New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

State Licensed/Certified Real Estate Appraiser Application

Read the instructions carefully before completing the application. Incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.

A completed application must include the single-sided application form; the appropriate fee; and the following:

A — Education
B — Employment
C — Experience Report
D — Experience Log
E — Mass Appraisal Experience Log
F — Combination of Traditional and Mass Appraisal Experience

Note: All applicants must complete the single-sided application form (p.5 and 6) and Attachments A, B, and appropriate experience attachment(s). If you are applying based on a combination of traditional and mass appraisal experience, you must also complete Attachment F.

What are the licensure/certification requirements?

There are three basic requirements for a license/certification.

1. Education is required of all applicants and is based on the category of license/certification for which you are applying.
2. A written examination. (not available for appraiser assistant)
3. Experience is required of all applicants and is based on the category of license/certification for which you are applying. Applicants not meeting the experience requirements may be eligible for an appraiser assistant license.

What are the categories of licensure/certification, related fees and terms of licensure?

State Licensed Residential Real Estate Appraiser	**$355***	**2 years**
State Certified Residential Real Estate Appraiser	**$355***	**2 years**
State Certified General Real Estate Appraiser	**$355***	**2 years**
State Licensed Real Estate Appraiser Assistant	**$250**	**2 years**
Temporary	**$125**	**1 year**
Reciprocal	**$330**	**2 years**

* includes $250 application, $80 federal registration and $25 examination application fees.

Is there an exam fee?

Yes. There is an examination application fee of $25 included in the original application fee. The fee for the examination itself is determined by and paid directly to the test provider. Approved test providers will be listed on your appraiser admission notice or can be found on our website at www.dos.ny.gov. **Please Note:** If you are *upgrading* your appraiser assistant license and have already taken and passed the appropriate exam within the preceding 24 months, you will not have to pay the examination application fee of $25. Effective January 1, 2015, appraiser assistants are no longer eligible to take an exam for upgrade until they meet all qualifications and submit an application for that category.

What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State or by MasterCard or Visa, using a credit card authorization form. Do not send cash. **Application fees are nonrefundable.** A $20 fee will be charged for any check returned by your bank.

What are the educational requirements?

Appraiser license/certification applicants must satisfy the education requirements by completing the prescribed courses indicated for each classification. In accordance with section 1103.2 of the Department's rules and regulations (19NYCRR), the following courses must be completed for the residential and general appraisal classifications:

Appraiser Assistant (154 hours)
NOTE: Qualifying education for appraiser assistants must be completed within the five year period prior to the date of application.

Basis Appraisal Principles (R-5)	30 hours
Basic Appraisal Practices (R-6)	30 hours
15 Hour National USPAP	15 hours
Residential Market Analysis and Highest/best Use (R-7)	15 hours
Residential Appraiser Site Valuation and Cost Approach (R-8)	15 hours
Residential Sales Comparison and Income Approach (R-9)	30 hours
Residential Report Writing and Case Studies (R-10)	15 hours
Supervisory Appraiser/Trainee Appraiser Course	4 hours

State Licensed Residential Real Estate Appraiser (150 hours) + Associate's Degree or higher <u>or</u> 30 semester credit hours from an accredited college, junior college, community college, or university.

Basic Appraisal Principles (R-5)	30 hours
Basic Appraisal Practices (R-6)	30 hours

15 Hour National USPAP	15 hours
Residential Market Analysis and Highest/best Use (R-7)	15 hours
Residential Appraiser Site Valuation and Cost Approach (R-8)	15 hours
Residential Sales Comparison and Income Approach (R-9)	30 hours
Residential Report Writing and Case Studies (R-10)	15 hours

State Certified Residential Real Estate Appraiser
(200 hours)+ Associate's Degree or higher

Basic Appraisal Principles (R-5)	30 hours
Basic Appraisal Procedures (R-6)	30 hours
15 Hour National USPAP	15 hours
Residential Market Analysis and Highest/best Use (R-7)	15 hours
Residential Appraiser Site Valuation and Cost Approach (R-8)	15 hours
Residential Sales Comparison and Income Approach (R-9)	30 hours
Res. Report Writing and Case Studies (R-10)	15 hours
Statistics, Modeling and Finance (SMF)	15 hours
Advanced Residential Applications and Case Studies (R-11)	15 hours
Introduction to Residential Income Properties (RE-1)	20 hours
OR	
Fair Housing, Fair Lending and Environmental Issues (RE-2)	20 hours

