ALABAMA REAL ESTATE APPRAISERS BOARD
ADMINISTRATIVE CODE

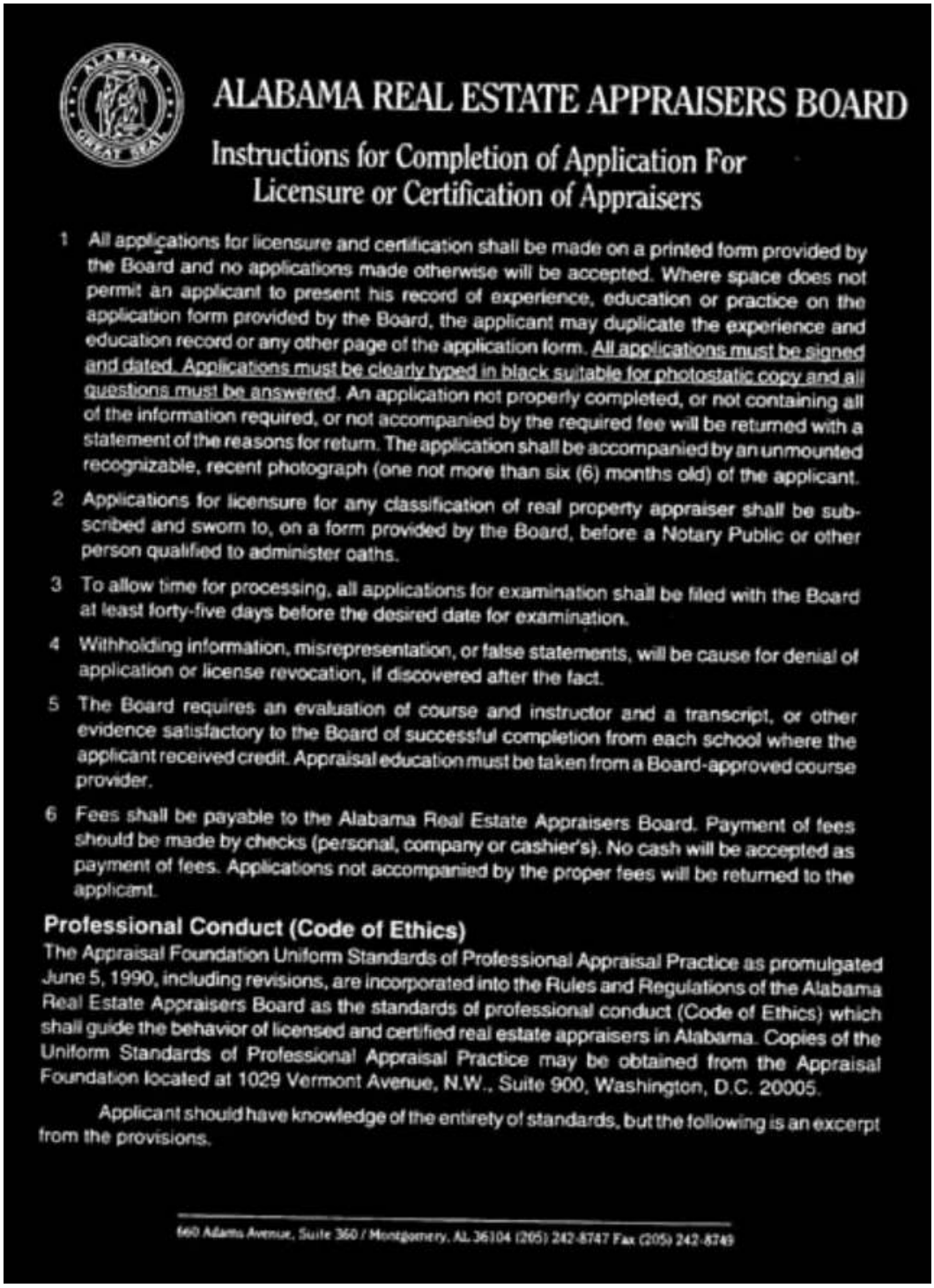
CHAPTER 780-X-AB
APPENDIX B FORMS

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780-X-AB-.01 Appraisers Application Packet.

Form a11916



ALABAMA REAL ESTATE APPRAISERS BOARD

Instructions for Completion of Application For Licensure or Certification of Appraisers

1 All applications for licensure and certification shall be made on a printed form provided by the Board and no applications made otherwise will be accepted. Where space does not permit an applicant to present his record of experience, education or practice on the application form provided by the Board, the applicant may duplicate the experience and education record or any other page of the application form. All applications must be signed and dated. Applications must be clearly typed in black suitable for photostatic copy and all questions must be answered. An application not properly completed, or not containing all of the information required, or not accompanied by the required fee will be returned with a statement of the reasons for return. The application shall be accompanied by an unmounted recognizable, recent photograph (one not more than six (6) months old) of the applicant.

2 Applications for licensure for any classification of real property appraiser shall be subscribed and sworn to, on a form provided by the Board, before a Notary Public or other person qualified to administer oaths.

3 To allow time for processing, all applications for examination shall be filed with the Board at least forty-five days before the desired date for examination.

4 Withholding information, misrepresentation, or false statements, will be cause for denial of application or license revocation, if discovered after the fact.

5 The Board requires an evaluation of course and instructor and a transcript, or other evidence satisfactory to the Board of successful completion from each school where the applicant received credit. Appraisal education must be taken from a Board-approved course provider.

6 Fees shall be payable to the Alabama Real Estate Appraisers Board. Payment of fees should be made by checks (personal, company or cashier's). No cash will be accepted as payment of fees. Applications not accompanied by the proper fees will be returned to the applicant.

Professional Conduct (Code of Ethics)

The Appraisal Foundation Uniform Standards of Professional Appraisal Practice as promulgated June 5, 1990, including revisions, are incorporated into the Rules and Regulations of the Alabama Real Estate Appraisers Board as the standards of professional conduct (Code of Ethics) which shall guide the behavior of licensed and certified real estate appraisers in Alabama. Copies of the Uniform Standards of Professional Appraisal Practice may be obtained from the Appraisal Foundation located at 1029 Vermont Avenue, N.W., Suite 900, Washington, D.C. 20005.

Applicant should have knowledge of the entirety of standards, but the following is an excerpt from the provisions.

660 Adams Avenue, Suite 360 / Montgomery, AL 36104 (205) 242-8747 Fax (205) 242-8749

CONDUCT:

An appraiser must perform ethically and competently in accordance with these standards and not engage in conduct that is unlawful, unethical, or improper. An appraiser who could reasonably be perceived to act as a disinterested third party in rendering an unbiased appraisal, review, or consulting service must perform assignments with impartiality, objectivity, and independence and without accommodation of personal interest.

> Comment: An appraiser is required to avoid any action that could be considered misleading or fraudulent.

In particular, it is unethical for an appraiser to use or communicate a misleading or fraudulent report or to knowingly permit an employee or other person to communicate a misleading or fraudulent report.

The development of an appraisal review, or consulting service based on a hypothetical condition is unethical unless: 1) the use of hypothesis is clearly disclosed, 2) the assumption of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison and would not be misleading; and 3) the report clearly describes the rationale for this assumption, the nature of the hypothetical condition, and its effect on the result of the appraisal, review or consulting service.

