



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

APPRAISER

RENEWAL APPLICATION

A check or money order for fees, made payable to the Ohio Division of Real Estate, must accompany the application.

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

Form with sections: LICENSE TYPE (mark one), APPLICANT INFORMATION, LICENSE NUMBER, LICENSE EXPIRATION DATE. Includes fields for last name, first name, middle name, home address, city, state, zip code, business name, business address, and business phone.

RENEWAL FEE SCHEDULE table with columns for Certified General Appraiser, Certified Residential Appraiser or Licensed Residential Appraiser and Registered Real Estate Appraiser Assistant. Includes annual renewal fees and total renewal fees.

TOTAL ENCLOSED: \$

ETHICAL CONDUCT AND LEGAL HISTORY

Please attach a complete explanation for any questions answered yes below. Questions concerning professional licenses, certificates or registrations apply to all professional licenses, certifications or registrations regardless of profession.

Since the filing of your original application for licensure, certification or registration in Ohio, or your most recent annual renewal or multiple change application concerning that license, certificate or registration (whichever was most recent), have you:

- YES NO 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 been refused or denied any professional license, certificate or registration by any public entity?
YES NO had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
YES NO 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 been the subject of any unsatisfied judgments?
YES NO been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

During the immediately preceding twelve-month period, I have not been convicted of or pleaded guilty to any criminal offense described in division (H)(2) of section 4763.05 of the Revised Code.

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 loss of my Ohio appraisal license, certificate or registration.

SIGNATURE OF APPLICANT

DATE

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for home address, 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 prima facie evidence of misconduct and shall constitute a violation of division (G)(4) of section 4763.11 of the Revised Code.

APPRAISER LICENSE/CERTIFICATE RENEWAL APPLICATION FILING INSTRUCTIONS

This is your annual renewal application. Ohio Revised Code 4763.06 requires all state-certified and state-licensed real estate appraisers to file a renewal application each year in order for a certificate or license to remain in effect. Complete and return this form along with your A-92 Continuing Education Compliance Form to the Ohio Division of Real Estate and Professional Licensing, 77 S. High St., 20th Floor, Columbus, OH 43215-6133, at least thirty (30) days prior to the expiration of the certificate/license. Renewals post-marked after the expiration date, but within three (3) months of that date, will be accepted if a 50% late filing fee is included. The late filing fee must be submitted with your total renewal fee.

A certificate holder or licensee who fails to renew a certificate or license prior to its expiration date or within three (3) months after its expiration date is ineligible to obtain a renewal certificate or license and must comply with Revised Code 4763.05 in order to regain the certificate or license. All certificates or licenses that are not renewed must be returned to the Division immediately.

If a renewal application is rejected, pursuant to Ohio Administrative Code 1301:11-1-03, the non-refundable \$125.00 renewal portion of the fees shall be retained by the agency. The agency will refund only the remaining balance of the fees to the appraiser.

The applicant must answer all of the Ethical Conduct and Legal History questions, and the renewal application must be signed by the appraiser whose certificate/license is being renewed. **The renewal application must be submitted to the Ohio Division of Real Estate at: 77 South High Street, 20th Floor, Columbus, Ohio 43215-6133.** A check, certified check or money order, including any applicable late filing fee, made payable to the Ohio Division of Real Estate, must be submitted with the renewal application.

EDUCATION REQUIREMENTS

IMPORTANT: The required (A-92) Continuing Education Compliance Form can be found at the Division's website: www.com.ohio.gov/real. This form and the proof of completion certificates ***must*** be submitted with the renewal application. Failure to submit proof of completing 14 hours of approved appraiser continuing education by the due date will result in the rejection of the renewal. Your continuing education is due annually and the due date is the same as your expiration date.

If courses are taken out-of-state or have not been pre-approved by this Division, please refer to the A-92 Continuing Education Compliance Form for further instructions.

****NOTICE****

Effective 01/01/2003, a **7-hour USPAP** course must be completed every two (2) years. The course can be included in the total 14-hour annual requirement for the year received. **This AQB approved course must be taken *WITHIN* your two (2) year reporting period.** (Note: Effective 01/01/2005, the 15-hour USPAP course ***will not be accepted*** to satisfy this requirement.)

Contact the Appraisal Section if you have any questions at (216) 787-3100.

¹ Section 4763.05(H)(2) of the Revised Code provides in part as follows:

any criminal offense involving theft, receiving stolen property, embezzlement, forgery, fraud, passing bad checks, money laundering, or drug trafficking, or any criminal offense involving money or securities, including a violation of an existing or former law of this state, any other state, or the United States that substantially is equivalent to such an offense.

REGISTERED APPRAISER ASSISTANT RENEWAL APPLICATION FILING INSTRUCTIONS

This is your annual renewal application. Ohio Revised Code 4763.06 requires all registered real estate appraiser assistants to file a renewal application each year in order for a registration to remain in effect. Complete and return this form along with your continuing education form to the Ohio Division of Real Estate and Professional Licensing, 77 S. High St., 20th Floor, Columbus, OH 43215-6133, at least thirty (30) days prior to the expiration of the certificate/license. Renewals post-marked after the expiration date, but within three (3) months of that date, will be accepted if a 50% late filing fee is included. The late filing fee must be submitted with your total renewal fee. If a renewal application is rejected, pursuant to section 1301:11-01-3 of the Ohio Administrative Code, the non-refundable \$50.00 renewal fee shall be retained by the agency.

A registrant who fails to renew a registration prior to its expiration or within three (3) months after its expiration is ineligible to obtain a renewal registration and must comply with Revised Code 4763.05 in order to regain the registration. All registrations that are not renewed must be returned to the Division immediately.

The applicant must answer all of the Ethical Conduct and Legal History questions, and the renewal application must be signed by the applicant. **The renewal application must be submitted to the Ohio Division of Real Estate at: 77 South High Street, 20th Floor, Columbus, Ohio 43215-6133.** A check, certified check or money order, including any applicable late filing fee, made payable to the Ohio Division of Real Estate, must be submitted with the renewal application.

EDUCATION REQUIREMENTS

IMPORTANT: The required **A-92 Continuing Education Compliance Form** can be found on the Division's website: www.com.ohio.gov/real. This form and the proof of completion certificates **must** be submitted with the renewal application. Failure to submit proof of completion of the 14 hours of approved appraiser continuing education by the due date will result in the rejection of the renewal. Your continuing education is due annually and the due date is the same as your expiration date.

If courses are taken out-of-state or have not been pre-approved by this Division, please refer to the A-92 Continuing Education Compliance form for further instructions.

****NOTICE****

Effective 01/01/2008, a 7-hour USPAP course must be completed every two (2) years. The course can be included in the total 14-hour annual requirement for the year received. This AQB approved course must be taken *WITHIN* your two (2) year reporting period.

Contact the Appraisal Section if you have any questions at (216) 787-3100.

¹ Section 4763.05(H)(2) of the Revised Code provides in part as follows:
any criminal offense involving theft, receiving stolen property, embezzlement, forgery, fraud, passing bad checks, money laundering, or drug trafficking, or any criminal offense involving money or securities, including a violation of an existing or former law of this state, any other state, or the United States that substantially is equivalent to such an offense.