



APPRAISAL EXPERIENCE LOG INSTRUCTIONS

All experience claimed by an applicant **MUST** be submitted on the Appraisal Experience Log form prescribed by the Board. This form should **NOT** be altered in any manner.

- ◆ **Applicant Name and Number:** Your name and the license number under which the experience was performed.
- ◆ **Sponsor/Supervisor Supervisory Appraiser Name and Number:** The name and the certification number for the **sponsor/supervisor supervisory appraiser** under whose supervision the experience was performed.
- ◆ **Report Date:** The completion date of the appraisal assignment.
- ◆ **Subject Location:** The physical address or legal description of the assignment property.
- ◆ **Report Type:** Use the report type codes below.

Prior to 2014

Restricted Use = **R**, Summary = **S**, Self-Contained = **SC**

2014 - current

Appraisal Report = A, Restricted Appraisal Report = **RA**

- ◆ **Type of Property:** Use the property type codes below.

<u>Residential</u>		<u>Non-Residential</u>	
Single-family residential.....	1	Other living units such as apartment/condominium projects, etc.....	A
Duplex.....	2	Commercial.....	C
Tri-plex.....	3	Industrial.....	I
Four-plex.....	4	Office.....	O
Unimproved residential site.....	UR	Farm or Ranch.....	FR
		Unimproved/undeveloped acreage not FR.....	U

- ◆ **Actual Applicant Hours:** An hour of experience is 60 minutes of verifiable time expended in one or more areas of acceptable experience.
- ◆ **A/S/R Check Boxes:** ~~Indicate the portions of appraisal practice performed by the applicant (A) and scope of the review (R) —and supervision of the supervising appraiser (S):~~

Applicant

Check "A" to indicate the portions of the appraisal process performed by the applicant; OR

Check "R" to indicate the portions of the appraisal process reviewed by the applicant as part of an appraisal review assignment

Supervisory Appraiser

Check "S" to indicate the portions of the appraisal process performed by the supervisory appraiser

Note: A supervisory appraiser who merely reviews work performed by an applicant should check ONLY the box on line "S" in column XII to indicate the applicant's work has been reviewed.

Before you submit your experience, be certain that :

- * the log is complete - incomplete logs cannot be processed
- * a separate log is submitted for experience performed under each **sponsor/supervisor supervisory appraiser**
- * every page is signed and dated by both you and your **sponsor/supervisor supervisory appraiser**
- * all entries are in chronological order by report date
- * an Appraisal Experience Affidavit accompanies your Appraisal Experience Log(s)

ACCEPTABLE EXPERIENCE MUST:

1. Comply with USPAP;
2. Be verifiable and be supported by adequate written reports or file memoranda;
3. Have been performed when the applicant had legal authority; and
4. Comply with the acceptable categories of experience as per the AQB experience criteria.



APPRAISAL EXPERIENCE LOG

This form should NOT be altered in any manner. All information must be typed or printed in blue or black ink. Be sure to refer to the Appraisal Experience Log Instructions. Incomplete or incorrect logs cannot be processed.

P.O. BOX 12188 • AUSTIN, TEXAS 78711-2188 • WWW.TALCB.TEXAS.GOV

Applicant Name: _____

Certification, License or Trainee Authorization Number: _____

Sponsor/Supervisor Name: _____

Sponsor/Supervisor Certification Number: _____

Report Date mm/dd/yyyy	Subject Location (address, city, state)	Report Type	Type of Property	Actual Applicant Hours		A=Applicant, S=Sponsor, R=Review	I. Site Inspection & Descriptions	II. Building Inspection & Descriptions	III. Neighborhood Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comps-Sales	VI. Income Analysis	VII. Cost Analysis	VIII. Sales Analysis	IX. Final Reconciliation	X. Subject Listing/Sales Analysis	XI. Other (please attach explanation)	XII. Work File Review
				Res	Non-Res													
						A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have examined this document and that the information contained in it is true, correct, and complete.

TOTALS:

Sponsor/Supervisor Signature: _____ Date Signed: _____

Applicant Signature: _____ Date Signed: _____