



Ohio Department of Commerce
Division of Real Estate & Professional Licensing

77 S. High Street • 20th Floor
Columbus, OH 43215-6133
(614) 466-4100 • FAX (614) 644-0584
www.com.ohio.gov

Ted Strickland
Governor

Kimberly A. Zurz
Director

ADDITIONAL INSTRUCTIONS FOR APPLICATION

Effective January 1, 2007, all applicants for initial registration, licensure, or certification are required to complete a criminal records check of **both state and national records**. This requirement also applies to an applicant who is “upgrading” their credential.

- An applicant must contact and arrange with a Webcheck® user (a business, government agency, or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) to have fingerprints taken and submitted to BCI&I using the Webcheck® system. A list of Webcheck® users may be found on the web at: <http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm>.
- An applicant must have fingerprints taken by the Webcheck® user within 10 (ten) days of filing an application. Applicants should not have fingerprints taken before filing an application with the Division of Real Estate.
- Some Webcheck® users can only submit fingerprints for a *state* records check and cannot submit fingerprints for a *national* records check. An applicant must submit both state and national records check results to the Division. Therefore, the Division recommends that when an applicant contacts a Webcheck® user, the applicant confirm the user is able to submit fingerprints for a state and national records check.
- An applicant must instruct the Webcheck® user to have BCI&I send the results (state and national criminal records check) to the Division at:

Division of Real Estate and Professional Licensing
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- The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.
- The Division must receive the results within 30 (thirty) days of filing the application.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.
- Additional information on Webcheck® may be found at: <http://www.webcheck.ag.state.oh.us> or obtained from BCI&I at (740) 845-2113 or P.O. Box 365 London, Ohio 43140.



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APPRAISER

LICENSE/CERTIFICATE APPLICATION

A check, certified check or money order in the amount of \$175, made payable to the **Ohio Division of Real Estate & Professional Licensing**, must accompany this application.

FEE: \$175.00

This form is interactive. You may, before printing, type your responses directly onto the form.

Mail To: 77 S. High St., 20th Floor, Columbus, OH 43215-6133

FOR DIVISION USE ONLY		
CREDENTIAL NO.	ISSUE DATE	
TYPE CODE	EXAM DATE	
ED. CODE	FEE NO.	AMOUNT

Attach applicant's 2" x 2" photograph in Box A.

PLEASE NOTE: After the applicant has successfully passed the examination, but prior to the issuance of the initial license/certificate, the applicant must pay to the Division an initial Real Estate Appraiser Recovery Fund Fee of \$75, which is subject to annual assessment, and a Federal Registry Fee of \$25. This Federal Registry Fee is assessed against all individuals seeking initial licensure/certification.

A. AFFIX A 2" x 2"
 FULL FACE PHOTOGRAPH,
 TAKEN WITHIN THE LAST 30 DAYS,
 IN THIS SPACE.
 USE ONLY TRANSPARENT TAPE
 TO AFFIX THE PHOTOGRAPH.

APPLICATION FOR (check one)	SECTION ONE: Applicant Identification and Employment History			
GENERAL REAL ESTATE APPRAISER CERTIFICATE	LAST NAME	FIRST NAME	MIDDLE NAME	
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATE	HOME ADDRESS			HOME PHONE ()
RESIDENTIAL REAL ESTATE APPRAISER LICENSE	CITY	COUNTY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	PRINCIPAL PLACE OF BUSINESS ADDRESS			BUSINESS PHONE ()
DATE OF BIRTH (mm/dd/yyyy)	CITY	COUNTY	STATE	ZIP CODE

E-MAIL

ETHICAL CONDUCT AND LEGAL HISTORY	
<ul style="list-style-type: none"> Please attach a complete explanation for any questions answered "YES." Questions concerning professional licenses apply to all professional licenses, certifications or registrations regardless of profession. 	
YES	NO 1. Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
YES	NO 2. Have you ever been refused or denied any professional license, certificate or registration by any public entity?
YES	NO 3. Have you ever had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
YES	NO 4. Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?
YES	NO 5. Are you presently the subject of any unsatisfied judgments?
YES	NO 6. Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?
YES	NO 7. Have you ever been scheduled to sit for the Ohio Appraiser Examination? If yes, indicate month and year.