Individual appraisers employed by a group or organization which conducts itself in a manner that does not conform to these standards should take steps that are appropriate under the circumstances to ensure compliance with the standards.

MANAGEMENT:

The acceptance of compensation that is contingent upon the reporting or a predetermined value or a direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event is unethical.

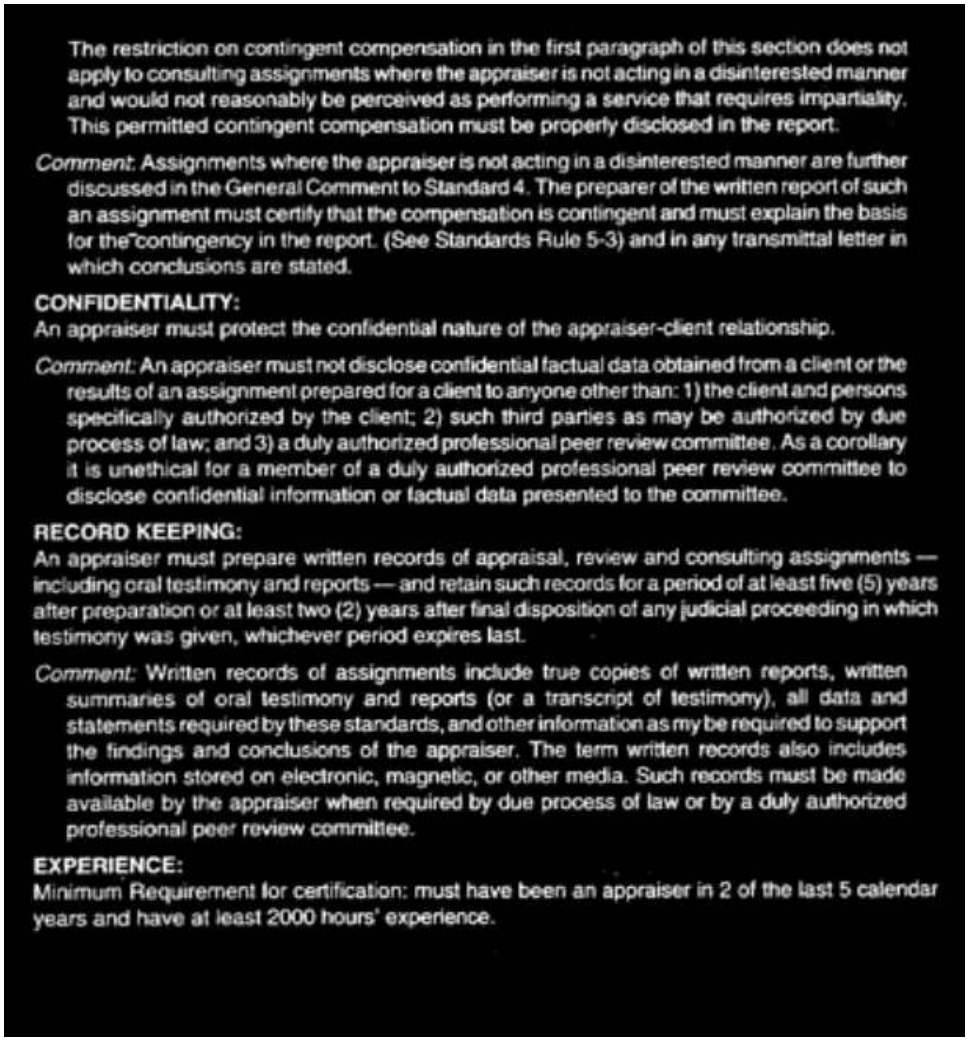
The payment of undisclosed fees, commissions, or things of value in connection with the procurement of appraisal, review or consulting assignment is unethical.

> *Comment*: Disclosure of fees, commissions, or things of value connected to the procurement of an assignment should appear in the certification of a written report and in any transmittal letter in which conclusions are stated. In groups or organizations engaged in appraisal practice, intra-company payments to employees for business development are not considered to be unethical. Competency, rather than financial incentives, should be the primary basis for awarding an assignment.

Advertising for or soliciting appraisal assignments in a manner which is false, misleading or exaggerated is unethical.

Comment: In groups or organizations engaged in appraisal practice, decisions concerning finder or referral fees, contingent compensation, and advertising may not be the responsibility of an individual appraiser, but for a particular assignment, it is the responsibility of the individual appraiser to ascertain that there has been no breach of ethics, that the appraisal is prepared in accordance with these standards, and that the report can be properly certified as required by Standards Rules 2-3, 3-2, 5-3, 8-3 or 10-3.

Form a11917



The restriction on contingent compensation in the first paragraph of this section does not apply to consulting assignments where the appraiser is not acting in a disinterested manner and would not reasonably be perceived as performing a service that requires impartiality. This permitted contingent compensation must be properly disclosed in the report.

Comment: Assignments where the appraiser is not acting in a disinterested manner are further discussed in the General Comment to Standard 4. The preparer of the written report of such an assignment must certify that the compensation is contingent and must explain the basis for the contingency in the report. (See Standards Rule 5-3) and in any transmittal letter in which conclusions are stated.

CONFIDENTIALITY:
An appraiser must protect the confidential nature of the appraiser-client relationship.

Comment: An appraiser must not disclose confidential factual data obtained from a client or the results of an assignment prepared for a client to anyone other than: 1) the client and persons specifically authorized by the client; 2) such third parties as may be authorized by due process of law; and 3) a duly authorized professional peer review committee. As a corollary it is unethical for a member of a duly authorized professional peer review committee to disclose confidential information or factual data presented to the committee.

RECORD KEEPING:
An appraiser must prepare written records of appraisal, review and consulting assignments — including oral testimony and reports — and retain such records for a period of at least five (5) years after preparation or at least two (2) years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last.

Comment: Written records of assignments include true copies of written reports, written summaries of oral testimony and reports (or a transcript of testimony), all data and statements required by these standards, and other information as my be required to support the findings and conclusions of the appraiser. The term written records also includes information stored on electronic, magnetic, or other media. Such records must be made available by the appraiser when required by due process of law or by a duly authorized professional peer review committee.

