

APPRAISER ASSIGNMENT LOG INSTRUCTIONS

1) The appraiser assignment log must include the following:

- a) Report Date (month, day, and year)
- b) Subject Address (See #2 below)
- c) Report Type
- d) Borrower Name (the buyer or person refinancing)
- e) Client (the intended user)
- f) Type of Property Appraised
- g) An "X" in the appropriate columns indicating duties performed
- h) Hours of experience claimed (see #4 below for experience that cannot be claimed)
 - Show subtotals for each page of your completed experience log. State the grand total of hours claimed on the last page. Show separate totals for residential and non-residential hours.
- i) The signature of the supervising appraiser on each page
- j) Valid Notarization of the log

2) The appraisal log must include the complete address for the property appraised.

- a) For each appraisal, list the property number, street name, city, state, and zip.
- b) If the property does not have a street address, list the rural route number with box number, city, state, and zip.
- c) For vacant land with no address, you must provide a legal description. You must also indicate the number of acres for vacant land, farms, hobby farms, and homes with acreage.

3) Experience time frames

- a) The 2,000 hours of experience required to apply for "Licensed Residential Appraiser" classification cannot have been obtained in less than 12 months.
- b) The 2,500 hours of experience required to apply for "Certified Residential Appraiser" classification cannot have been obtained in less than 24 months.
- c) The 3,000 hours of experience required to apply for "Certified General Appraiser" classification cannot have been obtained in less than 30 months.

4) Appraisal work that **cannot** be claimed for experience hours

- a) Applicants may not receive credit for experience accumulated while unlicensed, if the experience is based on activities which require a license under the law.
- b) Appraisal work performed for education credit or sample appraisals may be claimed, but only 50% of the total experience can consist of appraisals made without clients. The remainder must consist of actual fee appraisals. All experience claimed must be USPAP compliant.
- c) You may not claim a property appraised more than once. Do not claim follow-up appraisals or follow-up inspections, such as escrow inspections, final inspections, or recertification of value as a separate appraisal.
- d) You may not claim experience hours for appraising mobile homes or farm equipment.

5) Supervised or shared appraisals

- a) If you assist a properly-licensed appraiser with an appraisal of a property that is above your current level of classification, you must attach a statement from the supervisory appraiser that signed the appraisal. The statement must include the supervisor's signature and license number and the address of the property appraised.
- b) If you are not signing the appraisal, there must be a statement in the report describing your assistance, in order to claim experience hours.
- c) If any of your experience was obtained while working in conjunction with another licensed appraiser, submit a letter signed and dated by all appraisers who worked on the property. The letter must include a statement of how the hours will be divided among each appraiser.

6) All experience claimed is subject to approval by the Minnesota Department of Commerce. You will be notified of any experience which is not acceptable.

