tailor those approaches to meet the needs of each regulatory body.

**The  
Appraisal  
Foundation**

1155 15th Street NW, Suite 1111,  
Washington, DC 20005-3517

202.347.7722

info@appraisalfoundation.org

<https://appraisalfoundation.org>

## FREQUENTLY ASKED QUESTIONS

### **What is mass appraisal?**

A mass appraisal is an appraisal assignment in which the Scope of Work involves valuing a universe of properties, versus an individual or fee appraisal assignment that values a single subject property.

The seven steps in the mass appraisal and individual or fee appraisal process are the same:

- Identify the problem;
- Set the Scope of Work;
- Gather data;
- Analyze the data;
- Determine Highest and Best Use;
- Apply appropriate valuation conclusions; and,
- Reconcile value indicators and report opinions.

### **How does USPAP reference mass appraisal?**

The Uniform Standards of Professional Appraisal Practices (USPAP) defines Mass Appraisal as the process of valuing a universe of properties as of a given date using standard methodology, employing common data, and allowing for statistical testing (USPAP 2024 Edition, page 5).

USPAP has two dedicated standards specifically for mass appraisal: Standard 5 – Mass Appraisal, Development and Standard 6 – Mass Appraisal, Reporting. Appraisers must adhere to USPAP Standards 5 and 6 in order to perform a credible and compliant mass appraisal assignment.

USPAP is produced by the Appraisal Standards Board (ASB) of The Appraisal Foundation (TAF). TAF not only recognizes mass appraisal but supports having mass appraisal experience accepted for state appraiser licensure and certification.

### **Does the ASC and AQB recognize mass appraisal experience?**

Yes. Mass appraisal is a valid and recognized form of appraisal experience under the Appraisal Subcommittee (ASC) policies and Appraisal Qualifications Board (AQB) requirements. According to ASC Policy Statements, Section C (Minimum Criteria), "Title XI requires States to adopt and/or implement all relevant AQB Criteria."

The applicable AQB Real Property Qualification Criteria can be found in Section V (Generic Experience Criteria), Paragraph F, which explicitly recognizes mass appraisal as an acceptable appraisal practice for experience credit. It states:

*"Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal."*

### **Does mass appraisal experience count as AQB qualifying experience?**

Yes. The AQB states that mass appraisal experience would count towards qualifying experience credit for becoming a certified real estate appraiser. A credited hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

The AQB mandates that real property appraisers seeking state licensure or certification must meet certain minimum experience requirements, including experience in mass appraisal, which can be obtained through individual property appraisals (for example, new construction or mass appraisals).

All experience must be obtained after January 30, 1989, and must be USPAP compliant. An applicant's experience must be in appraisal work conforming to USPAP Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures, development, and reporting conclusions.

Qualifying experience can be demonstrated by providing:

- A representative sample of the applicant's work product that is analyzed for USPAP compliance by a knowledgeable and qualified person;
- A verifiable experience log containing data which includes:
  - Type of property;
  - Date of report;
  - Address of appraised property;
  - Description of work performed by the applicant and scope of the review and supervision of the supervising appraiser, if applicable;
  - Number of actual work hours by the applicant on the assignment; and,
  - The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

(Source: *Real Property Appraisal Qualification Criteria, Section V. -F. Generic Experience Criteria.*)

Under the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), the AQB establishes the Real Property Appraiser Qualification Criteria (Criteria), or the minimum education, experience and examination requirements for real property appraisers to obtain a state certification.

[https://appraisalfoundation.org/imis/TAF/About\\_Us/TAF\\_Boards\\_and\\_Panels/Appraiser\\_Qualifications\\_Board/TAF/Appraiser\\_Qualifications\\_Board.aspx?hkey=e82a999c-c8bb-4118-af4d-3d15fd7f799c](https://appraisalfoundation.org/imis/TAF/About_Us/TAF_Boards_and_Panels/Appraiser_Qualifications_Board/TAF/Appraiser_Qualifications_Board.aspx?hkey=e82a999c-c8bb-4118-af4d-3d15fd7f799c)

Each state can choose to develop requirements that exceed the minimum requirements set by the AQB. For example, the Florida Administrative Code R. 61J1-6.001 includes language describing aspects of the mass appraisal process that qualify as experience such as: “Developing a model structure to determine the contribution of the individual characteristics affecting value;”.