State Certified General Real Estate Appraiser
(300 hours) + *Bachelor's Degree or higher*

Basic Appraisal Principles (R-5)	30 hours
Basic Appraisal Procedures (R-6)	30 hours
15 Hour National USPAP	15 hours
Gen. Market Analysis and Highest/best Use (G-4)	30 hours
Statistics, Modeling and Finance (SMF)	15 hours
General Appraiser Sales comparison Approach (G-5)	30 hours
General Appraiser Site Valuation and Cost Approach (G-6)	30 hours
General Appraiser Income Approach (G-7)	60 hours
General Appraiser Report Writing and Case Studies (G-8)	30 hours
Fair Housing, Fair Lending and Environmental Issues (GE-1)	15 hours
Specialty Appraisals (GE-2)	15 hours
OR	
Using the HP12C Financial Calculator (GE-3)	15 hours

What are the experience requirements?

State Licensed Residential Real Estate Appraiser
2,000 hours of experience over a period of not less than 24 months.

State Certified Residential Real Estate Appraiser
2,500 hours of experience over a period of not less than 24 months. Residential experience must contain experience in residential single-family, residential multi-family, vacant lot or farm.

State Certified General Real Estate Appraiser
3,000 hours of experience over a period of not less than 30 months of which a minimum of 1,500 hours must be in non-residential appraisal work.

Note: Experience must be obtained within the 5 year period prior to submission of your application. Experience hours must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP. An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal. All experience must be obtained after January 30, 1989, and must be USPAP compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.

Do I have to provide experience documentation such as copies of actual appraisal reports, supporting documentation or other data used to develop the appraisals (i.e., notes, MLS reports, etc.) at the time of application?

No. You will only need to complete the "appraisal experience report" and the "appraiser experience log" at the time of application.

However, you should have all of this type of documentation in your possession. You may be asked, following initial censure/certification, to verify any or all of the experience you have claimed.

What is considered acceptable experience?

1. **Standard Appraisals:**
   If you performed at least 75% of the work associated with an appraisal (including preparation of the appraisal report), you will receive **full credit** for that appraisal even if your work was reviewed by a supervising appraiser who signed the appraisal report. You must complete Attachments C and D.
2. **Review Appraisals:**
   If you performed a "review appraisal," whether defined as a "field review" or a "documentary review" or a combination of both, you will receive **25%** of the hours normally assigned for that appraisal. You must complete Attachments C and D.

Note: Review Appraisals may be used for qualifying experience credit **only up to a maximum of 25% of the required hours.**

Class	Required Experience	Maximum Credit Allowed for Appraisal Review
State Licensed Residential Real Estate Appraiser	2,000 hours	500 hours
State Certified Residential Real Estate Appraiser	2,500 hours	625 hours
State Certified General Real Estate Appraiser	3,000 hours	750 hours

3. **Mass Appraisal Experience:**
   In accordance with regulation 1102.7, applicants for licensure/certification may receive credit for mass appraisal experience. Please refer to and complete Attachment E of the application.

What if I have a combination of traditional and mass appraisal experience?

If you have combined experience, please refer to and complete Attachments C, D, E, & F.

What is considered unacceptable experience?

1. **Market value estimates** as a real estate licensee in connection with the listing and/or sale of real estate; i.e., "comparative market analysis."
2. **Business appraisals.** (Credit will be given for appraisals of Individual parcels of commercial real estate.)
3. **Personal property appraisals.**
4. *Feasibility or market analysis,* except to the extent that the "market value" of a proposed real estate project is being estimated.

What if I don't meet the necessary experience qualifications?

If you do not meet the experience qualifications, you may apply for an Appraiser Assistant license.

How do I qualify as a State Licensed Real Estate Appraiser Assistant?

State Licensed Real Estate Appraiser Assistant applicants must:

- file an appraiser application with the $250 fee;
- meet the minimum education requirements;
- be supervised in the conduct of their services by a New York State licensed or certified appraiser registered with the Department of State as a supervisory appraiser who must co-sign any appraisal report involving a federally related transaction over the de minimus level;
- utilize the same Uniform Standards of Professional Appraisal Practice as a state licensed or certified appraiser.

