

# COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF STATE · BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS P. O. BOX 2649 · HARRISBURG, PA 17105-2649

#### **Appraiser Experience Logs Instructions:**

#### Four sheets are provided to the Appraiser Trainee:

- 1. Experience Logs for **EXTERIOR ONLY** inspections
- 2. Experience Logs for INTERIOR AND EXTERIOR inspections
- 3. Experience Logs for REVIEW APPRAISALS
- 4. Experience Logs for OTHER TYPES of Acceptable Experience (See Page 6 and Page 7 below)

Make copies of each experience log page as needed to fulfill required number of experience hours. Keep pages of each type of form grouped together, i.e. all 'Exterior Only' pages; all 'Interior and Exterior' pages, etc. \*Keep packets grouped together by Supervisors (if more than one).

#### The Appraiser Experience Log must include the following:

- (a) Applicant's Name, License Number and Signature
- (b) Supervisor's Name, License Number and Signature
- (c) Date of Appraisal (Month and Year) List in Chronological Order
- (d) Assignment Identification Address (Include Address, City and State Do not use P.O. Box Numbers. Out-of-State Locations are acceptable)
- (e) **Property Type** (Indicate number of HOURS claimed, in whole numbers, either in 'Residential' or 'Commercial' Property)
- (f) Client (If the inspection was performed for a 'Client' list Y for Yes or if the inspection was performed for training or other purposes only list N for No)
- (g) Trainees 'T': Check ✓ all columns indicating duties performed
- (h) **Supervisors 'S'**: Indicate level of **Supervisor's** Involvement
  - **P** Supervisor had Primary Responsibility
  - **C** Property was Co-Appraised
  - **R** Supervisor Reviewed and Approved Inspection
- (i) Subtotal (Total Hours from current page)
- (j) Total (Total Hours from the previous pages of the log and the current page of same type of forms, i.e. 'Exterior Only', 'Interior and Exterior', etc.)
- (k) Page \_\_\_\_ of \_\_\_\_ (Indicate the current page and the total pages of entire experience log submission on each page of same type of forms, i.e. 'Exterior Only', "Interior and Exterior', etc.)

### Experience log for Licensed Appraiser Trainee that included exterior only inspection (actual hours in whole numbers incurred by trainee)

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### Experience log – Review Appraisals performed by Licensed Appraiser Trainee (actual hours in whole numbers incurred by trainee)

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## USE THIS PAGE FOR "OTHER" TYPES OF EXPERIENCE ONLY

EXPERIENCE LOG – OTHER (See §36.11 or §36.12 for a description of OTHER TYPES of Acceptable Experience) (YOU MAY MAKE COPIES OF THIS FORM AS NEEDED)

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APPLICANT I	NAME:		LICENSED	APPRAISER TR	AINEE NUMBEI	₹:							
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	OTHER – SEE §36.11 OR §36.12 FC	OR DESCI	 RIPTIONS (	OF OTHER TY	PES OF ACC	EPTABLE EXPE	RIENCE						
Date of Appraisal (Mo./Yr.)	Assignment Identification Address (P. O. Box Numbers are <u>Unacceptable</u> )		ort Type ) One	Propert (√)		Number of Actual Hours of Experience Claimed	List the type of experience as per §36.11 (e)(2) (ii)(iv – x) of §36.12 (e)(2) (ii)(iv – x) of the						
MUST LIST IN DATE ORDER	Include City and State (Out-of-State Locations are <u>Acceptable</u> )	FORM	NARRATIVE	RESIDENTIAL	NON RESIDENTIAL	USE WHOLE NUMBERS ONLY	Board's regulations						
PAGE	TOTALS:												

#### § 36.11. Experience for certification as <u>residential</u> real estate appraiser.

- (e) Experience. An applicant's experience must comply with all of the following...
- (2) At least 75% of the total experience requirement shall be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options for preparation of appraisal reports; experience logs)...
- (4) Acceptable categories of appraisal experience include all of the following:
  - (i) Fee and staff appraisals.
- (ii) Ad valorem tax appraisals, if the applicant can demonstrate that the applicant used techniques to value properties similar to those used by appraisers and that the applicant effectively used the appraisal process.
  - (iii) Review appraisals.
  - (iv) Appraisal analysis (synonymous with an appraisal).
  - (v) Real estate counseling, if the counselor can satisfactorily demonstrate that:
  - (A) The client clearly asked for counseling services.
- (B) The client was informed that the counselor's time would be devoted to counseling services, which are separate from other real estate functions such as appraising, sales management and mortgage lending.
  - (C) A file memorandum was prepared on each assignment indicating the nature of the assignment, recommendations and disposition.
  - (D) Compensation for the counseling services was separate from other real estate services rendered.
  - (vi) Highest and best use analysis.
  - (vii) Feasibility analysis/study.
- (viii) Real estate related experience such as that of an officer of a lending institution, if the experience consists of the actual performance or professional review of real estate appraisals.
  - (ix) Evaluations under FIRREA in accordance with requirements of Federal financial institution regulatory agencies.
  - (x) Case studies or practicum courses that are approved by the AQB Course Approval Program.

#### § 36.12. Experience for certification as general real estate appraiser.

- (e) Experience. An applicant's experience must comply with all of the following...
- (2) At least 50% of the total experience requirement must be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options for preparation of appraisal reports; experience logs)...
- (4) Acceptable categories of appraisal experience include:
  - (i) Fee and staff appraisals.
- (ii) Ad valorem tax appraisals, if the applicant can demonstrate that the applicant used techniques to value properties similar to those used by appraisers and that the applicant effectively used the appraisal process.
  - (iii) Review appraisals.
  - (iv) Appraisal analysis (synonymous with an appraisal).
  - (v) Real estate counseling, if the counselor can satisfactorily demonstrate that:
  - (A) The client clearly asked for counseling services.
- (B) The client was informed that the counselor's time would be devoted to counseling services, which are separate from other real estate functions such as appraising, sales management and mortgage lending.
  - (C) A file memorandum was prepared on each assignment, indicating the nature of the assignment, recommendations and disposition.
  - (D) Compensation for the counseling services was separate from other real estate services rendered.
  - (vi) Highest and best use analysis.
  - (vii) Feasibility analysis/study.
- (viii) Real estate experience such as that of an officer of a lending institution, if the experience consists of the actual performance or professional review of real estate appraisals.
  - (ix) Evaluations under FIRREA in accordance with requirements of Federal financial institution regulatory agencies.
  - (x) Case studies or practicum courses that are approved by the AQB Course Approval Program.