<https://casetext.com/regulation/florida-administrative-code/department-61-department-of-business-and-professional-regulation/division-61j1-florida-real-estate-appraisal-board/chapter-61j1-6-experience-requirements/section-61j1-6001-experience-requirement>

### **How do state boards confirm or verify qualifying experience hours?**

Logged mass appraisal qualifying experience hours would be confirmed and verified in the same manner as individual or fee appraisal qualifying experience hours.

An experience log would be submitted by the applicant to the board. The experience log should capture minimum information, including:

- Effective date of appraisal;
- Type of property;
- Universe of properties appraised;
- A description of work;
- Scope of supervising appraiser’s review;
- Scope of supervising appraiser’s supervision;
- Total residential hours;
- Total non-residential hours; and,
- Total cumulative hours.

This log is signed by a supervisor or overseer in the same manner experience logs are signed by a supervisor for individual or fee appraisers. Examples of mass appraisal logs approved and currently being used by other states are available.

Once a signed log has been submitted, boards should proceed examining mass appraisal experience logs in the same manner used when evaluating single property experience logs.

**How does a state board determine a reasonable number of qualifying experience hours for each phase of a mass appraisal assignment?**

While the circumstances for each mass appraisal assignment will affect the result, the number of hours deemed reasonable for each phase (step) in the mass appraisal process should be determined by the Scope of Work for the assignment.

The suggestions below are predicated on the mass appraisal of a residential universe of properties; results may vary significantly for non-residential applications of mass appraisal. Ultimately, a state board should consider all relevant factors when awarding qualifying experience hours.

Factors that should be considered include, but are not limited to:

- The number of parcels within the universe of properties being appraised (how many residential properties within a particular market area or segmentation thereof, defining the universe to be appraised, identification of the problem to be solved)
  - 40 to 120 hours
- Locational and neighborhood delineation effort,
  - 40 to 160 hours - Technique dependent, can range from manual to Geographical Weighted Regression approaches
- The number of parcels requiring an inspection to ensure updated property characteristics
  - Exterior inspection only – 0.15 to 0.2 hours per property inspected
  - Interior and exterior inspection – 0.3 to 0.5 hours per property inspected
- The extent of market analysis required to be competent to complete the assignment and understand the empirical market forces that affect both the supply and demand of the universe of properties
  - 40 to 120 hours
- Determination of the Highest and Best Use for the universe (typically current use, and often controlled by a jurisdictional exception that limits other considerations of the highest and best use for the universe of parcels, i.e. “economic reality”)
  - 10 to 20 hours
- The application of the approaches to value - the Cost Approach and Sales Comparison Approach are typically considered, developed, and relied upon for mass appraisal purposes, the Income Approach may be relevant if certain market conditions exist, nuanced stratification might be necessary – i.e. is there an

adequate, statistically significant sample size for the market approach; how many special or complex residential parcels exist in the universe population