Upon satisfaction of the application requirements of the Department of State, the Department will issue a renewable 2 year State Licensed Real Estate Appraiser Assistant license.

Should an Appraiser Assistant acquire experience for licensed or certified appraiser, his or her application must comply with whatever examination and education requirements exist for that category at that time.

Can an Appraiser Assistant qualify to take the appraiser examination?

No. Appraiser Assistants who have met the experience requirements for the appraiser classification they wish to upgrade to must submit a "new" appraiser application for this appraiser classification. Upon review and acceptance of this application, the applicant will receive an exam admission notice for this exam.

Education and experience must be completed prior to taking the AQB-approved National Uniform Licensing and Certification Examination.

Once I have completed the experience requirements, how do I upgrade from an appraiser assistant to the licensed or certified classification?

If you are upgrading to the **licensed or certified classifications**, you must submit a "new" completed appraiser application, a $355 application fee and a copy of your appraiser assistant license and you will receive an admission notice to the appraiser examination.

Is there reciprocity with other states?

Yes, with the exception of Appraiser Assistants. An applicant may be certified/licensed in New York State without examination and further qualification if the applicant provides proof and is certified/licensed in another state or territory:

- Whose program has been officially endorsed by the Federal Appraisal Subcommittee.
- Whose examination has been approved by the Appraiser Qualification Board of the Appraisal Foundation.
- Who has licensing and certification qualification requirements that meet or exceed those of New York State.

Reciprocity applicants must submit the following:

- A completed appraiser application (p.5 and 6) with $330 (application and federal registration fee)

The term for a reciprocal license/certification is 2 years.

How do I apply for a temporary license/certification?

On occasion, a nonresident appraiser may wish to conduct business of a temporary nature in New York State. The applicant may be issued a temporary license/certificate to perform appraisals in New York State if the applicant is certified/licensed in another state or territory:

- whose program has been officially endorsed by the Federal Appraisal Subcommittee.
- whose examination has been approved by the Appraiser Qualifications Board of the Appraisal Foundation.

Nonresident temporary applicants must submit:

- a completed appraiser application (p.5 and 6) with $125 application fee.

NOTE: TEMPORARY APPLICANTS MAY NOT MAINTAIN AN OFFICE WHICH PROVIDES APPRAISAL SERVICES TO CLIENTS IN NEW YORK STATE.

The term is for 1 year and cannot be renewed.

What are the requirements for a Supervisory Appraiser Applicant?

Supervisory Appraiser applications must:

- Complete the Supervisory Appraiser/Trainee Appraiser 4 hour course;
- Meet the requirements outlined on the Real Estate Instructor and Supervisory Appraiser application;
- Submit a completed application for review and approval

Are there any continuing education requirements to renew my license/certification?

Yes, all real estate appraisers must complete 28 hours of approved continuing education within their two-year license term in order to renew their license/certification. Included within this 28 hour requirement, an appraiser must successfully complete the 7 hour National USPAP update course. This course may be applied toward the 28 hour continuing education requirement.

Please note that in accordance with the Appraisal Foundation requirements, appraisers must continue to maintain the 14 hour yearly continuing education requirement even if they do not renew their license. For example, an appraiser who license expires 11/07/07 and does not renew until 11/07/08, will be required to complete the 28 hours for the original term plus an additional 14 hours for the year that the license lapsed.

It is important to note that if the appraiser fails to renew within two years of the expiration date, the appraiser will be required to resubmit a new application and meet all of the current qualifications.

Child Support Statement

A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's license suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under § 175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

PRIVACY NOTIFICATION

Do I need to provide my Social Security and Federal ID numbers on the application?