NOTICE: Per Ohio Revised Code 149.43, this application and the information contained therein, except for the applicant's home address and social security number, is public record. **NOTICE:** Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio Division of Real Estate & Professional Licensing shall constitute a violation of Ohio Revised Code 4763.11(G)(4).

YES NO 8. HAVE YOU EVER BEEN LICENSED OR CERTIFIED AS A REAL ESTATE APPRAISER OR A REGISTERED APPRAISER ASSISTANT IN A STATE OTHER THAN OHIO? IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES, IF NECESSARY.

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSE/CERTIFICATE	LICENSE/CERTIFICATE NUMBER	EFFECTIVE DATE

YES NO 9. HAVE YOU EVER BEEN LICENSED AS A REAL ESTATE BROKER OR SALESPERSON IN OHIO OR ANY OTHER STATE? IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES, IF NECESSARY.

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSE/CERTIFICATE

LIST ALL OF THE ADDRESSES, OTHER THAN YOUR PRINCIPAL PLACE OF BUSINESS LISTED ABOVE, AT WHICH YOU CURRENTLY ENGAGE IN THE BUSINESS OF PREPARING REAL ESTATE APPRAISALS OR CONDUCT REAL ESTATE APPRAISAL ACTIVITIES. ATTACH ADDITIONAL PAGES, IF NECESSARY.

COMPANY NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE
					()
					()
					()
					()
					()

LIST ALL PERSONS OR FIRMS BY WHOM YOU WERE EMPLOYED INVOLVING REAL ESTATE APPRAISAL ACTIVITIES DURING THE LAST FIVE YEARS, UP TO THE DATE OF APPLICATION, AND CHARACTERIZE THE NATURE OF YOUR EMPLOYMENT OR LIST YOUR POSITION. IF SELF-EMPLOYED, SO STATE. NOTE PERIODS OF UNEMPLOYMENT. ATTACH ADDITIONAL PAGES, IF NECESSARY.

EMPLOYER / POSITION			FROM (date)	TO (date)
ADDRESS	CITY		STATE	ZIP CODE
EMPLOYER / POSITION			FROM (date)	TO (date)
ADDRESS	CITY		STATE	ZIP CODE
EMPLOYER / POSITION			FROM (date)	TO (date)
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EMPLOYER / POSITION			FROM (date)	TO (date)
ADDRESS	CITY		STATE	ZIP CODE
EMPLOYER / POSITION			FROM (date)	TO (date)
ADDRESS	CITY		STATE	ZIP CODE

Section Two: Real Estate Appraisal Education

Part I List course work completed consisting of at least 15 classroom hours. List course work completed consisting of at least 3 classroom hours in Federal, State and Municipal Fair Housing Law (O.A.C. 1301:11-3-03), and a 15-hour classroom course in the National Uniform Standards of Professional Appraisal Practice.

Submit transcripts or copies of attendance certificates for each course listed.

Credential types: ARA – State Registered Appraiser Assistant, ALR – State Licensed Residential Appraiser, ACR – State Certified Residential Appraiser, ACG – State Certified General Appraiser

Credential type	Modular Accreditation Requirement	Course Provider	Hours	Completion Date
ARA, ALR, ACR, ACG	Federal, State and Municipal Fair Housing Law		3	
ARA, ALR, ACR, ACG	National USPAP course or equivalent		15	
ARA, ALR, ACR, ACG	Basic Appraisal Principles		30	
ARA, ALR, ACR, ACG	Basic Appraisal Procedures		30	
ALR, ACR	Residential Market Analysis and Highest Best Use		15	
ALR, ACR	Residential Appraiser Site Valuation and Cost Approach		15	
ALR, ACR	Residential Sales Comparison and Income Approaches		30	
ALR, ACR	Residential Report Writing and Case Studies		15	
ACR	Advanced Residential Applications and Case Studies		15	
ACR, ACG	Statistics, Modeling and Finance		15	
ACR (20), ACG (30)	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACR, ACG	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACR, ACG	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACG	General Appraiser Market Analysis and Highest and Best Use		30	
ACG	General Appraiser Sales Comparison Approach		30	
ACG	General Appraiser Site Valuation and Cost Approach		30	
ACG	General Appraiser Income Approach		60	
ACG	General Appraiser Report Writing and Case Studies		30	

SECTION THREE: Real Estate Appraisal Experience

Complete the attached experience log documenting your appraisal experience. Include only that experience for which you have support or documentation. Attach additional copies of the Experience Log, as needed.

