

**APPLICATION FOR RECIPROCAL APPRAISER LICENSE
BOARD**

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

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 or US Territory or the District of Columbia.

Include Check of all fees (\$435 Trainee; \$560 State Registered Real Property Appraiser; \$600 Licensed Real Property Appraiser; \$600 Certified Residential Real Property Appraiser; \$600 Certified General Real Property Appraiser) made payable to Alabama Real Estate Appraisers Board.

1. Complete Sections I, II, and III on back of this form. (Caution: Any incomplete or incorrect application will be returned unprocessed).
2. **APPLICATION MUST BE TYPED.** Attach the following:
 - a. If you are not listed on the National Registry, 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 application fee of \$150 plus annual license fee of \$285; State Registered application fee of \$275 plus annual license fee of \$285; Licensed Real Property Appraiser application fee of \$275 plus annual license fee of \$285; Certified Residential application fee of \$275 plus annual license fee of \$285; Certified General application fee of \$275 plus annual license fee of \$285. 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, which 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, which 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 which 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-federally related 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 non-federally related residential properties having transactions 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 of 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. The **“Trainee Real Property Appraiser”** – no experience required. Applicant must provide proof of 75 hours of appraisal education as set out in §780-X-3-.06(a)(6) completed during last ~~ten~~ five years, including a 15-hour Uniform Standards of Professional Appraisal Practice during last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Trainee’s appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser who has been approved by the Board as a Mentor. If the Trainee plans to use these experience points as part of the experience needed for licensure, the work must be included in the Trainee’s assignment log, and the appraisal report must be signed by the supervising appraiser.
2. The **“State Registered Real Property Appraiser”** – Applicant must have a minimum of 100 points or 1000 hours of actual appraisal experience earned during at least 12 months. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of 75 hours of appraisal education as set out in §780-X-3-.06(b)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB.
3. The **“Licensed Real Property Appraiser”** – Every applicant for a Licensed Real Property Appraiser license who submits an application on or after January 1, 2015 must submit proof of 30 semester credit hours of college level education from an accredited college, university or community college or an Associate Degree or higher in any field. The applicant also must submit satisfactory evidence that the appraisal education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed 150 classroom hours of appraisal education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, a minimum of 2,000 hours or 200 points appraisal experience is necessary for approval of a Licensed Real Property Appraiser license. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.
4. The **“Certified Residential Real Property Appraiser”** – Every applicant for a Certified Residential Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the appraisal education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A bachelor’s degree from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 200 classroom hours of Board-approved appraisal education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of 2500 hours or 250 points appraisal experience is necessary for approval of a license for Certified Residential Real Property Appraiser classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an

appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

5. The **“Certified General Real Property Appraiser”** – Every applicant for a Certified General Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A Bachelor’s degree or higher from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 300 classroom hours of education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of three thousand (3000) hours of appraisal experience or 300 points is necessary for approval of a license for the Certified General Real Property classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

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 conducting 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.

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

SECTION I

- yes no 1. Are you a resident of Alabama? If so, how long? _____
- yes no 2. Have you ever been licensed or certified (or otherwise classified) as an appraiser in Alabama or in another state?
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(If your answer is yes, obtain from each state a certified history, not more than 30 days old, and attach application.) If yes, what state or states?

If yes, under what name(s) and number(s)? _____
- yes no 3. Are you a high school graduate or the holder of a General Education Development (G.E.D.) certificate? (If your answer to this question is no, attach proof of education equivalency.)
- yes no 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?
(Attach full explanation if “yes” response)
- yes no 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? (Disciplinary actions include but are not limited to such actions as a reprimand, a suspension, a revocation, a fine, or any restriction or special requirements placed on your right to operation as a licensee.)
- yes no 6. Are there any criminal charges or licensing disciplinary proceedings pending against you at this time?
- yes no 7. Have you ever done an appraisal in the state of Alabama? If so, when. _____

If you answer “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 or 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 or 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 Telephone _____
- 8. Business Address: _____

Street, Route & Box City County State
Zip
- 9. Preferred 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 _____
NAME DATE

Author:

Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Amended:** Filed January 16, 1997; effective February 20, 1997. **Amended:** Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 7, 2006; effective July 12, 2006. **Amended:** Filed

November 18, 2011; effective December 23, 2011. **Amended:**
Filed March 25, 2014; effective April 29, 2014. **Amended:**
Filed August 29, 2014; effective October 3, 2014.
Amended: Filed May 20, 2016; effective July 4, 2016.