Yes. The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

FOR OFFICE USE ONLY | UNIQUE ID |__|__|__|__|__|__|__|__|__|__|__| | CASH NUMBER | FEE $_____

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NEW YORK STATE OF OPPORTUNITY. | Division of Licensing Services

State Licensed/Certified Real Estate Appraiser Application

I am applying for:

☐ State Licensed Real Estate Appraiser Assistant ($250)

☐ State Licensed Residential Real Estate Appraiser ($355) – Original Appraiser Assistant License Number (if any)_____

☐ State Certified Residential Real Estate Appraiser ($355) – Original Appraiser License Number (if any)_____

☐ State Certified General Real Estate Appraiser ($355) – Original Appraiser License Number (if any) _____

☐ Temp Reciprocal State of _____ ($125)

☐ Reciprocal State of _____ ($330)

PLEASE PRINT OR TYPE

LAST NAME | FIRST NAME | MIDDLE INITIAL | SUFFIX

APPLICANT'S HOME ADDRESS NUMBER AND STREET (PO BOX MAY BE ADDED TO ENSURE DELIVERY)

CITY | STATE | ZIP+4 | COUNTY

BUSINESS NAME

BUSINESS ADDRESS NUMBER AND STREET (PO BOX MAY BE ADDED TO ENSURE DELIVERY)

CITY | STATE | ZIP+4 | COUNTY

DAYTIME TELEPHONE NUMBER ( ) | SOCIAL SECURITY NUMBER (*SEE PRIVACY NOTIFICATION*)

E-MAIL ADDRESS

BACKGROUND QUESTIONS	YES	NO
1. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony? *(If YES, submit a written explanation giving the place, court jurisdiction, nature of the offense, sentence and/or other disposition. You must provide a copy of the accusatory instrument — e.g., indictment, criminal information or complaint — and a Certificate of Disposition. If you possess or have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must provide a copy of same.)*	_____	_____
2. Are there any criminal charges (misdemeanors or felonies) pending against you in any court in this state or elsewhere? *(If YES, you must provide a copy of the accusatory instrument — e.g., indictment, criminal information or complaint.)*	_____	_____
3. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied? *(If YES, you must attach an explanation.)*	_____	_____
4. What is your date of birth? _____		
5. Have you ever applied for or been issued a Real Estate Appraiser License or Certification in New York State? …… UID# _____	_____	_____

State Licensed/Certified Real Estate Appraiser Application

CHILD SUPPORT STATEMENT

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support **OR** if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

Irrevocable Consent and Designation

I (we) do hereby irrevocably submit to the jurisdiction of the courts of the State of New York and, further, hereby irrevocably designate the Secretary of State of New York as its agent upon whom may be served any summons, subpoena and other process naming the entity in any action or special proceeding commenced in the State of New York.

By this consent and designation, I (we) agree that service of process upon the Secretary of State shall be, in all respects, as valid and binding as if personal service had been made upon the entity within the State of New York.

Applicant Affirmation – I affirm under the penalties of perjury, that the statements made in this application are true and correct. I certify that the information given in the experience log is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of any license/certification issued. I further affirm that I have read and understand the provisions of Article 6E of the Executive Law and the rules and regulations promulgated thereunder.

Applicant's Signature _____ *Date* _____

A $20 fee will be charged for any check returned by your bank.

It is important that you notify this Division of any changes in your business address so you will receive renewal notices and any other notifications pertinent to your license/certification.

Please be sure to include the appropriate attachments and all fees (please see instructions) with your application form.

A

State Licensed/Certified Real Estate Appraiser Application

Real Estate Appraiser Education

Enter the requested information for all approved and recognized or equivalent appraiser courses completed; i.e., courses in which you received a certificate of completion, where you attended and passed the final course examination. Include information for at least 154 hours for an Appraiser Assistant, 150 hours plus an Associate's degree or higher or 30 semester hours for licensed residential, 200 hours plus a Bachelor's degree or higher for certified residential or 300 hours plus a Bachelor's degree or higher for the certified general classification. Certificates must be attached for each course. Proof of college level courses must be a school transcript or a copy of a diploma.

Course Title and Number	Educational Provider	No. of Hours	Month/Year Completed

B

State Licensed/Certified Real Estate Appraiser Application

Employment

Start with your most recent employment. You must indicate all employment which is equal to the experience claimed in Attachment C.