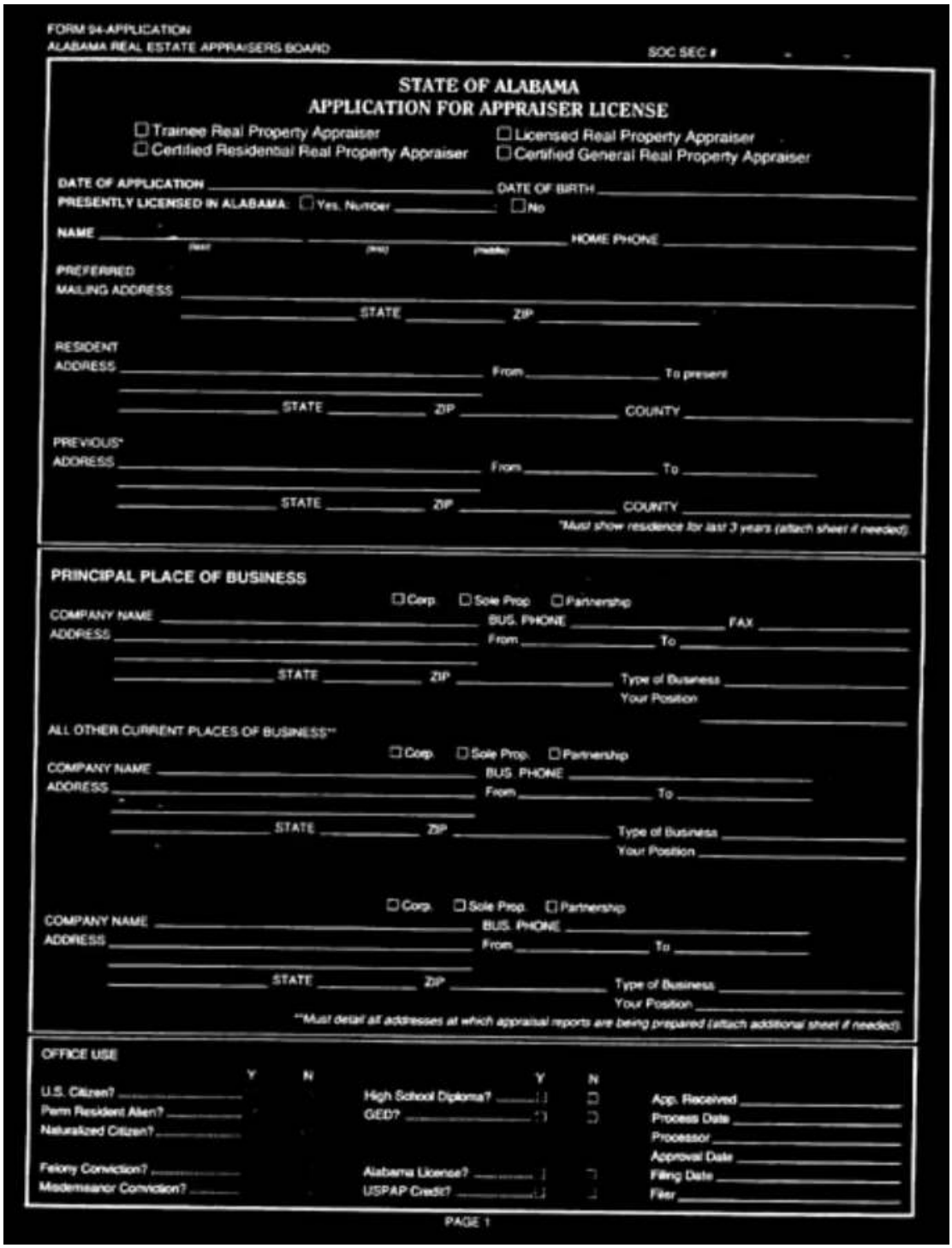
EXPERIENCE:
Minimum Requirement for certification: must have been an appraiser in 2 of the last 5 calendar years and have at least 2000 hours' experience.

Author:
Statutory Authority:
History:

780-X-AB-.02 Application For Reciprocal Appraiser License.

APPLICATION FOR APPRAISER LICENSE

Form a11918



FORM 94-APPLICATION
ALABAMA REAL ESTATE APPRAISERS BOARD
SOC SEC #

STATE OF ALABAMA
APPLICATION FOR APPRAISER LICENSE

☐ Trainee Real Property Appraiser ☐ Licensed Real Property Appraiser
☐ Certified Residential Real Property Appraiser ☐ Certified General Real Property Appraiser

DATE OF APPLICATION _____ DATE OF BIRTH _____
PRESENTLY LICENSED IN ALABAMA: ☐ Yes, Number _____ ☐ No

NAME _____ HOME PHONE _____
(last) (first) (middle)

PREFERRED
MAILING ADDRESS _____
_____ STATE _____ ZIP _____

RESIDENT
ADDRESS _____ From _____ To present
_____ STATE _____ ZIP _____ COUNTY _____

PREVIOUS*
ADDRESS _____ From _____ To _____
_____ STATE _____ ZIP _____ COUNTY _____
*Must show residence for last 3 years (attach sheet if needed)

PRINCIPAL PLACE OF BUSINESS

☐ Corp ☐ Sole Prop ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____ FAX _____
ADDRESS _____ From _____ To _____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position _____

ALL OTHER CURRENT PLACES OF BUSINESS**

☐ Corp. ☐ Sole Prop. ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____
ADDRESS _____ From _____ To _____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position _____

☐ Corp. ☐ Sole Prop. ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____
ADDRESS _____ From _____ To _____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position _____
**Must detail all addresses at which appraisal reports are being prepared (attach additional sheet if needed)

OFFICE USE

	Y	N		Y	N	
U.S. Citizen?			High School Diploma?			App. Received
Perm Resident Alien?			GED?			Process Date
Naturalized Citizen?						Processor
						Approval Date
Felony Conviction?			Alabama License?			Filing Date
Misdemeanor Conviction?			USPAP Credit?			Filer

PAGE 1

Form a11919



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

CITIZENSHIP STATUS

Place of Birth _____
(city) (county) (state) (country)

Other Status: If you are a naturalized citizen or permanent resident alien list date and place of achieving:
☐ Naturalized Citizen ☐ Permanent Resident Alien

DATE OF CITIZENSHIP _____ (month/day/year)

Place _____
(city) (county) (state)

Are you a current resident of the state of Alabama? ☐ Yes ☐ No
During what periods of time have you been a resident of the state of Alabama:
From _____ To _____
From _____ To _____
From _____ To _____
From _____ To _____

Note: If you are NOT a resident of the state of Alabama, you must complete Page 8 Non-Resident Affidavit Form in this application.

MINIMUM EDUCATIONAL REQUIREMENT

Did you graduate from high school? ☐ Yes ☐ No

Name of High School _____ Date of Graduation _____ (month/day/year)
Location _____

Though I did not graduate, I attended the above school during the period From _____ To _____

Are you claiming the equivalent of a high school education (GED)? ☐ Yes ☐ No

Where was GED received? _____ Date of Achieving GED _____ (month/day/year)
_____ (city) (county) (state)

CHARACTER/TRUSTWORTHINESS

Have you ever been convicted of a felony offense in the State of Alabama? ☐ Yes ☐ No
Have you ever been convicted of a felony offense in another state? ☐ Yes ☐ No
Have you ever been convicted of a felony offense in another country? ☐ Yes ☐ No
Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in the State of Alabama? ☐ Yes ☐ No
Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in another state? ☐ Yes ☐ No
Have you ever been terminated from employment due to moral turpitude or illegal acts? ☐ Yes ☐ No
Has your license as a real estate salesman or broker ever been revoked? ☐ Yes ☐ No

(Attach full explanation to all "yes" responses above. Include details, facts, circumstances, locations, dates, and so forth pertinent to each instance requiring a "yes" response.)

(Attach additional sheets if necessary.)