Ohio Administrative Code Section 1301:11-3-04, Real Estate Appraiser Experience Requirements, is attached hereto.

Each field should be completed as follows:

DATE: Indicate the month and year (i.e. 10/2002) of each appraisal report claimed;

TYPE [1301:11-3-04(D)]: Indicate the type of appraisal performed: Fee and staff appraisal; Ad valorem tax appraisal; Review appraisal; Appraisal analysis; Real estate value counseling when done in conjunction with written appraisal; Highest and best use analysis; and Feasibility analysis/study;

PROPERTY LOCATION: Indicate the address, location, or other identifying designation of the appraised property. The information should be sufficient so that you could retrieve the report for review by the Superintendent or the Appraiser Board;

PROPERTY TYPE: Indicate whether the appraised property was residential (1-4 units) or general;

CAPACITY: Indicate whether the report was done in the capacity of a review appraiser or a field appraiser;

DESCRIPTION OF WORK: Indicate the work performed by the trainee/applicant;

SCOPE OF THE REVIEW;

SUPERVISION OF THE SUPERVISING APPRAISER;

NUMBER OF ACTUAL WORK HOURS by the trainee/applicant on the assignment;

SIGNATURE AND STATE CERTIFICATION NUMBER of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

VERIFICATION OF APPLICANT'S EXPERIENCE LOG BY OATH OR AFFIRMATION

I, _____, being at least eighteen years of age, affirm the validity of the attached experience log. Further, I affirm that I have acquired the necessary hours of experience in real estate appraisal activities in order to comply with the requirements of O.A.C. 1301:11-3-04 (see attached).

SIGNATURE OF APPLICANT

OATH

I HEREBY:

1. Agree that I have knowledge of and comply with the standards set forth in Chapter 4763 of the Ohio Revised Code, and the rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said chapter;
2. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to interview individuals; business entities and the employees thereof; institutions or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application;
3. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to inform any of the following entities of any disciplinary action taken by the Appraiser Board and the basis for that action: Ohio Real Estate Commission; Appraisal Sub-Committee of the Federal Financial Institutions Examination Council (FFIEC); any state in which I have the authority or any state in which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of FIRREA of 1989; and any other individual or entity permitted by law.
4. Agree to return the license/certificate upon request if issued to me in error, or if requested by the Ohio Real Estate Appraiser Board after a hearing pursuant to disciplinary action.

The foregoing statements and information, including any attachments, are provided for the purpose of procuring an Ohio real estate appraiser license/certificate. I hereby consent to the use of the information provided herein as evidence by the Ohio Real Estate Appraiser Board, or in any court in Ohio where a violation of Chapter 4763 of the Ohio Revised Code or the rules promulgated thereto is claimed.

AFFIDAVIT

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the denial of my Ohio appraisal license/certificate application.

SIGNATURE OF APPLICANT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2____ by

NAME OF APPLICANT

SIGNATURE OF NOTARY

(NOTARY SEAL)

EXPIRATION DATE

NOTICE: Ohio Revised Code Section 4763.11(G)(1) requires disciplinary action against any licensee or certificate holder who makes a false statement or provides false information on any application to this Division. Further, Ohio Revised Code Section 2921.13 makes the providing of a false statement to a government official or public agency subject to criminal sanctions.

SECTION FIVE: Non-Resident Applicant's Consent to Service of Process – for out-of-state applicants

All out-of-state applicants (non-residents of Ohio) are required to complete the consent to service of process. Your license/certificate cannot be processed until the Division receives all necessary documentation.