- 20 to 40 hours
- Source information verified for conducting a Cost Approach - review and application of replacement cost data from nationally recognized cost publications or local construction data, adjusted for local modifiers, and ultimately matched against the property identification schema and property characteristics for the universe in question
  - 40 to 120 hours
- Source information verified for conducting a Sales Comparison Approach - sales file finalized with an appropriate study period (years) selected, adequate information at the time of sale for each occurrence that must match the associated property characteristics for the universe in question
  - 40 to 240 hours – determined by frequency level
- Model specification and calibration specific to each of the approaches
  - 80 to 240 hours - determined by frequency and level of difficulty
- Iterative process once the models are specified and calibrated must occur thereafter
  - 20 to 40 hours
- Statistical testing of a holdout sample including advanced tests for Multiple Regression Analysis should then be conducted (VIF, Multi-Collinearity, Mann-Whitney, etc.)
  - 20 to 40 hours
- Once the models have been set to meet the baseline industry or jurisdictional standards for sales ratios, a review of all parcels should occur to ensure accuracy and general reasonableness and ensure there is a level of conformity to the valuations within the defined market segment
  - 0.05 to 0.10 hours per property
- Mass appraisal experience in the context of filed appeals for ad valorem purposes should also be considered and would typically occur after the mass appraisal effort
  - 1 to 8 hours per appeal - hours for each component of an appeal assignment can vary but typically reflect fee appraisal time standards

#### **Are there states currently accepting mass appraisal hours?**

Yes, as of January 2025 there are currently 17 states accepting mass appraisal hours as work experience. Some of those states include Arizona, Arkansas, Colorado, Connecticut, Iowa, Michigan, Missouri, Montana, New Jersey, Oklahoma, Virginia, and Washington.

# Standards 5 & 6

## Compliance Checklist

---



## STANDARD 5 & 6 CHECKLIST

### APPRAISAL ASSIGNMENT

Address/Market Area/Property Description: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Neighborhood ID: \_\_\_\_\_

Property Type: 1 unit      2 units      3-4 units      5+ units      Commercial/Industrial

Other (description): \_\_\_\_\_

Ownership: PUD      Condo      COOP      Other: \_\_\_\_\_

### ORIGINAL WORK PRODUCT UNDER REVIEW

Purpose of Work Product: Ad Valorem Appraisal      Valuation Defense      Other: \_\_\_\_\_

Date of Work Product: \_\_\_\_\_ Effective Date of Value(s): \_\_\_\_\_ Total Pages in Product: \_\_\_\_\_

Date of Inspection(s): \_\_\_\_\_ Value Conclusion(s): \_\_\_\_\_

Comments:

### ORIGINAL APPRAISER INFORMATION

Name: \_\_\_\_\_ State Designation: \_\_\_\_\_

Certification/License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification/License Issuing Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



## STANDARD 5 & 6 CHECKLIST

### USE OF THIS CHECKLIST

This Standard 5 & 6 checklist will assist the \_\_\_\_\_ Board of Real Estate Appraisers with the evaluation of an ad valorem appraisal submission. The purpose of this evaluation is to identify and communicate any substantial errors or inadequacies where the submission does not meet the minimum requirements established within Standards 5 & 6 of the Uniform Standards of Professional Appraisal Practice.

### EVALUATOR INFORMATION

Name: \_\_\_\_\_ State Designation: \_\_\_\_\_

Certification/License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification/License Issuing Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#	Has the appraiser...	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
1	identified and correctly interpreted the appraisal problem and scope of work?	5-1(a) SOW				
2	identified the intended use of the appraisal, as well as the intended users (by name or type)?	5-2(a)(b) 6-2(a)(b)				
3	identified the type of value, definition of value, and the source of the value definition?	5-2(c) 6-2(e) SOW				
4	stated the opinion of value in terms of cash, terms equivalent to cash, or other precisely defined terms (if market value)?	5-2(c) 6-2(e)				



## STANDARD 5 & 6 CHECKLIST

#	Has the appraiser...	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
5	identified and reported the effective date of the appraisal?	5-2(d) 6-2(d)				
6	identified and described the characteristics of the subject site and any improvements to the subject site?	5-2(e)(f)(g) 5-3 6-2(f)				
7	identified, analyzed, and reported on economic demand, physical, functional, and external market factors that may affect the appraisal?	5-2(f)(h) 5-3 5-4(a) 6-2 SOW				
8	identified the existing use of the real estate?	5-2(e)(f) 5-3				
9	identified and considered any personal property, trade fixtures, or intangible items that are not real property?	5-2(g) 5-3				
10	identified the real property interest to be appraised?	5-2g(iv)(v) 6-2(f)				
11	identified and stated all assumptions and limiting conditions (including extraordinary assumptions, hypothetical conditions) that affect the analysis and conclusions of appraisal?	5-2(i)(j) 6-1(b)(c) 6-2(c)				