PAGE 2

Form a11920

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

COMPETENCY REQUIREMENT

Has your license or your application for license been rejected, revoked or surrendered in any state within 2 years? ☐ Yes* ☐ No
(not counting failure to pass a written test)

Has your membership in (or association with) any nationally recognized organization been revoked under ethics procedures of said appraisal organization: ☐ Yes* ☐ No

* If "yes," attach extra sheet of explanation.

Under penalty of perjury, I hereby affirm that I am trustworthy and competent to transact the business of an appraiser in a manner that safeguards the public.

(date) *(legal signature)*

KNOWLEDGE AND SPECIALIZED TRAINING

BUSINESS SCHOOL, COLLEGE or UNIVERSITY Attended

School	City	State	From	To	Degree

(Attach extra sheet if needed.)

SPECIALIZED APPRAISAL COURSES (Must have been completed in last ten years)

Course	Sponsor	Location	Hours	From	To	Exam Passed?

(Attach extra sheet if needed.)

PAGE 3

Form a11921



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

EXPERIENCE REQUIREMENT (must be completed and signed)

The following provides evidence that I possess certain basic appraisal skills and that for a period of time I have or have not operated as a real estate appraiser or review appraiser.

Note:
Applicants must also complete Page 6 wherein is contained data related to the completion of a Uniform Standards of Professional Appraisal Practice Course presented by an approved institution or appraisal organization.

1. **Licensed Real Property Appraiser; Certified Residential Real Property Appraiser; Certified General Real Property Appraiser Applicants:** I have at least 2 years of experience in real property appraisal and can support this statement with written reports, file memoranda, or other evidence satisfactory to the Board. _____ ☐

2. **Licensed Real Property Appraiser; Certified Residential Real Property Appraiser; Certified General Real Property Appraiser Applicants:** I understand that I must complete, under oath, Page 5 herein; and may, upon request, be required to submit work samples. (Confidentiality between client and appraiser shall be maintained.) _____ ☐

3. **Trainee Real Property Appraiser Applicants:** I do not have 2 years of experience, but detail my employment below and my experience (if any) on Page 5. I understand I must complete Page 7 as well. _____ ☐

_____ _____
(date) *(legal signature)*

EMPLOYMENT/EXPERIENCE

Employer (Company) Name _____ Is this a Branch or Subsidiary? ☐ Yes ☐ No
Address _____ Your Position _____
_____ Nature of Business _____
From _____ To _____
Person who can verify employment/experience here _____
Position _____ Address _____
Ph (____) _____ Ph (____) _____ _____
(city) *(state)* *(zip)*

Employer (Company) Name _____ Is this a Branch or Subsidiary? ☐ Yes ☐ No
Address _____ Your Position _____
_____ Nature of Business _____
From _____ To _____
Person who can verify employment/experience here _____
Position _____ Address _____
Ph (____) _____ Ph (____) _____ _____
(city) *(state)* *(zip)*

(Attach additional sheet if needed)

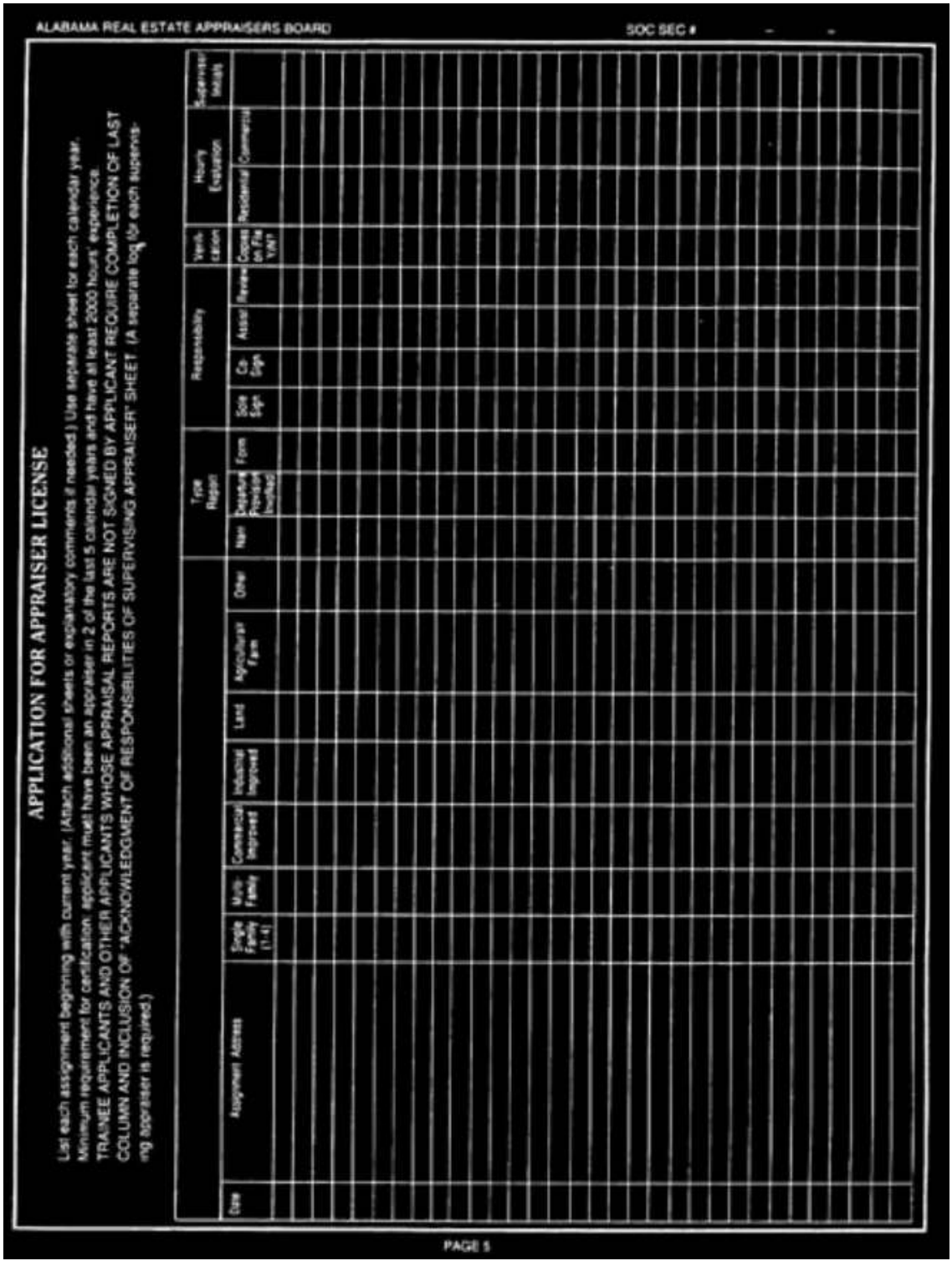
If any above is a branch or subsidiary, attach separate sheet showing data detailed above for main office or corporate headquarters.

THE DOCUMENTATION OF EXPERIENCE IS ON PAGE 5 AND MUST BE FILLED OUT COMPLETELY.

