



State of Tennessee
 Tennessee Department of Commerce and Insurance
 Real Estate Appraiser Commission
 500 James Robertson Parkway
 Nashville, TN 37243-1166
 (615) 741-1831

CERTIFIED RESIDENTIAL APPLICATION
REAL ESTATE APPRAISER
 (TYPE OR PRINT IN INK)

Certified Residential Appraiser

Profession 1501 - Application Code 4020 or 1030

A non-refundable fee of \$125 must accompany the application.
 Payment may be by personal check, certified check, or money order payable to the State of Tennessee.
 File number _____

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BIRTHDATE □ □ - □ □ - □ □
 M M D D Y Y

NAME OF APPLICANT Mr.
 Ms.

 FIRST NAME FULL MIDDLE NAME LAST NAME OTHER NAME (IF ANY)

RESIDENTIAL ADDRESS:

 STREET ADDRESS (REQUIRED) APARTMENT NUMBER

 CITY, STATE, ZIP

 POST OFFICE BOX CITY, STATE, ZIP (FOR PO BOX)

 E-MAIL ADDRESS HOME TELEPHONE

BUSINESS ADDRESS:

 BUSINESS NAME

 STREET ADDRESS (REQUIRED)

 CITY, STATE, ZIP

 POST OFFICE BOX CITY, STATE, ZIP (FOR PO BOX)

 WEBSITE BUSINESS TELEPHONE

 FAX NUMBER E-MAIL ADDRESS

GENERAL INFORMATION

Are you currently or previously been licensed or certified as a real estate appraiser in Tennessee or any other state? Yes No If yes, please complete below:

Type of License/Certificate	License/Certificate Number	State	Date Issued	Date Expires
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RESIDENCE HISTORY

List all places of residence during the past 5 years:

Street address (required)	City, State, Zip	Dates (from/to)
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Street Address (required)	City, State, Zip	Dates (from/to)
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EMPLOYMENT HISTORY

Are you presently employed: Yes No

List all employment during the past 5 years (list current employer first). Attach additional sheets if needed.

Business Name	Business Name	Business Name
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Street Address	Street Address	Street Address
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City, State, Zip	City, State, Zip	City, State, Zip
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Position	Position	Position
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Employment Dates	Employment Dates	Employment Dates
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EDUCATION HISTORY

High School Diploma General Education Diploma (Please attached proof of college degree or transcript)

Name and Location of Institution	Completion Date
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College Graduate: Yes No If yes, indicate type of degree

Associate's Degree
 Bachelor's Degree
 Master's Degree

Degree Title	Date Awarded
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Name and Address of College or University

CHARACTER INFORMATION

IF ANY OF THESE QUESTIONS ARE ANSWERED YES, PLEASE EXPLAIN IN A SUPPLEMENTAL WRITTEN STATEMENT.

Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type disciplined in Tennessee or elsewhere? This would include a suspension, revocation, or voluntary surrender of a license or certificate.

Yes

No

Are there currently formal administrative charges and/or disciplinary complaints pending against you in connection with any appraiser or other professional license that you hold?

Yes

No

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal charge now pending against you?

Yes

No

Has any final administrative order, or judgment or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes

No

PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR REGISTRATION, LICENSURE OR CERTIFICATION; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER(S) TO THE QUESTIONS(S), AND WILL BE REQUIRED TO SUBMIT A SUPPLEMENTAL STATEMENT WHICH PROVIDES ADDITIONAL INFORMATION AND DOCUMENTATION REGARDING SUCH ANSWERS. IF YOU ANSWERED "YES" TO QUESTION NUMBER 3, YOU ARE REQUIRED TO PROVIDE CERTIFIED COPIES OF THE COURT DOCUMENTS IN ALL SUCH CASES. IF YOU ANSWERED "YES" TO QUESTION NUMBERS 1, 2 OR 4, YOU ARE REQUIRED TO PROVIDE IN WRITING THE FOLLOWING, WHERE APPLICABLE:

- 1. A COMPLETE LISTING OF ALL DISCIPLINARY SANCTIONS IMPOSED AGAINST ALL OF YOUR APPRAISER AND OTHER PROFESSIONAL LICENSES ALONG WITH THE DATES SUCH DISCIPLINE WAS IMPOSED;*
- 2. TRUE AND CORRECT COPIES OF ALL SUCH DISCIPLINARY SANCTIONS, AND FORMAL ADMINISTRATIVE CHARGES AND DISCIPLINARY COMPLAINTS WHICH ARE PENDING IN CONNECTION WITH ANY APPRAISER OR OTHER PROFESSIONAL LICENSE THAT YOU HOLD; AND*
- 3. TRUE AND CORRECT COPIES OF ALL FINAL ADMINISTRATIVE ORDERS, OR JUDGEMENTS, OR DECREES OF COURT ENTERED AGAINST YOU WHERE YOU WERE CHARGED IN THE PETITION, COMPLAINT, DECLARATION, ANSWER, COUNTERCLAIM OR OTHER PLEADING WITH ANY FRAUDULENT OR DISHONEST DEALING.*