## STANDARD 5 & 6 CHECKLIST

#	Has the appraiser...	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
12	considered any restrictions on the right to use the property?	5-2(e)(g) 5-3 6-2(f)				
13	considered the highest and best use of the real estate?	5-3 6-2(l)				
14	summarized the process of collecting, confirming, and reporting data?	5-2(k) 6-2(g)(j)				
15	employ recognized techniques for specifying and calibrating valuation models? (if applicable)	5-4(b)(c) 5-6 6-2(i)(k)				
16	when necessary for credible assignment results developed an opinion of value for the land and/or site?	5-3 5-5 a(iii) 5-6(b)(d)				
17	when necessary for credible assignment results collected, verified, analyzed, and reconciled the cost and depreciation of the improvements?	5-4 5-5 a(i) 5-6(a)(e) 5-7 6-2				
18	when necessary for credible assignment results collected, verified, analyzed, and reconciled sales of comparable properties to support the sales comparison approach?	5-4 5-5 a(iv) 5-6(a) 5-7 6-1 6-2				



## STANDARD 5 & 6 CHECKLIST

#	Has the appraiser...	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
19	when necessary for credible assignment results collected, verified, analyzed, and reconciled data from properties to support the income approach?	5-4 5-5 a(v) 5-5(c) 5-6(a)(c) 5-7 6-2				
20	summarized the process used to reconcile the applicability, suitability, quality and quantity of data in the approaches in order arrive at the value conclusion?	5-7 6-2(n)				
21	supported the exclusion of any approaches to value that have been excluded from analysis?	5-7 6-2(f)(g)				
22	summarized portion(s) of work that involved significant appraisal assistance?	6-2(h)				
23	provided a copy of a signed certification? <b>NOTE:</b> A certification signed by the County Appraiser/Assessor complies with this requirement.	6-3				



## STANDARD 5 & 6 CHECKLIST

### CHECKLIST & EVALUATOR'S SUMMARY

Do any of the “No” responses from the USPAP reference section indicate a violation of USPAP’s Ethic’s Rule, Record Keeping Rule, Competency Rule, or Scope of Work Rule?

Yes\*

No

Which approaches to value were excluded from the report, if any?

Income

Cost

Sales

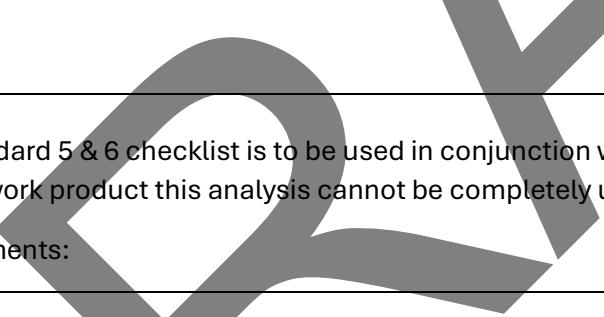
Were any of the excluded approaches to value necessary for credible results?