(Attach additional sheet if needed)

PAGE 4

Form a11922



ALABAMA REAL ESTATE APPRAISERS BOARD

SOC SEC # - -

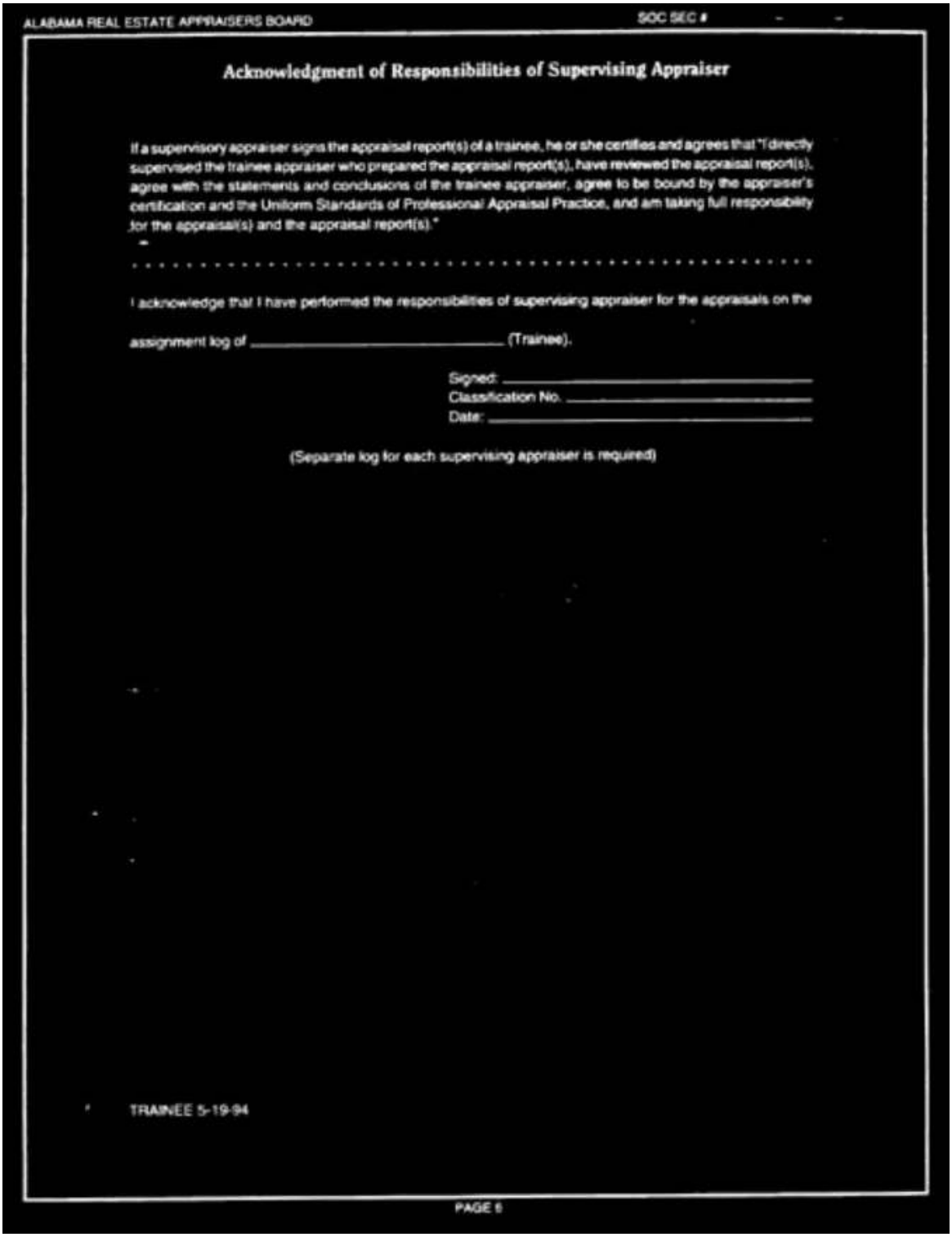
APPLICATION FOR APPRAISER LICENSE

List each assignment beginning with current year. (Attach additional sheets or explanatory comments if needed.) Use separate sheet for each calendar year. Minimum requirement for certification: applicant must have been an appraiser in 2 of the last 5 calendar years and have at least 2000 hours' experience. TRAINEE APPLICANTS AND OTHER APPLICANTS WHOSE APPRAISAL REPORTS ARE NOT SIGNED BY APPLICANT REQUIRE COMPLETION OF LAST COLUMN AND INCLUSION OF "ACKNOWLEDGMENT OF RESPONSIBILITIES OF SUPERVISING APPRAISER" SHEET (A separate log for each supervising appraiser is required.)

Date	Assignment Address	Type Property: Single Family (1-4)	Multi-Family	Commercial Improved	Industrial Improved	Land	Agricultural Farm	Other	Type Report: New	Desktop/Review (Initial)	Form	Responsibility: Sole Sign	Co-Sign	Assist	Review	Verification: Current on File (Y/N)	Hourly Duration: Residential	Commercial	Supervisor Initials

PAGE 1

Form a11923



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

Acknowledgment of Responsibilities of Supervising Appraiser

If a supervisory appraiser signs the appraisal report(s) of a trainee, he or she certifies and agrees that "I directly supervised the trainee appraiser who prepared the appraisal report(s), have reviewed the appraisal report(s), agree with the statements and conclusions of the trainee appraiser, agree to be bound by the appraiser's certification and the Uniform Standards of Professional Appraisal Practice, and am taking full responsibility for the appraisal(s) and the appraisal report(s)."

I acknowledge that I have performed the responsibilities of supervising appraiser for the appraisals on the assignment log of _____ (Trainee).

