

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS  
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

The Board Requires this Checklist be used when a Licensed Appraisal Trainee is utilized in the performance of an appraisal. **THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.**

The intent of this Checklist is to ensure compliance with applicable USPAP requirements for acknowledgement and disclosure of significant real property appraisal assistance. **THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.**

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Assisted in the preparation of the workfile with all forms and general information for the appraisal.

\_\_\_ \_\_\_ \_\_\_ Assisted in determining the scope of work of the appraisal.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.

\_\_\_ \_\_\_ \_\_\_ Inspected the subject property.  
If yes, accompanied by supervisor? \_\_\_\_\_ (yes/no)  
Type of inspection: \_\_\_ interior \_\_\_ exterior

\_\_\_ \_\_\_ \_\_\_ Assisted in analyzing the highest and best use of the subject property.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.

\_\_\_ \_\_\_ \_\_\_ Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.

\_\_\_ \_\_\_ \_\_\_ Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.

\_\_\_ \_\_\_ \_\_\_ Assisted in sketch drawing.

\_\_\_ \_\_\_ \_\_\_ Assisted in entering subject and comparable data on the form and in the comment areas.

\_\_\_ \_\_\_ \_\_\_ Assisted in reconciliation and final opinion of value for the subject property.

\_\_\_ \_\_\_ \_\_\_ Assisted in the final review of this report.

\_\_\_\_\_ Number of Hours Licensed Appraiser Trainee Spent on Appraisal

Signature of Licensed Appraiser Trainee: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

*The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee and certifies the amount of hours the trainee spent on the appraisal. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.*

Signature of Supervising Certified Appraiser: \_\_\_\_\_

Date: \_\_\_\_\_