

STATE OF ALABAMA

Requirements for Submission of Experience Credit

EFFECTIVE June 11, 2021

**Alabama Real Estate Appraisers Board
Physical: 100 North Union Street
Suite 370
Montgomery, AL 36104
Mailing: Post Office Box 304355
Montgomery, Alabama 36130-4355
(334) 242-8747 or (334) 242-8749 (FAX)**

This pamphlet contains information regarding the submission of appraisal experience for state licensure. Questions should be directed to the Appraisers Board by calling (334) 242-8747.

EXPERIENCE REVIEW PROCESS

I. EXPERIENCE REVIEW COMMITTEE:

- A. The Alabama Real Estate Appraisers Board shall serve as “the committee” to review and verify appraisal experience submitted by all applicants for all five categories.

II. REVIEW PROCEDURE:

- A. **Application:** Applicants are to list their appraisal experience on the experience log provided by the Board. Computer generated forms will be accepted, provided that all necessary data is submitted in a format that includes all information that is on the log published by the Board.
- B. **Experience Credit:** Only those appraisal reports that fully comply with the Uniform Standards of Professional Appraisal Practice (USPAP) shall be considered for experience credit. This typically includes appraisal for first mortgage underwriting under the appraisal guidelines of FNMA, FHLMC, FSLIC, FDIC, VA, FHA, FMHA, and the Federal Farm Credit Banks.

Letter opinions, verbal estimates, buyer, or seller pricing advice, typical second mortgage abbreviated reports and other less than complete appraisal reports shall not be accepted for experience credit.

- C. **Review of Reports:** It is the responsibility of the Board to verify that applicants have met the experience requirement prior to the issuance of state license. The Board shall have the authority to request and review copies of any appraisal reports listed in the application for experience credit.
- D. **Experience Log Review Requirement for Trainees:** The Trainee must submit the experience log to the Board for review when the Trainee has accumulated five hundred (500) experience hours when the Trainee plans to apply for a State Registered Real Property Appraiser license; five hundred (500) experience hours when the Trainee plans to apply for a Licensed Real Property Appraiser license; seven hundred fifty (750)

experience hours when the Trainee plans to apply for a Certified Residential Real Property Appraiser license and one thousand five hundred (1500) experience hours when the Trainee plans to apply for a Certified General Real Property Appraiser license. The Board will select a sample of appraisals for review to examine how effective the mentoring process is for the Trainee. A fee of \$125 for examination of the appraisal samples must accompany the log. There will not be any discipline files opened for the Trainee as a result of the examination.

EXPERIENCE HOUR SYSTEM

Experience hours may be earned in the five-year period preceding the date of application. For experience credit on Alabama appraisals done after August 1, 1994, the applicant must have been licensed in Alabama.

1. **State Trainee Real Property Appraiser** – No appraisal experience is required before an applicant is approved for this classification.
2. **State Registered Real Property Appraiser** – A minimum of 1000 hours of appraisal experience is required for this license.
3. **State Licensed Real Property Appraiser** – A minimum of 1000 hours of appraisal experience is necessary for this license. Experience must be earned over at least a 6-month period.
4. **State Certified Residential Real Property Appraiser** – A minimum of 1500 hours of appraisal experience is necessary for this state certification. Experience must be earned over at least a 12-month period.
5. **State Certified General Real Property Appraiser** – A minimum of 3000 hours of appraisal experience is necessary for this state certification. Experience must be earned over at least an 18-month period.
6. If the person applying for experience credit was unable to sign off on the appraisal report but his/her contributions are listed in the appraisal, credit will be granted for the report. Credit will not be granted if professional experience has not been disclosed.
7. No credit will be given for residential appraisal reports that do not include an interior inspection of the subject.

INSTRUCTIONS FOR COMPLETING THE EXPERIENCE APPLICATION

FIELD DEFINITIONS

1. RPT DATE Month and year appraisal was submitted to client
2. SUBJECT ADDRESS Physical address of property appraised
4. REPORT TYPE R=Restricted Use S=Summary
5. PROPERTY ABBREVIATION Property type taken from the attached listing
6. CLIENT Firm or individual authorizing the appraisal report, and to whom it was addressed
7. ASSIGNMENT CONTRIBUTIONS OF TRAINEE & MENTOR
 - I. Inspections & Descriptions
 - II. Building Inspection & Description
 - 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)

The Trainee must indicate on the 'T' line of Columns I through X which parts of the assignment he or she completed by marking an 'X' in the box. The Mentor's contributions must be marked on the 'M' line by indicating whether he or she **P** – Had Primary Responsibility; **C** – Co-Appraised; or **R** – Reviewed and Approved each of the individual parts of the appraisal in columns I through X.

8. APPRAISAL HOURS The actual hours spent by the appraiser in the completion of the appraisal not to exceed the maximum hours listed in the attached listing of property types and experience hours.