Name of Company:	Employment Status: [ ] Full-time [ ] Part-time [ ] Hours Per Week
Company Address:	
Business Telephone: ( )	Supervisor:
Position:	Duties:
Dates of Employment From: To:	

Name of Company:	Employment Status: [ ] Full-time [ ] Part-time [ ] Hours Per Week
Company Address:	
Business Telephone: ( )	Supervisor:
Position:	Duties:
Dates of Employment From: To:	

Name of Company:	Employment Status: [ ] Full-time [ ] Part-time [ ] Hours Per Week
Company Address:	
Business Telephone: ( )	Supervisor:
Position:	Duties:
Dates of Employment From: To:	

Name of Company:	Employment Status: [ ] Full-time [ ] Part-time [ ] Hours Per Week
Company Address:	
Business Telephone: ( )	Supervisor:
Position:	Duties:
Dates of Employment From: To:	

C1

State Licensed/Certified Real Estate Appraiser Application

Appraiser Experience Report – Residential Category

For Licensed Residential Applicants: Must have at least 2,000 hours.
Important Information Regarding Review Appraisals: For Review Appraisals, an applicant **may** only claim a maximum number of hours per review appraisal. Please see **Key to Maximum Hours Allowed** on Page 11.
For Certified Residential applicants: Must have at least 2,500 hours.

ALL EXPERIENCE CLAIMED ON THE BELOW WORKSHEET MUST ALSO BE REFLECTED ON THE APPRAISER EXPERIENCE LOG (ATTACHMENT D).

Residential Category (Regardless of the transactional value or complexity)					
	Standard Appraisals		**Review Appraisals**		
	Total # of Appraisals	**Actual Hours**	**Total # of Review Appraisals**	**Actual Hours**	**Total Hours Credited**
A. Residential Single Family (Single Co-op or Condo)					
Example	*20*	*120*	*4*	*6*	*126*
B. Residential Multi-Family (2-4 Units)					
C. Vacant Lot Residential (1-4 Units)					
Farm Less than 100 acres with residence					
				Total Credit Hours	

Required Experience	Minimum # of Hours	Maximum # of Hours
State Licensed Real Estate Appraiser	2,000 Hours	3,000 Hours
State Certified Residential Appraiser	2,500 Hours	3,750 Hours
State Certified General Appraiser	3,000 Hours	4,500 Hours

C2

State Licensed/Certified Real Estate Appraiser Application

Appraiser Experience Report – General Category

Important Information Regarding Review Appraisals: For Review Appraisals, an applicant can only claim a maximum number of hours per review appraisal. Please see **Key to Maximum Hours Allowed** on Page 11.
For Certified General applicants: Must have at least 3,000 hours.
For applicants claiming combined experience: If you are claiming combined experience, at least 1,500 hours of required experience must be in this category for Certified General applicants.

ALL EXPERIENCE CLAIMED ON THE BELOW WORKSHEET MUST ALSO BE REFLECTED ON THE APPRAISER EXPERIENCE LOG (ATTACHMENT D).

General Category					
	Standard Appraisals		Review Appraisals		
	Total # of Appraisals	Actual Hours	Total # of Review Appraisals	Actual Hours	Total Hours Credited
D. Residential Multi Family, (5-12 Unit apartments, condominiums , townhouses, and mobile home parks)					
Residential Multi-Family, (13+ Unit apartments, condominiums, townhouses, and Mobile Home Parks) [add 12 hours for proposed project]					
E. Commercial/Industrial Single – Tenant, (Office Buildings, R&D, Retail Stores, Restaurants, Service Stations, Warehouses, Daycare Centers, etc.)					
Commercial/Industrial Multi-Tenant (Office Buildings, R&D, Shopping Centers, Hotels, Warehouses) [add 12 hours for proposed project]					
F. Land, (Farms of 100 acres or more in size, undeveloped Tracts, residential multi-family sites, commercial sites, Industrial sites)					
Manufacturing Plants					
Institutional (Rest Homes, Nursing Homes, Hospitals, Schools, Churches, Government Buildings)					
				Total Credit Hours	

Required Experience	Minimum # of Hours	Maximum # of Hours
State Licensed Real Estate Appraiser	2,000 Hours	3,000 Hours
State Certified Residential Appraiser	2,500 Hours	3,750 Hours
State Certified General Appraiser	3,000 Hours	4,500 Hours

Instructions for Attachment D

Important:

- All experience claimed on the Appraisal Experience Report (Attachments C1/C2) must also be reflected on the Appraiser Experience Log (Attachment D).
- List in **chronological order** all experience being claimed on the attached experience log (Attachment D). If your experience significantly exceeds the required qualifications, it is not necessary to list all appraisals performed. You must, however, submit a sufficient amount of appraisal activity to satisfy the hour requirements for the classification for which you are applying and that covers the appropriate qualifying period.
- Appraisals listed on this log must cover at least **2 full calendar years (24 months) for the Licensed and Certified Residential** categories, and at least **2½ calendar years (30 months)** for the **Certified General** category. To ensure that experience is attained over a reasonable period of time an applicant **may not claim** experience over 5 years old.
- Appraisal reports and supporting data must be retained in your files and available for review by the Division of Licensing Services.
- In order to list all of your qualifying experience, you will need to make additional copies of the experience log (Attachment D). You must list all information exactly as shown. No computer printouts or variations of this log will be accepted.
- Each log sheet submitted must contain the **original signature** of a NYS registered Supervisory Appraiser for all experience obtained **after July 1, 2013.**
- A separate log(s) must be submitted for each supervisory appraiser, if applicable.

Key to Maximum Hours Allowed pursuant to regulations

Residential Categories

Residential Single-Family, (Single Co-op or Condo) - Standard - 6/Review - 1.5
Residential Multi-Family, (2-4 units) - Standard - 12/Review - 3
Vacant Lot Residential, (1-4 units) - Standard - 3/Review - .75
Farm, (Less than 100 acres, with residence) - Standard - 12/Review - 3

General Categories

Residential Multi-Family, (5-12 units - Apartments, condominiums, townhouses and mobile home parks) - Standard-36/Review 9
Residential Multi-Family, (13+ units - Apartments, condominiums, townhouses and mobile home parks)- Standard - 48 [add 12 hours for proposed project =60]/Review-12 [or 15 for proposed project]
Commercial/Industrial Single-Tenant (Office buildings, R&D, retail stores, restaurants, service stations, warehouses, day care centers, etc.)-Standard-36/Review-9
Commercial/Industrial Multi-Tenant (Office buildings, R&D, shopping centers, hotels, warehouses)-Standard-60 [add 12 hours for proposed project=72]/Review-15[or 18 for proposed project]
Land (Farms of 100 acres or more in size, undeveloped tracts, residential multi-family sites, commercial sites, industrial sites)-Standard-18/Review-4.5
Manufacturing Plants-Standard-48/Review-12
Institutional (Rest homes, nursing homes, hospitals, schools, churches, government buildings)-Standard-48/Review-12

D

State Licensed/Certified Real Estate Appraiser Application

Appraiser Experience Log - Page _____ of _____

Year:	Applicant's Name:

Licensed/Certified Residential applicants must have two years of experience. Certified General Appraiser must have 30 months.
The entire log must be in chronological order according to date of appraisal.

Supervising Appraiser Signature & UID #:

Date Appraisal Completed	Address of Appraisal	Description of work performed*	Scope of Review & Supervision of the Supervising Appraiser*	Type of Property	Type of Appraisal Report (Narrative/Form/Other)	Actual Hours	Type of Appraisal Standard – S Review – R	Total Residential Hours Credited *	Total General Hours Credited **
							Total Residential Hours Earned		
							Total General Hours Earned		

Applicant must enter actual hours, subject to maximums permitted in regulations.

* These two sections must clearly identify the following for the appraisal listed:
1. A description of the work performed by the trainee or applicant;
2. The level of supervision performed by the supervising appraiser; and
3. The scope of the review performed by the supervising appraiser.

** See Key to Maximum Hours Allowed.

Information and Instructions for Attachment E
Reporting Qualifying Mass Appraisal Experience Only

APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

Section 1102.7 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York allows applicants to use mass appraisal experience to qualify for licensure or certification. All claimed qualifying experience should be performed in compliance with Standard 6 of the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

Applicants who use mass appraisal activity to fulfill all or part of the experience requirements **must meet the following criteria**. The method and requirements for reporting experience is different from traditional appraisals. Accordingly, please **carefully read** the following instructions.

- If you are using only mass appraisal experience to qualify for licensure or certification, please complete Attachment E.
- If you are using combined experience to qualify for licensure or certification, you must complete Attachments C and D for traditional experience, Attachment E for mass appraisal experience and Attachment F.