APPLICANT NAME

SOC. SEC. # DATE OF BIRTH

**Non-Resident Appraiser Applicant's
Consent to Service of Process
[R.C. 4763.05(E)(3)]**

I, _____, being a non-resident applicant for an Ohio real estate
NAME OF APPLICANT (PLEASE PRINT)
appraiser license/certificate, in accordance with Ohio Revised Code Section 4763.05(E)(3), do hereby
irrevocably consent to the service of process upon me by means of delivery of that process to the Secretary of
State if, in an action against me arising from my activities as a licensee or certificate holder, the plaintiff, in the
exercise of due diligence, cannot effect personal service upon me.

SIGNATURE OF APPLICANT

DATE

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

NAME OF APPLICANT

(NOTARY SEAL)

SIGNATURE OF NOTARY

EXPIRATION DATE

SAMPLE EXPERIENCE LOG

Jane Q. Appraiser
APPLICANT NAME

DATE OF REPORT	TYPE	PROPERTY ADDRESS CITY, STATE, ZIP	PROPERTY TYPE	CAPACITY	SCOPE OF SUPERVISING APPAISER'S REVIEW	SCOPE OF SUPERVISING APPAISER'S SUPERVISION	DESCRIPTION OF APPLICANT'S WORK PERFORMED	HOURS
1/3/06	SFR	123 Oak Street Washington, DC	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant)	Neighborhood, subject and comp data research analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation	7
6/7/06	SFR	455 Pine Street Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info, discussed with applicant, co-signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analysis used in cost approach, did not physically inspect subject property	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approach, final reconciliation	7
1/10/07	SFR	202 Spruce Street Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Review of comparable data selection and analyses, did not physically inspect subject property	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison/ income approaches, final reconciliation	10
1/24/07	Retail Store	115 Pennsylvania Ave. Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property (first commercial appraisal for applicant)	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	30
8/14/07	Retail Store	200 S Broadway Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Oversight of comparable data selection and analyses, provided direction in DCF analysis used in income approach, did not physically inspect subject property	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	40
1/10/08	Retail Store	300 Capitol Avenue Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Review of comparable data selection and analyses, did not physically inspect subject property	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	40
2/12/08	Golf Course	144 Elm Avenue Washington, DC 20005	RESIDENTIAL GENERAL	FIELD REVIEW	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Completed entire appraisal process	Completed entire appraisal process	60

Attach additional pages, as needed

Page subtotal of hours _____

Ohio Administrative Code 1301:11-3-04 – Experience requirement

(A) Applicants seeking a state-licensed residential real estate appraiser license shall:

- (1) Certify under oath that he or she has acquired two thousand hours of experience in real estate appraisal, and
- (2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of the appraisal reports prepared by the applicant in the course of his or her the applicant's practice.
- (3) The two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved over a period of not less than twenty-four months immediately preceding the initial filing of the application.
- (4) The two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved while registered as a state registered real estate appraiser assistant.
- (5) Except as provided in paragraph (G) of this rule, the two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved under the supervision of a state licensed or certified appraiser. The supervising appraiser must be in good standing with the board at all times during the supervisory period and for a period of two years prior to the commencement of the supervisory period.
- (6) A state registered real estate appraiser assistant may have more than one but not more than three supervising appraisers.
- (7) A licensed or certified appraiser may supervise not more than three state registered real estate appraiser assistants at any one time.
- (8) An appraisal log shall be maintained by the state registered appraiser assistant and each supervising appraiser jointly. At a minimum the appraisal log must include the following information for each appraisal:
 - (a) Date of report;
 - (b) Type of assignment;
 - (c) Address of subject property;
 - (d) Property type, residential or general;
 - (e) Capacity, field or review;
 - (f) Number of actual work hours by the state registered appraiser assistant on the assignment; and
 - (g) The signature and state license or certification number of the supervising appraiser.
- (9) The requirements of paragraphs (A)(4) and (A)(5) of this rule do not apply to experience hours achieved prior to March 1, 2005.
- (10) The Board may, upon a finding that an applicant has achieved equivalent experience acceptable to the board, waive the requirements of paragraphs (A)(4) or (A)(5) of this rule.