Yes\*

No

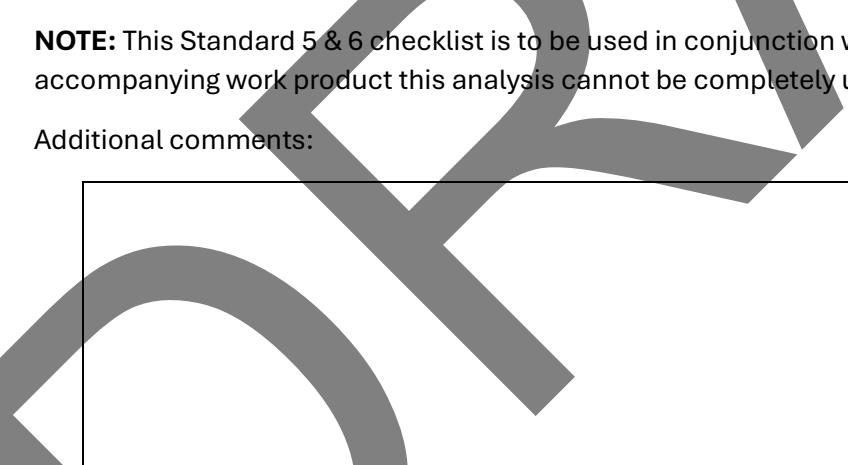
\* If you marked ‘Yes’ to any above question, please provide more information in the comment field below.

Comments:

**NOTE:** This Standard 5 & 6 checklist is to be used in conjunction with the work product under review. Without the accompanying work product this analysis cannot be completely understood and should not be solely relied upon.

Additional comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

State Designation: \_\_\_\_\_

Certification or License #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# Sample Experience Logs

---

## Real Estate Appraisers Mass Appraisal Experience Log



Experience hours awarded to appraiser trainees working in assessment or mass appraisal must be compliant with USPAP Standards 5 and 6, (in some cases, USPAP Standards 1 and 2). The Mass Appraisal Experience Log is to be used for USPAP Standard 5 and 6 work product. If an applicant is also seeking credit for USPAP Standard 1 and 2 work product, that experience must be applied for using a Real Estate Appraisers Applicant/Trainee Experience Log.



27011-SUPPORTING

Quantitative experience requirements may only be satisfied by time spent on the appraisal process. This consists of:

- analyzing factors that affect value;
- defining the problem;
- gathering and analyzing data;
- applying the appropriate analysis and methodology; and
- arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

The mass appraisal experience being submitted by the trainee and supervisor must be a part of, or the entirety of, a work product intended to be compliant with USPAP Standard 5 and 6.

Allowed hours are found in The Law Relating to Real Estate Appraisers under WAC 308-125-075. A link to the laws and rules can be found on the Department of Licensing Appraiser's webpage ([www.dol.wa.gov/business/appraisers](http://www.dol.wa.gov/business/appraisers)).

Check the following boxes as they apply to the office you worked in while gaining your experience; example, in the normal course of producing your mass appraisal work product and in connection with each property appraised, the following elements are part of your office's process:

1. Identification of the properties to be appraised. ....  Yes  No
2. Are market areas of consistent behavior that applies to properties defined? ....  Yes  No
3. Is there clear identification of characteristics (supply and demand) that affect the creation of value in that market area? ....  Yes  No
4. Is the model structure developed in such a way that it reflects the relationship among the characteristics affecting value in the market area? ....  Yes  No
5. Is the model structure calibrated in a manner that determines the contribution of the individual characteristics affecting value? ....  Yes  No
6. Are the conclusions reflected in the model applied to the characteristics of the properties being appraised? ....  Yes  No
7. Is a review performed on the mass appraisal results? ....  Yes  No

Entries must be chronological in order. If a trainee has multiple supervisors, separate appraisal logs shall be maintained and submitted for each supervisory appraiser.

