

## **Instructions for Completion of Application For Licensure or Certification of Appraisers**

- 1** All applications for licensure and certification shall be made on a printed form provided by the Board and no applications made otherwise will be accepted. Where space does not permit an applicant to present his record of experience, education or practice on the application form provided by the Board, the applicant may duplicate the experience and education record or any other page of the application form. **All applications must be signed and dated. Applications must be clearly typed in black suitable for photostatic copy and all questions must be answered.**
- 2** Applications for licensure for any classification of real property appraiser shall be subscribed and sworn to, on a form provided by the Board, before a Notary Public or other person qualified to administer oaths.
- 3** To allow time for processing, all applications for examination shall be filed with the Board at least forty-five days before the desired date for examination.
- 4** Withholding information, misrepresentation, or false statements, will be cause for denial of application or license revocation, if discovered after the fact.
- 5** The Board requires an evaluation of course and instructor and a transcript, or other evidence satisfactory to the Board of successful completion from each school where the applicant received credit. Appraisal courses and instructors must be approved by the Board.
- 6** Fees shall be payable to the Alabama Real Estate Appraisers Board. Payment of fees should be made by checks (personal, company or cashier's). No cash will be accepted as payment of fees. Applications not accompanied by the proper fees will be returned to the applicant. Application fees are non-refundable. **Annual license fees are payable in September of every year to cover the following 12 month period 10-1/9-30. There is no proration or refund of licensee fees for a partial year.**