**PROPERTY ABBREVIATIONS AND
CORRESPONDING EXPERIENCE HOURS**

RESIDENTIAL HOURS

<u>PROPERTY ABBREVIATION</u>	<u>DESCRIPTION</u>	<u>EXPERIENCE HOURS (NOT TO EXCEED MAXIMUM LISTED)</u>
1. RES 1	One-unit dwelling (house, townhouse, condominium)	10
2. RES 2	Two to four unit dwelling (apartment, duplex, condominium)	20
3. RESLOT	Residential lot (one to four family)	5
4. SUBLOT	Subdivision lots (not to exceed fifty hours per subdivision)	5
5. ACREAGE:	Farm or timber acreage potentially suitable for a house site:	
ACRE1	– Less than 10 acres	10
ACRE2	– 10 to 100 acres	20
ACRE3	– Over 100 acres	30
6. RESOTH	All other unusual structures or acreage, larger or more complex than typical properties described herein	Submitted to Board for determination 5 to 50 hours
7. RESREV	Review of appraisals shall be worth 20% of the hours awarded for the appraisal	
8. RL	Rural lot – unimproved rural land, 25 acres or less	5
9. RR	Rural residence – one unit primary dwelling, 10 acres or less	10

10.	R	Ranchette – part time rural use, 10 to 25 acres, with main dwelling and outbuildings, such as additional residence, barns, or other outbuildings	30
-----	---	--	----

GENERAL HOURS

1.		<u>Apartments</u>	
	APT1	5 to 20 units	40
	APT2	21 to 100 units	80
	APT 3	Over 100 units	100
2.		<u>Hotels</u>	
	HOTEL1	50 or fewer units	60
	HOTEL2	51 to 150 units	80
	HOTEL3	Over 150 units	100
3.		<u>Meeting/Conference/Auditorium</u>	
	CONF1	20,000 square feet or less	40
	CONF2	Over 20,000 square feet	60
4.		<u>Industrial or Warehouse Building</u>	
	WARE1	20,000 square feet or less	60
	WARE2	Over 20,000 square feet (single tenant)	80
	WARE3	Over 100,000 square feet (multiple tenant)	100
5.		<u>Office Buildings</u>	
	OFF1	10,000 square feet or less	60
	OFF2	10,001 to 100,000 square feet	80
	OFF3	Over 100,000 square feet	100

6.		<u>Condominium Residences – Must Include Income Approach to Value</u>	
	CONDO1	5 to 30 units	60
	CONDO2	Over 30 units	100
7.		<u>Retail Buildings</u>	
	RETAIL1	10,000 square feet or less	60
	RETAIL2	Over 10,000 square feet – single tenant	80
	RETAIL3	Over 50,000 square feet – multi-tenant	100
8.		<u>Acreage of Non-Residential Land for Commercial or Multiple Family Use</u>	
	LAND1	100 acres or less	30
	LAND2	Over 100 acres, with direct sales analysis only	60
	LAND3	Over 100 acres, including income approach to value	80
9.		<u>Timber or Farm Acreage for Commercial or Multiple Family Use</u>	
	ACRE4	100 to 200 acres	30
	ACRE5	Over 200 acres, with direct sales analysis only	60
	ACRE6	Over 200 acres, including income approach to value	80
10.	GENOTH	All other unusual structures which are larger or more complete than the typical properties described herein Items 1. through 9.	Submitted to Board for determination 10-150 hours
11.	GENREV	Review of appraisals shall be worth 20% of the hours awarded for the appraisal	

12.	PG	<u>Pasture or Grazing Enterprises</u>	
		25 to 50 acres	10
		50 to 100 acres	20
		100 to 500 acres	30
		500 to 2,000 acres	60
		Over 2,00 acres	80
13.	RC	<u>Row Crop Enterprises</u>	
		25 to 50 acres	20
		50 to 100 acres	30
		100 to 500 acres	40
		6500 to 2,000 acres	60
		Over 2,000 acres	100
14.	OVN	<u>Orchard, Vineyard, and Plant Nursery Enterprises</u>	
		50 acres or less	20
		50 to 100 acres	40
		100 to 500 acres	80
		500 to 2,000 acres	100
15.	TF	<u>Truck Farm Enterprises</u>	
		50 acres or less	20
		50 to 100 acres	40
		100 to 500 acres	60
		500 to 2,000 acres	80
16.	DA	<u>Dairy Enterprises</u>	
		50 or less cow milking herd	40
		50 to 100 cow milking herd	60
		Over 100 cow milking herd	80
17.	DIV	<u>Diversified Agricultural</u>	100
		operations of over 500 acres involving two or more of the above enterprises, assuming multiple disciplines are exhibited in the report	

18.	T	<u>Timber and Timberland Appraisals</u>	
		40 to 100 acres	20
		100 to 500 acres	30
		500 to 2,000 acres	50
		2,000 to 10,000 acres	70
		Over 10,000 acres	Submitted to Board for determination
19.	SPEC	<u>Specialized agricultural properties</u>	Submitted to Board for determination

- **Note: At least 50% of the cumulative hours for Certified General must be earned in non-residential categories. No more than 40% of the cumulative hours may be earned from any one category (Items 1. through 9. and 12. through 19.). Applicants may request a waiver of this requirement for unique depth of experience in a single area.**