# Real Estate Appraisers Mass Appraisal Experience Log

WASHINGTON STATE DEPARTMENT OF  
**LICENSING**

# Real Estate Appraisers Mass Appraisal Experience

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.  
I understand that any material misrepresentation shall be grounds for denial, suspension, revocation

X  
X

1

Trainee signature

Date and place sign

---

Supervisor signature

Date and place signed  
APR-622-187 (R/9/21)WA Page 2 of 2

## Montana Board of Real Estate Appraisers

PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0512  
Phone: (406) 444-6880

Email: [dlibsdpd@mt.gov](mailto:dlibsdpd@mt.gov) Website: [realestateappraiser.mt.gov](http://realestateappraiser.mt.gov)

### Instructions for Ad Valorem Tax Appraiser Applicant

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Submit a complete application – [24.207.502\(1\)](#)
2. Be of good moral character – [37-54-202\(1\)\(a\)](#)
3. Submit proof of required qualifying education – <http://boards.bsd.dli.mt.gov/rea#1> (Select the license level you wish to apply for. Click on the checklist for exam applicants for the qualifying education requirements).
4. Submit additional College level education for the license level you are applying for, if applicable - [Qualifying Education](#)
5. Submit the mass appraisal experience log, signed by your Montana DOR supervisor attesting that the experience you are claiming has been performed in compliance with USPAP Standards 5 and 6 -- <http://boards.bsd.dli.mt.gov/rea#1>.
6. Board staff will identify and direct you to submit 3 appraisal reports from the experience log for review for compliance with USPAP Standards 5 and 6.
7. Submit a demonstration report performed in compliance with USPAP Standards 1 and 2.
8. After your education and experience have been reviewed by Board staff you will be made eligible to test.
9. Successfully pass the AQB-approved Examination.
10. Submit fingerprints for the purpose of a fingerprint and background check – [37-54-202\(3\)](#)

### Checklist of Required Documents to Submit

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Complete application
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- Staff will check ASC Website (<https://www.asc.gov/Home.aspx>) for REA license verification
- Fingerprint Background Check
- Noncriminal Justice Applicants Rights form
- MT Mass Appraisal Experience log showing necessary hours for licensure
- Proof of completion of IAAO training and testing relevant to the category applied for
- Certificates of completion for required qualifying education courses
- Official transcript sent directly to the board from the college or university, if applicable
- Demonstration Report performed in compliance with USPAP Standards 1 and 2
- Examination score verified on national examination portal by staff
- Discipline Question “Yes” – Submit detailed explanation
- Discipline Question “Yes” – Submit discipline documents

### **Application Fee(s)**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$515 application fee

**You can apply for a license online at <https://ebiz.mt.gov/POL> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**

**Real Estate Appraiser Board  
EXPERIENCE LOG**

- All experience must be acquired within the five-year period immediately preceding the date application is made.
- Any valuation that meets the definition of "evaluation" set forth in §54.1-2009 of the Code of Virginia may not be counted as experience toward licensure.

**INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG**

<b>Complete Property Address</b>	Enter the complete address of the property being appraised.																												
<b>Month &amp; Year</b>	Enter the month and year of completion for the assignment(s) listed in the second column.																												
<b>Assignment Identification</b>	Enter a description for the type of assignment separately (commonly used acronyms are acceptable).																												
<b>Type of Property</b>	Enter the appropriate <b>code number</b> for the type of property appraised.  <table><tr><td>1</td><td>Single family, residential with exterior inspection</td><td>8</td><td>Industrial</td></tr><tr><td>2</td><td>Single family, residential with full inspection</td><td>9</td><td>Hotel, mote</td></tr><tr><td>3</td><td>Multi-family, 2 to 4 units</td><td>10</td><td>Office</td></tr><tr><td>4</td><td>Vacant lots, 1 to 4</td><td>11</td><td>Subdivision projects</td></tr><tr><td>5</td><td>Farms (non-income producing)</td><td>12</td><td>Land</td></tr><tr><td>6</td><td>Multi-family, 5 or more units</td><td>13</td><td>Other</td></tr><tr><td>7</td><td>Commercial</td><td></td><td></td></tr></table>	1	Single family, residential with exterior inspection	8	Industrial	2	Single family, residential with full inspection	9	Hotel, mote	3	Multi-family, 2 to 4 units	10	Office	4	Vacant lots, 1 to 4	11	Subdivision projects	5	Farms (non-income producing)	12	Land	6	Multi-family, 5 or more units	13	Other	7	Commercial		
1	Single family, residential with exterior inspection	8	Industrial																										
2	Single family, residential with full inspection	9	Hotel, mote																										
3	Multi-family, 2 to 4 units	10	Office																										
4	Vacant lots, 1 to 4	11	Subdivision projects																										
5	Farms (non-income producing)	12	Land																										
6	Multi-family, 5 or more units	13	Other																										
7	Commercial																												
<b>Property Value</b>	Enter the appropriate <b>code number</b> for the dollar value of the property appraised.  <table><tr><td>1</td><td>\$ 0 - \$ 100,000</td></tr><tr><td>2</td><td>\$ 100,001 - \$ 250,000</td></tr><tr><td>3</td><td>\$ 250,001 - \$ 1,000,000</td></tr><tr><td>4</td><td>\$ 1,000,001 - \$ 5,000,000</td></tr><tr><td>5</td><td>over - \$ 5,000,000</td></tr></table>	1	\$ 0 - \$ 100,000	2	\$ 100,001 - \$ 250,000	3	\$ 250,001 - \$ 1,000,000	4	\$ 1,000,001 - \$ 5,000,000	5	over - \$ 5,000,000																		
1	\$ 0 - \$ 100,000																												
2	\$ 100,001 - \$ 250,000																												
3	\$ 250,001 - \$ 1,000,000																												
4	\$ 1,000,001 - \$ 5,000,000																												
5	over - \$ 5,000,000																												
<b>Type of Involvement</b>	Enter the appropriate <b>code number</b> that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.  <table><tr><td>1</td><td>Fee/staff appraiser, sole appraiser</td></tr><tr><td>2</td><td>Fee/staff appraiser trainee, co-signer</td></tr><tr><td>3</td><td>Ad valorem</td></tr><tr><td>4</td><td>Reviewer</td></tr><tr><td>5</td><td>Real estate consulting</td></tr></table>	1	Fee/staff appraiser, sole appraiser	2	Fee/staff appraiser trainee, co-signer	3	Ad valorem	4	Reviewer	5	Real estate consulting																		
1	Fee/staff appraiser, sole appraiser																												
2	Fee/staff appraiser trainee, co-signer																												
3	Ad valorem																												
4	Reviewer																												
5	Real estate consulting																												
<b>Hours on Assignment(s)</b>	Enter each appraisal assignment and the total number of hours spent on the assignment.																												
<b>Total hours of Assignment</b>	Enter the total number of assignment hours for each page on the bottom of each page.																												
<b>Supervisor Signature/ License Number</b>	<b>Supervisor's signature and license number must be on each page</b> (only required for trainee applications and upgrade applications if you are working for another appraiser).																												
<b>Description of work Performed by the Trainee/ Applicant</b>	All trainees applying for an appraiser license must complete columns I thru X.																												

## Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner.

USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE

By signing this page the Supervisor certifies that the experience claimed on this log meets the relevant definition of experience in 18 VAC 1130-20-10

प्र० १

**Supervisor's Signature** (must sign each page)

(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

Applicant's Name:

### Trainees only:

Appraiser applicants who are not Trainees, do not have to complete columns I thru X

1. Indicate which portions of the assignment they contributed by putting an "X" in Columns I thru X.
2. Prepare a separate log for each month and have your supervisor follow instructions in item 3 below and sign where indicated.
3. For each portion of each assignment, Supervisors must indicate whether the supervisor(s): P - had Primary Responsibility; C - Co-appraised; or R - Reviewed and Approved.

By signing this page, the Supervisor certifies that the experience claimed on this form meets the relevant definition of experience in 18 VAC 130-20-10.

**Supervisor's Signature** (must sign each page)  
(only required for trainees or licensed/certified ap-

Date \_\_\_\_\_ Supervisor's License No. \_\_\_\_\_

A461-40EXP-v6  
04/18/2023