

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 or 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 appraise a property that is above your current level of classification, you must attach a statement from the supervisory appraiser that signed your work. 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/unlicensed 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.



85 7th Place East, Suite 280
 St. Paul, MN 55101
 Phone: 651-539-1599

REAL ESTATE APPRAISER

EXPERIENCE VERIFICATION FORM

APPLICANT INFORMATION

Last Name (please print)		First	Middle
Address			
City	State	Zip Code	Daytime Phone No.
Class of License Applying for (<i>please check one</i>)			
<input type="checkbox"/> Licensed Residential Real Property Appraiser (2000 experience hours required)			
<input type="checkbox"/> Certified Residential Real Property Appraiser (2500 experience hours required)			
<input type="checkbox"/> Certified General Real Property Appraiser (3000 experience hours required – at least 50% nonresidential)			
Total number of appraisal experience hours claimed: _____ (You must document the total hours claimed by completing the attached Appraiser Assignment Log.)			

CERTIFICATION OF APPLICANT

I Certify on oath that:

- All information stated in this form is true and correct;
- All appraisal hours stated in this form were performed by me;
- There are no duplicate addresses stated in this form or attachments;
- This form has not been altered in any way from the form approved by the commissioner.

Signature of Appraiser Applicant

Date

STATE OF _____)
) ss
 COUNTY OF _____)

Signed and affirmed before me this ____ day of _____, 20__ by _____
 (Print Name of Appraiser Applicant)

 Signature of Notary Public

County: _____

Commission Expires: _____

[Notary Seal]

MINNESOTA DEPARTMENT OF COMMERCE

Appraiser Assignment Log (Please Print)

NAME: _____ License Number: _____

Signature: _____ Date Signed: _____

Hours Requested: *This Page* _____ Residential = _____ Non-Residential = _____ Total = _____

All experience must be obtained after January 30, 1989 and be USPAP compliant. Applicants must enter actual hours.

Report Date	Subject Address	*Report Type	Borrower Last Name	Client (Intended User)	Type of Property (SFR, 2-4 unit, Condo, Land, Apartment Building, Commercial, Farm, Etc.)	T – Trainee S - Supervisor	II. Site Inspection & Descriptions	III. Neighborhood Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)	No. of Residential Hours	No. of Non-Residential Hours
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***Report Type:** Restricted Appraisal Report = **R** Appraisal Report = **A**

Appraiser Trainee's only must:

- 1) Indicate to 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 their supervisors follow instructions 3 & 4 below.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P**-Had Primary Responsibility **C**-CO appraised **R**-Reviewed and Approved

4) Supervisor Name (Print) _____

Supervisor's Lic/Cert No. _____

Supervisor Name (Signature) _____

Date Signed _____