(B) An applicant seeking a state-certified residential real estate appraiser certificate shall:

- (1) Certify under oath that the applicant has acquired two thousand five hundred hours of experience in real estate appraisal, and
- (2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of the appraisal reports prepared by the applicant in the course of the applicant's practice.
- (3) The two thousand five hundred hours of experience required in paragraph (B)(1) of this rule must be achieved over a period of not less than twenty-four months immediately preceding the initial filing of the application.
- (4) The two-thousand five hundred hours of experience required by paragraph (B)(1) of this section must be achieved while registered as a state registered real estate appraiser assistant or as a licensed appraiser.
- (5) Experience obtained while a state registered real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.
- (6) The requirements of paragraphs (B)(4) and (B)(5) of this rule to not apply to experience obtained prior to March 1, 2005.
- (7) The board may, upon a finding that an applicant has obtained equivalent experience may waive the requirements of paragraphs (B)(4) or (B)(5) of this rule.

(C) An applicant seeking a state-certified general real estate appraiser certificate shall:

- (1) Certify under oath that the applicant has acquired three thousand hours of experience in real estate appraisal, of which at least fifty per cent (one thousand five hundred hours) must have been acquired in connection with the appraisal of real estate other than the appraisal of residential real estate consisting of one to four units, and
- (2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available a sample of the appraisal reports prepared by the applicant in the course of the applicant's practice.
- (3) The three thousand hours of experience required in paragraph (C)(1) of this rule must be achieved over a period of not less than thirty months immediately preceding the initial filing of the application.
- (4) The three-thousand hours of experience required in paragraph (C)(1) of this rule must be achieved while registered as a state registered real estate appraiser assistant, a state licensed appraiser or state certified appraiser.
- (5) Experience obtained while a state registered real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.
- (6) The requirements of paragraphs (C)(4) and (C)(5) of this rule do not apply to experience obtained prior to March 1, 2005.

Ohio Administrative Code 1301:11-3-04 – Experience requirement, continued

- 7) The bo(ard may, upon a finding that an applicant has obtained equivalent experience, waive the requirements of paragraphs (C)(4) or

(C)(5) of this rule.

- (D) For purposes of paragraphs (A) and (B) of this rule, acceptable appraisal experience shall include, but is not limited to, the following:
- (1) Fee and staff appraisal,
 - (2) Ad valorem tax appraisal,
 - (3) Review appraisal,
 - (4) Appraisal analysis,
 - (5) Real estate value counseling when done in conjunction with written appraisal,
 - (6) Highest and best use analysis, and
 - (7) Feasibility analysis/study;
- (E) For purposes of paragraphs (A)(2) and (B)(2) of this rule, listed appraisal reports and file memoranda must contain the following, where applicable:
- (1) An adequate description of the property,
 - (2) Highest and best use,
 - (3) Physical, functional and economic factors affecting the value conclusion,
 - (4) Purpose, function, date of value, date of report,
 - (5) Definition of value,
 - (6) Direct sales comparison approach or market approach (must be addressed even if not used),
 - (7) Income approach (must be addressed even if not used),
 - (8) Cost approach or cost depreciation approach (must be addressed even if not used),
 - (9) Estimated land value,
 - (10) Final reconciliation,
 - (11) Special and limiting conditions, and
 - (12) Certification.
- (F) All appraisal reports submitted relating to appraisals performed after January 1, 1993, must have been completed in compliance with the uniform standards of professional appraisal practice, as adopted by the appraisal standards board of the appraisal foundation to be considered as acceptable appraisal experience.
- (G) Up to twenty-five percent of the experience hours required pursuant to this rule may be obtained for the actual number of hours worked on non-client appraisals, provided:
- (1) The experience is obtained as part of a case study or practicum course that has been approved through the appraisal qualifications board course approval program and the course provider certifies the actual number of hours worked on appraisal development and reporting for actual subject properties, or
 - (2) The experience is obtained as part of a mentorship program that has been approved by the board and the mentor certifies the actual number of hours worked on appraisal development and reporting for actual subject properties.
- (H) Upon request of the superintendent or board, all applicants must provide documentation in the form of reports, certifications, work files or other evidence to support experience claimed.
- (I) An applicant must meet the experience requirement set forth in this rule prior to being seated for the examination.

Effective: 03/01/2005