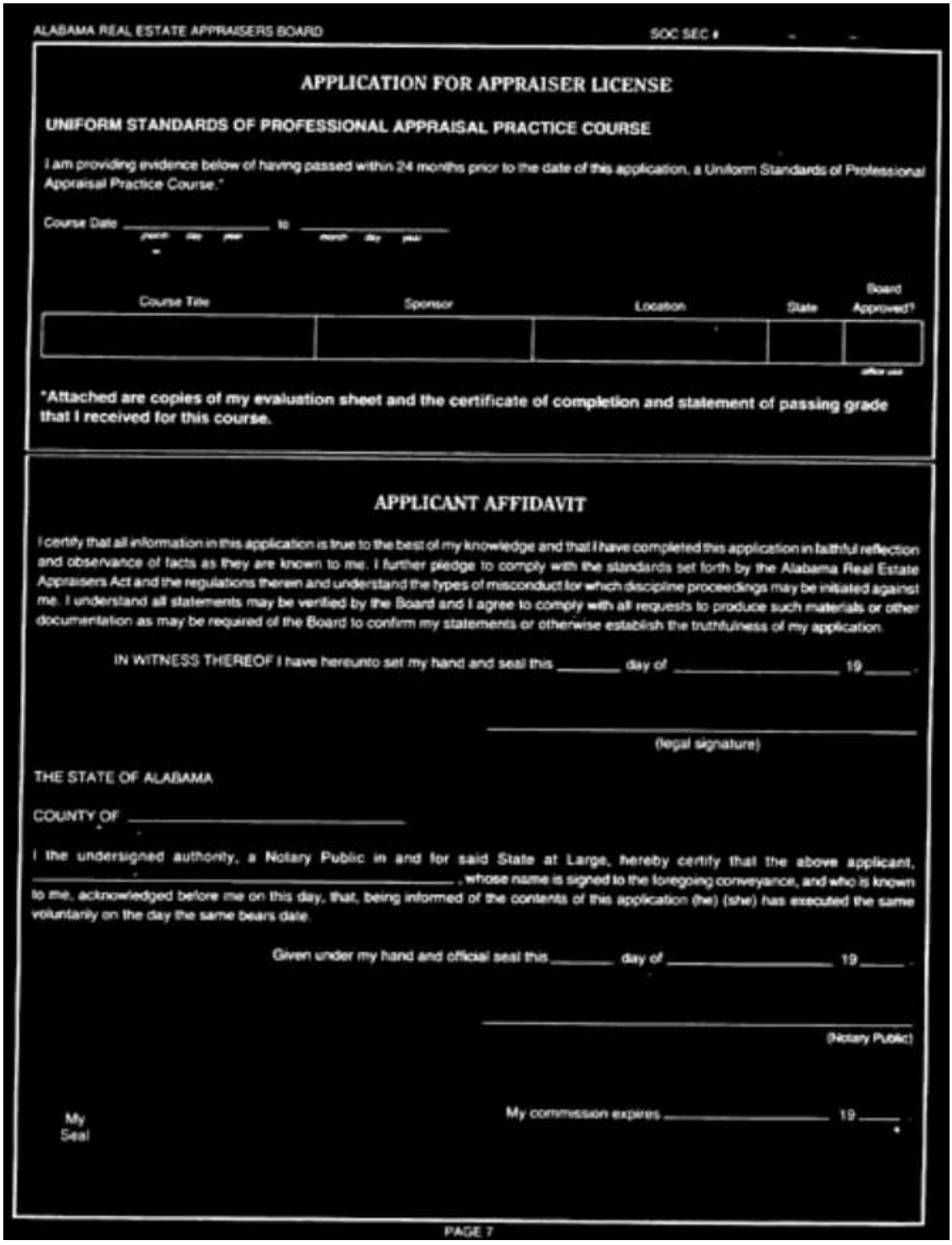
Signed: _____
Classification No. _____
Date: _____

(Separate log for each supervising appraiser is required)

TRAINEE 5-19-94

PAGE 6

Form a11924



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE COURSE

I am providing evidence below of having passed within 24 months prior to the date of this application, a Uniform Standards of Professional Appraisal Practice Course.*

Course Date _____ to _____
(month day year) (month day year)

Course Title	Sponsor	Location	State	Board Approved? (office use)

*Attached are copies of my evaluation sheet and the certificate of completion and statement of passing grade that I received for this course.

APPLICANT AFFIDAVIT

I certify that all information in this application is true to the best of my knowledge and that I have completed this application in faithful reflection and observance of facts as they are known to me. I further pledge to comply with the standards set forth by the Alabama Real Estate Appraisers Act and the regulations therein and understand the types of misconduct for which discipline proceedings may be initiated against me. I understand all statements may be verified by the Board and I agree to comply with all requests to produce such materials or other documentation as may be required of the Board to confirm my statements or otherwise establish the truthfulness of my application.

IN WITNESS THEREOF I have hereunto set my hand and seal this _____ day of _____ 19____.

_____
(legal signature)

THE STATE OF ALABAMA

COUNTY OF _____

I the undersigned authority, a Notary Public in and for said State at Large, hereby certify that the above applicant, _____, whose name is signed to the foregoing conveyance, and who is known to me, acknowledged before me on this day, that, being informed of the contents of this application (he) (she) has executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this _____ day of _____ 19____.

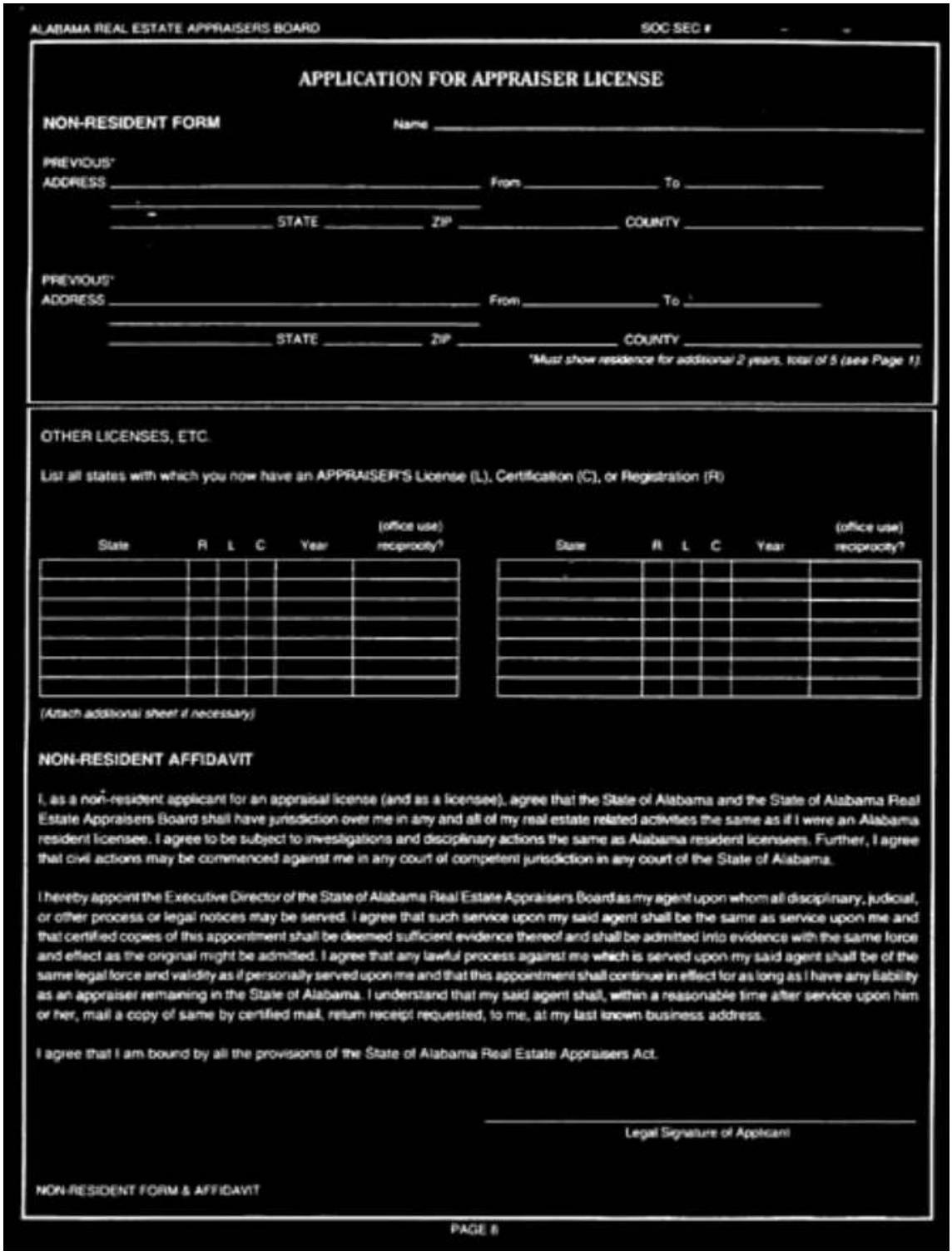
_____
(Notary Public)

My Seal

My commission expires _____ 19____.

