



COMMONWEALTH OF PENNSYLVANIA
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). *Hours must be directly related to the time spent on the assignment, and must be relatively equal to the amount of time submitted by the Trainee's peers. The Board may request an explanation and the workfile for any and all appraisals that are deemed by the Board to contain deficient or excessive hours.*
Reminder: It is the responsibility of both the Supervisory Appraiser and Trainee Appraiser to ensure the experience log is accurate, current, and complies with the laws and regulations of the Pennsylvania State Board of Certified Real Estate Appraisers.
- (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 developed and reported this section of the appraisal report and the Trainee observed the Supervisor's work.
 - **C** – Property was Co-Appraised – the Trainee and the Supervisor developed and reported this section of the appraisal report together.
 - **R** – The Trainee independently developed and reported this section of the appraisal report, and the Supervisor Reviewed and Approved the work.
- (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 Upgrade to General Real Estate Appraiser that included **exterior only** inspection

(actual hours in whole numbers incurred by trainee)

APPLICANT NAME:					I. Inspected exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:																
RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:																
SUPERVISING CERTIFIED APPRAISER:																
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																
CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:																
Date of Appraisal (Mo/Yr)	Assignment Identification Address (P. O. Box Numbers are <u>Unacceptable</u>) Include City and State (Out-of-State Locations are <u>Acceptable</u>)	Property Type		CLIENT YES OR NO	T – Trainee (check all that apply)											
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		S – Supervisor (Indicate Level of Involvement)	P – Had Primary Responsibility;	C – Co-Appraised;	R – Reviewed and Approved	T – Check all that apply	S – indicate level (P,C,R) →	T – Check all that apply	S – indicate level (P,C,R) →	T – Check all that apply	S – indicate level (P,C,R) →	T – Check all that apply	S – indicate level (P,C,R) →
SUBTOTAL					YOU MAY MAKE COPIES OF THIS FORM AS NEEDED											
TOTAL					PAGE _____ OF _____											

Experience log for Upgrade to General Real Estate Appraiser that included **interior and exterior** inspection

(actual hours in whole numbers incurred by trainee)

APPLICANT NAME:					I. Inspected interior and exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbhhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	xi. Prepared the Real Estate Appraisal Report	xii. Other (please attach explanation)
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:																
RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:																
SUPERVISING CERTIFIED APPRAISER:																
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																
CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:																
Date of Appraisal (Mo/Yr)	Assignment Identification Address (P. O. Box Numbers are <u>Unacceptable</u>)	Property Type		CLIENT YES OR NO	T – Trainee (check all that apply)											
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		S – Supervisor (Indicate Level of Involvement)	P – Had Primary Responsibility;	C – Co-Appraised;	R – Reviewed and Approved								
LIST IN DATE ORDER	Include City and State (Out-of-State Locations are <u>Acceptable</u>)				T – Check all that apply											
					S – indicate level (P,C,R) →											
					T – Check all that apply											
					S – indicate level (P,C,R) →											
					T – Check all that apply											
					S – indicate level (P,C,R) →											
					T – Check all that apply											
					S – indicate level (P,C,R) →											
					T – Check all that apply											
					S – indicate level (P,C,R) →											
					T – Check all that apply											
					S – indicate level (P,C,R) →											
SUBTOTAL					YOU MAY MAKE COPIES OF THIS FORM AS NEEDED											
TOTAL					PAGE _____ OF _____											

Experience log for Upgrade to General Real Estate Appraiser that included **Review Appraisals**

(actual hours in whole numbers incurred by trainee)

APPLICANT NAME:					I. Inspected interior and exterior of subject property II. Developed Site Desc. & Analysis III. Developed Bldg. Desc. & Analysis IV. Nbhhd Description & Dev. Analysis V. Developed the Highest & Best Use VI. Collected, Verified, and Analyzed Data VII. Developed Income Approach VIII. Developed Cost Approach IX. Developed Sales Comparison X. Developed Final Reconciliation XI. Prepared the Real Estate Appraisal Report XII. Other (please attach explanation)				
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:									
RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:									
SUPERVISING CERTIFIED APPRAISER:									
SUPERVISING CERTIFIED APPRAISER SIGNATURE:									
CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:									
Date of Appraisal (Mo/Yr)	Assignment Identification Address <i>(P. O. Box Numbers are Unacceptable)</i>	Property Type		CLIENT YES OR NO	T - Trainee (check all that apply)				
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		S - Supervisor <i>(Indicate Level of Involvement)</i> P - Had Primary Responsibility; C - Co-Appraised; R - Reviewed and Approved				
LIST IN DATE ORDER	Include City and State <i>(Out-of-State Locations are Acceptable)</i>								
					T - Check all that apply				
					S - indicate level (P,C,R) →				
					T - Check all that apply				
					S - indicate level (P,C,R) →				
					T - Check all that apply				
					S - indicate level (P,C,R) →				
					T - Check all that apply				
					S - indicate level (P,C,R) →				
					T - Check all that apply				
					S - indicate level (P,C,R) →				
SUBTOTAL					YOU MAY MAKE COPIES OF THIS FORM AS NEEDED				
TOTAL					PAGE _____ OF _____				

**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)

APPLICANT NAME:	RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:
RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:	
NAME OF SUPERVISING APPRAISER:	CERTIFICATE NUMBER OF SUPERVISING APPRAISER:
PERIOD OF SUPERVISION:	SUPERVISING APPRAISER SIGNATURE:

OTHER – SEE §36.11 OR §36.12 FOR DESCRIPTIONS OF OTHER TYPES OF ACCEPTABLE EXPERIENCE

Date of Appraisal (Mo./Yr.) MUST LIST IN DATE ORDER	Assignment Identification Address (P. O. Box Numbers are <i>Unacceptable</i>) Include City and State (Out-of-State Locations are <i>Acceptable</i>)	Report Type (√) One		Property Type (√) One		Number of Actual Hours of Experience Claimed USE WHOLE NUMBERS ONLY	List the type of experience as per §36.11 (e)(2) (ii)(iv – x) or §36.12(e)(2) (ii)(iv – x) of the Board's regulations
		FORM	NARRATIVE	RESIDENTIAL	NON RESIDENTIAL		
PAGE _____ OF _____		TOTALS:					

§ 36.11. Experience for certification as residential 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.