



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.
- ◆ **Supervisory Appraiser Name and Number:** The name and the certification number for the 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.

Residential

Non-Residential

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:**

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 supervisory appraiser
- * every page is signed and dated by both you and your 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.