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Form a11925



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

NON-RESIDENT FORM Name _____

PREVIOUS* ADDRESS _____ From _____ To _____

_____ STATE _____ ZIP _____ COUNTY _____

PREVIOUS* ADDRESS _____ From _____ To _____

_____ STATE _____ ZIP _____ COUNTY _____

*Must show residence for additional 2 years, total of 5 (see Page 1).

OTHER LICENSES, ETC.

List all states with which you now have an APPRAISER'S License (L), Certification (C), or Registration (R)

State	R	L	C	Year	(office use) reciprocity?

State	R	L	C	Year	(office use) reciprocity?

(Attach additional sheet if necessary)

NON-RESIDENT AFFIDAVIT

I, as a non-resident applicant for an appraisal license (and as a licensee), agree that the State of Alabama and the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

I hereby appoint the Executive Director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the State of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

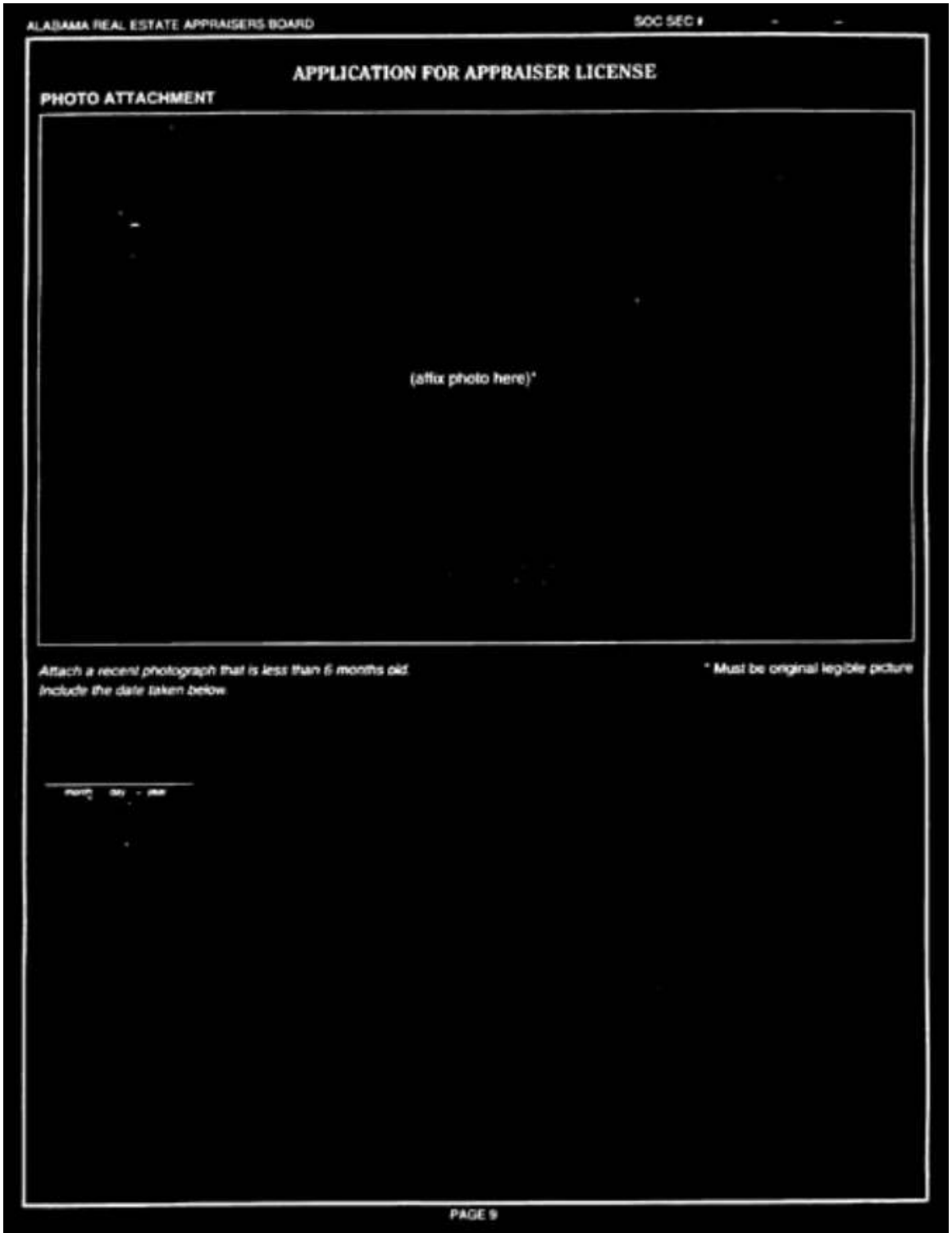
I agree that I am bound by all the provisions of the State of Alabama Real Estate Appraisers Act.