Requirements

STATE LICENSED RESIDENTIAL REAL ESTATE APPRAISER

1. An applicant for **state licensed residential real estate appraiser** must have at least 2,000 hours over a period of at least two years performing mass appraisals or the equivalent thereof. The applicant's documentation must demonstrate that the applicant was engaged for at least 1,500 hours performing mass appraisals of properties in the residential categories.

2. a) An applicant must demonstrate the effectiveness of the applicant's mass appraisal models by submitting single property appraisals from separate neighborhoods. These single property appraisals must demonstrate compliance with the appraisal standards set forth in Part 1106 (USPAP).

   b) An applicant for residential licensing or residential certification must submit at least one single property appraisal in **at least three** of the residential categories (minimum of three appraisal reports required).

3. An applicant must demonstrate experience in each of the three essential tasks of a mass appraisal (Data Collection, Modeling and Value Analysis and Valuation and Final Review). The applicant's experience in each category, as a percentage of the total required experience, must be within the maximum and minimum indicated on the Mass Appraisal Experience Log.

STATE CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER

1. An applicant for state certified residential real estate appraiser must have at least 2,500 hours over a period of at least two years performing mass appraisals or the equivalent thereof. The applicant's documentation must demonstrate that the applicant was engaged for at least 1,875 hours performing mass appraisals of properties in the residential categories indicated on the following page.

In addition, state certified residential applicants must meet the following: at least 80% (1,500 hours) of the residential experience must be in the residential single-family category (including single co-op or condo). At least 10% (187.5 hours) of the residential experience must be from one or more of the remaining categories: (residential multi-family or vacant lot residential/farm). The remaining 10% may be from any of the residential categories.

2. a) An applicant must demonstrate the effectiveness of the applicant's mass appraisal models by submitting single property appraisals from separate neighborhoods. These single property appraisals must demonstrate compliance with the appraisal standards set forth in Part 1106 (USPAP).

   b) An applicant for residential licensing or residential certification must submit at least **one** single property appraisal in **at least three** of the residential categories (minimum of three appraisal reports required).

3. An applicant must demonstrate experience in each of the three essential tasks of a mass appraisal (Data Collection, Modeling and Value Analysis and Valuation and Final Review). The applicant's experience in each category, as a percentage of the total required experience, must be within the maximum and minimum indicated in the instructions.

Residential Categories

(i) Residential Single Family, (including single co-op or condo)
(ii) Residential Multi-Family, (2-4 units)
(iii) Vacant Lot Residential, (1-4 units), or
(iv) Farm, (less than 100 acres, with residence)

STATE CERTIFIED GENERAL REAL ESTATE APPRAISER

1. An applicant for **general certification** must document that the applicant has at least 3,000 hours over a period of at least 2½ years performing mass appraisals or the equivalent thereof. The applicant's documentation must demonstrate that the applicant was engaged for at least 2,250 hours performing mass appraisals of properties in the general categories.

   In addition, general experience must contain experience in multi-family, commercial/industrial, or other (land/manufacturing/institutional). 60% (1,350 hours) of the general experience must be in one of the above categories. 20% (450 hours) of the general experience must be in each of the remaining categories.

2. a) An applicant must demonstrate the effectiveness of the applicant's mass appraisal models by submitting single property appraisals from separate neighborhoods. These single property appraisals must demonstrate compliance with the appraisal standards set forth in Part 1106 (USPAP).

   b) An applicant for general certification must submit at least **one** single property appraisal in **at least four** of the general categories listed in #3 (minimum of four appraisal reports required).

3. An applicant must demonstrate experience in each of the three essential tasks of a mass appraisal (Data Collection, Modeling and Value Analysis and Valuation and Final Review). The applicant's experience in each category, as a percentage of the total required experience, must be within the maximum and minimum indicated on the Mass Appraisal Experience Log.

General Categories

(i) Apartment buildings (more than four units);
(ii) Land (undeveloped tracts, commercial sites, industrial sites, or utility sites);
(iii) Farms greater than 100 acres;
(iv) Townhouse complexes;
(v) Condominium complexes;
(vi) Mobile home parks;
(vii) Manufacturing plants;
(viii) Office buildings (single tenant);
(ix) Office buildings (multiple tenants);
(x) Retail and shopping centers;
(xi) Warehouses;
(xii) Restaurants;
(xiii) R&D facilities;
(xiv) Day care centers;
(xv) Hotels or motels;
(xvi) Gas or service stations;
(xvii) Hospitals, nursing homes and health care centers;
(xviii) Schools, churches or government buildings; and
(xix) Other commercial, industrial or utility real property.