AFFIDAVIT

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. I agree to provide the Commission complete copies of any and all documents upon which any "yes" answer is based. If so requested by the Tennessee Real Estate Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here, and in my supplemental statement. I acknowledge that this application may be disapproved for cause and that any registration, license or certification that I may obtain may be revoked for supplying false, incomplete or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A, Title 62, Chapter 39, and I understand that violations of this chapter and the rules of the Tennessee Real Estate Appraiser Commission shall be grounds for disciplinary proceedings against me.

For applicants for registration as a trainee: I fully understand that this registration does not entitle me to a license or certificate, and all reports must be signed by my sponsor.

Signature of Applicant

Printed Name of Applicant

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

APPRAISAL EDUCATION LOG

This Appraisal Education Log is for applicants that completed all of their education requirements **before January 1, 2008**. Photo copies of the education letters must be attached to this application. Submit **Qualifying Education** only. Course ID numbers can be obtained from the State website for all approved courses at: <http://www.tennessee.gov/commerce/boards/treac/index.html> then, clicking on the "Education" link.

Course Name	Provider	Location Taken	Hours Completed	Date Completed	Course ID Number from State website

TOTAL EDUCATION HOURS CLAIMED _____

APPRAISAL EDUCATION LOG

Copies of the education letters must be attached to this application. Submit **Qualifying Education** only.

Course ID numbers can be obtained from the State website for approved courses at:

<http://www.tennessee.gov/commerce/boards/treac/index.html> then, click the “**Approved Course Listing**” link.

Course Name	Hours Required	Provider	Hours Completed	Date Completed	Course ID Number from State website
Basic Appraisal Principles	30				
Basic Appraisal Procedures	30				
The 15-Hour National USPAP Course	15				
Residential Market Analysis and Highest & Best Use	15				
Residential Appraiser Site Valuation and Cost Approach	15				
Residential Sales Comparison and Income Approaches	30				
Residential Reporting Writing and Case Studies	15				
Statistics, Modeling and Finance	15				
Advanced Applications and Case Studies	15				
Appraisal Subject Matter Electives (May include hours above required above in other modules OR an additional course approved for qualifying education not previously used above.)					

TOTAL EDUCATION HOURS CLAIMED _____

CERTIFIED RESIDENTIAL TOTAL HOURS REQUIRED 200

APPRAISAL EXPERIENCE LOG

For appraiser trainees, the criteria states that the appraisal log must be kept jointly by the appraiser trainee and the supervising appraiser. At a minimum, the log must report:

- **Type of property** (Single family, condo, warehouse, farm/ranch, etc.)
- **Date of report**
- **Address of appraised property**
- **Description of work performed by the student appraiser/trainee**
- **Scope of review and supervision of supervising appraiser**
- **Hours** (Number of actual hours the student appraiser/trainee worked on a particular assignment)
- **Signature and state certification number of supervising appraiser**

Separate appraisal logs for each supervising appraiser should be maintained, if applicable. Appraiser trainees may record their experience on the following pages.

The form may be copied as needed.



Tennessee Real Estate Appraiser Commission

Experience Log (Please Print)

Name: _____

Certification, License or Trainee Number: _____

Signature: _____ Date Signed: _____

Hours Requested: *This page* _____ *Total* _____

Applicants must enter actual hours, subject to maximums permitted in Commission rules.

Report Date	Subject Address	Report Type	Type of Property	Client	Est. Market Value	T - Trainee S - Supervisor										Applicant Hours					
						I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbrhd 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)						
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Report Type: Restricted Use = R Summary = S Self-Contained = SC

Applicants must:

- 1) Indicate to which portions of the assignment applicant contributed by putting an "x" in Columns I thru X.
- 2) Trainees must prepare a separate log for each supervisor and have their supervisors follow instructions 3 & 4 below.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility **C** – Co-appraised **R** – Reviewed and Approved

4) **Supervisor Name (Print)** _____ **Supervisor's Lic/Cert No.** _____

Supervisor Name (Sign) _____ **Date Signed** _____

Pg No. _____
of _____ pgs

Rev 7/08



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1166
615-741-1831

AFFIDAVIT OF SUPERVISING APPRAISER

I have reviewed pages _____ through _____ of the experience log of
_____, and I attest to the accuracy of the information as completed.