Date - List each mass appraisal project for which you are claiming credit (in chronological order, starting with the earliest date). Indicate the date(s) you worked on each project. In order to list all of your qualifying experience, you may need to make additional copies of the experience log.

Type of property - Indicate the type of property. (e.g. 50 single family residences). See aforementioned residential and general categories.

Property Description - (e.g. address of the properties, parcel numbers or project.)

Description of Work Performed - Describe the work performed by the trainee or applicant (e.g. Sales analysis, field inspections, etc.).

Scope of Review of Supervising Appraiser - Describe the scope of the review performed by the supervising appraiser (e.g. Reviewed sales analysis and discussed final value results).

Scope of Supervision of Supervising Appraiser - Describe the level of supervision performed by the supervising appraiser (e.g. Completed the entire appraisal process with the trainee, including field inspections, collecting, measuring, verifying and recording property components and characteristics.)

Total General Experience Hours - Break down your experience hours for each project by total general hours. See aforementioned list of general property types.

Total Residential Experience Hours - Break down your experience hours for each project by total residential hours. See aforementioned list of residential property types.

Allocation of Mass Appraisal Experience - Allocate your experience hours from the previous columns into each of the three essential tasks of a mass appraisal. Your experience in each category, as a percentage of the total required experience, must fall within the following parameters:

ESSENTIAL TASKS

Mass Appraisal Required	Minimum Experience Required	Maximum Experience Allowed
Data Collection	20%	25%
Modeling and Value Analysis	30%	50%
Valuation and Final Review	30%	50%

Signature of Supervisor- The project supervisor or other responsible person must attest to your claimed experience for each project. The supervisor must sign at the bottom of the log and include their Unique Identification Number for each log page completed.

NOTE: Work samples will be selected from the experience logs to determine whether the applicant has performed USPAP compliant appraisals.

E

State Licensed/Certified Real Estate Appraiser Application

Mass Appraisal (Standard 6 USPAP) Experience Log

APPLICANT NAME:

TELEPHONE (RESIDENCE): _____ (BUSINESS): _____

Date(s)	Type of Property	Property Description (e.g. address; parcel numbers; project)	*Description of Work Performed	*Scope of Review of Supervising Appraiser	*Scope of Supervision of Supervising Appraiser	Total General Experience Hours	Total Residential Experience Hours	Allocation of Mass Appraisal Experience Hours		
								Data Collection	Analysis & Modeling	Valuation & Final Review

* These three sections must clearly identify the following for the appraisal listed:
1. A description of the work performed by the trainee or applicant;
2. The scope of the review performed by the supervising appraiser;
3. The level of supervision performed by the supervising appraiser; and

** The applicant was involved in the mass appraisal projects identified above and the experience claimed was performed by the applicant in general accordance with the Standard 6 of the Uniform Standards of Professional Appraisal Practices of The Appraisal Foundation.

I certify that the following experience was performed in accordance with 19 NYCRR Section 1102.7.

X _____

** (Signature and UID of Supervisor)

F

State Licensed/Certified Real Estate Appraiser Application

Appraiser Experience Log - Page _____ of _____

APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

_____

The experience requirements indicated on Attachments C and E are the same. The method and procedures for reporting this experience is substantially different.

To avoid mistakes or delays in processing your application, please combine your experience hours:

1. If you claim credit for mass appraisal experience only:

   Total hours claimed: Residential _____ General _____

2. If you claim credit for traditional appraisal experience and mass appraisal experience:

   a) Hours claimed from Attachment C: Residential _____ General _____

   b) Hours claimed from Attachment E: Residential _____ General _____

   Total Hours Claimed: Residential _____ General _____

REMINDER:

- If you are using any mass appraisal experience, you must complete only Attachment E for the experience requirement.
- If you are using only traditional appraiser experience, you must complete only Attachments C and D for the experience requirement.
- If you are using combined experience, you must complete Attachments C and D for traditional experience, Attachment E for mass appraisal experience and Attachment F.