Printed Name of Sponsor

Signature of Sponsor

License/Certificate Number

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

LICENSURE/CERTIFICATION APPLICATION INSTRUCTION GUIDE (REVISED 01/2008)

A nonrefundable fee of \$125 must accompany the application. Payment may be by personal check, certified check, or money order payable to the State of Tennessee.

An application expires one year from the approval date of the application. Licensing/certification must occur within that time frame, or a new application will be required. Please type or print legibly in ink, including the experience log. All sections of the application must be completed; incomplete applications will not be processed. Incomplete applications expired in six months. Actual copies of the appraisal reports are not required with submission of the log. However, the Commission will request specific appraisal reports to be submitted for verification and approval. Upon request by the Commission, an applicant will have ten (10) working days to submit requested appraisal reports to the Commission office. Failure to comply could result in loss of experience hours. The Commission reserves the right to disallow experience hours and to request any number of appraisal reports as listed on the appraisal log. Upon submission of requested reports and the appraisal log, the Commission may request additional documentation.

APPROVAL OF APPLICATION

After your application has been approved or disapproved by the Commission, written notification will be mailed from the Commission within five (5) business days of the meeting at which the application was reviewed. This notification will include instruction on the remainder of the licensing process.

DENIAL OF LICENSE OR CERTIFICATE

An applicant denied a license or certificate shall be notified in writing by the Commission of such denial and the reasons thereof. Such applicant may request an informal conference with the Commission to reconsider such denial at its next scheduled meeting. Such request must be sent to the Commission office within thirty (30) days of the date of the notice of denial. Nothing in this rule shall be construed as creating the right to a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5) if a license or certificate is denied an applicant. (Tennessee Real Estate Appraiser Commission Rule 1255-1-.10).

EXAMINATION

- 1) Upon approval, if you have not previously taken the exam, you will receive from the Commission:
 - a) Letter of Approval
 - b) Exam Registration Instructions
- 2) Exams are provided at PSI testing sites.
- 3) The exam fee and payment methods are explained by PSI in information mailed.
- 4) The test center registrar will issue documentation to the examinee regarding failure or passing.
- 5) All qualified persons passing the examination may submit the licensure/certification fee of four hundred thirty dollars (\$430). This includes a eighty-dollar (\$80) federal registry fee. Under Title XI of the Financial Institution Reform, Recovery and Enforcement Act of 1989, the Appraisal Subcommittee is authorized to collect monies from state to maintain a roster of all state certified and licensed appraisers eligible for federally related transactions.

SEGMENTED IMPLEMENTATION SCENARIO

Tennessee choose the segmented implementation approach. If you meet any of the current qualifying education, experience or examination requirements by the implementation date adopted by the state, you may carry that part forward. For example, Tennessee adopted the 2008 Criteria requirements with an effective date of January 1, 2008. If you meet the current Criteria's qualifying education requirement prior to January 1, 2008, then you would have met the education requirement and would not need to take the additional qualifying education classroom hours or the college credits required in the 2008 Criteria. You would, however, have to pass the examination effective January 1, 2008 and meet the experience requirements contained in the 2008 Criteria.

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CHECKLIST

✓	Task or Requirement	Date Completed/ Notes
	Contacted State Appraiser Regulatory Agency to clarify if there are different or additional requirements and implementation scenario used in my state.	
	<p>Obtained Associate Degree, or higher, from an accredited college, junior college, community college, or university</p> <p>or</p> <p>Successfully passed total of at least 21 semester credit hours of collegiate subject matter courses in</p> <ul style="list-style-type: none"> • English composition; • Principles of economics, micro or macro; • Finance; • Algebra, geometry or higher mathematics; • Statistics; • Introduction to Computers – word processing/spreadsheets; and • Business or real estate law. 	
	Completed 200 creditable hours of Qualifying Education as specified by Core Curriculum, including 15 hour National USPAP Course and Examination (see Education Log).	
	Completed the experience interview with the Real Estate Appraiser Commission.	
	Successfully completed AQB approved Certified Residential Real Property Appraiser Examination.	
	Obtained two thousand five hundred (2,500) hours of experience in no fewer than 24 months. (See Appraisal Experience Log)	
	Received Certified Residential Real Property Appraiser credential from state appraiser regulatory agency.	