_____
Legal Signature of Applicant

NON-RESIDENT FORM & AFFIDAVIT

PAGE II

Form a11926



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

PHOTO ATTACHMENT

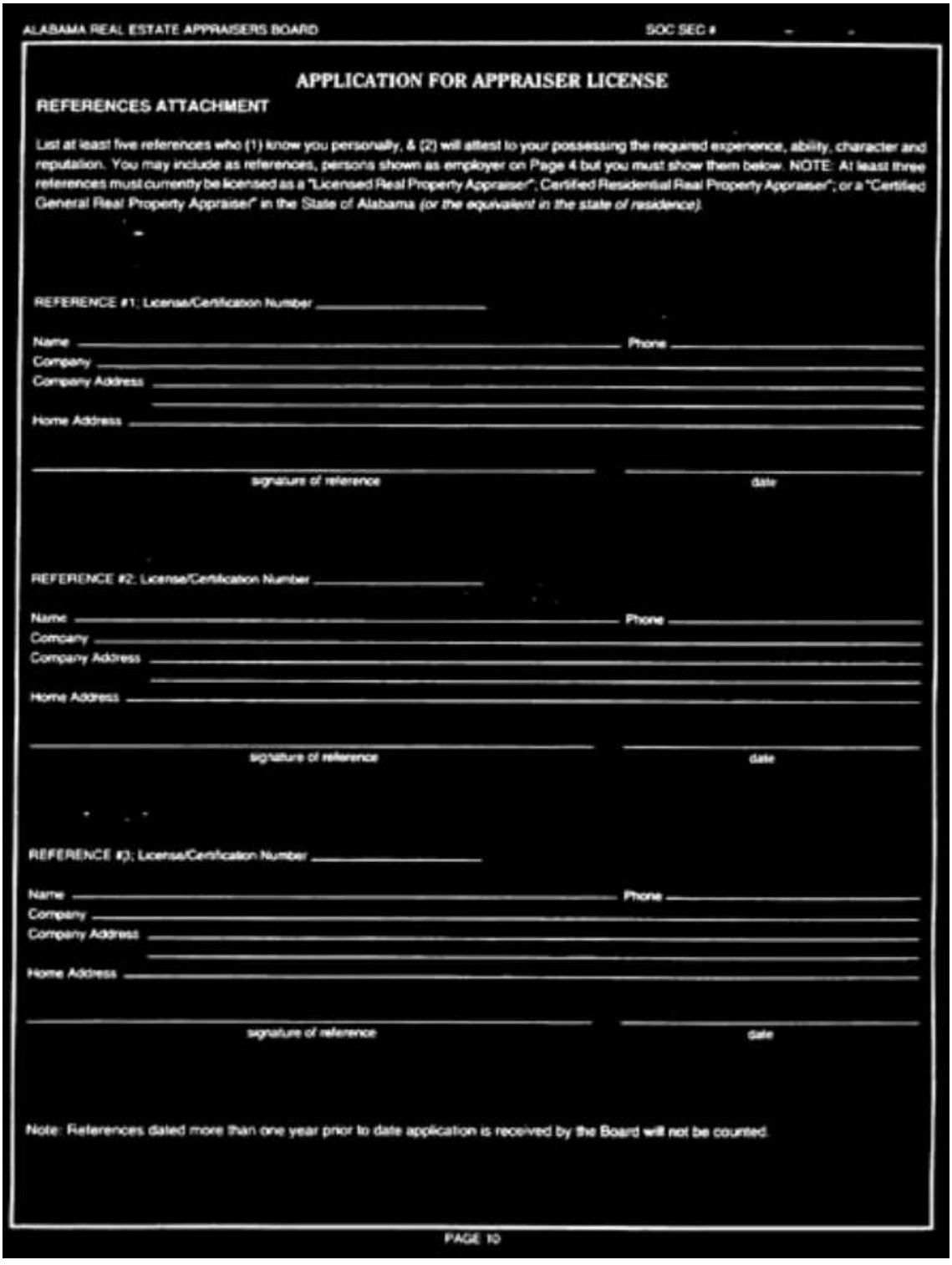
(affix photo here)*

Attach a recent photograph that is less than 6 months old. Include the date taken below.

* Must be original legible picture

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Form a11927



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

REFERENCES ATTACHMENT

List at least five references who (1) know you personally, & (2) will attest to your possessing the required experience, ability, character and reputation. You may include as references, persons shown as employer on Page 4 but you must show them below. NOTE: At least three references must currently be licensed as a "Licensed Real Property Appraiser", Certified Residential Real Property Appraiser", or a "Certified General Real Property Appraiser" in the State of Alabama *(or the equivalent in the state of residence)*.

REFERENCE #1; License/Certification Number _____

Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

_____ _____
signature of reference date

REFERENCE #2; License/Certification Number _____

Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

_____ _____
signature of reference date

REFERENCE #3; License/Certification Number _____

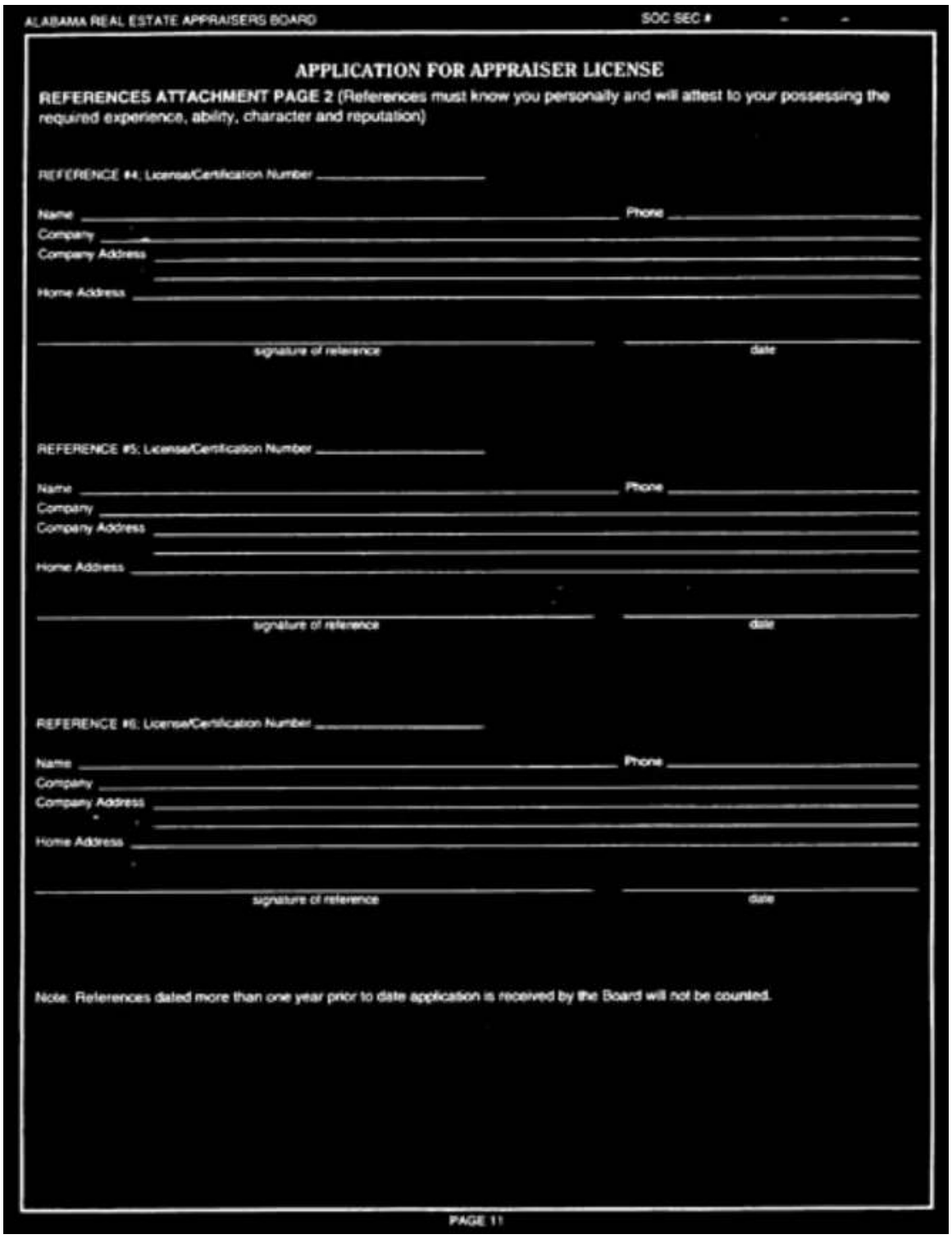
Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

_____ _____
signature of reference date

Note: References dated more than one year prior to date application is received by the Board will not be counted.

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Form a11928



ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

REFERENCES ATTACHMENT PAGE 2 (References must know you personally and will attest to your possessing the required experience, ability, character and reputation)

REFERENCE #4; License/Certification Number _____

Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

_____ signature of reference _____ date

REFERENCE #5; License/Certification Number _____

Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

_____ signature of reference _____ date

REFERENCE #6; License/Certification Number _____

Name _____ Phone _____
Company _____
Company Address _____
_____
Home Address _____

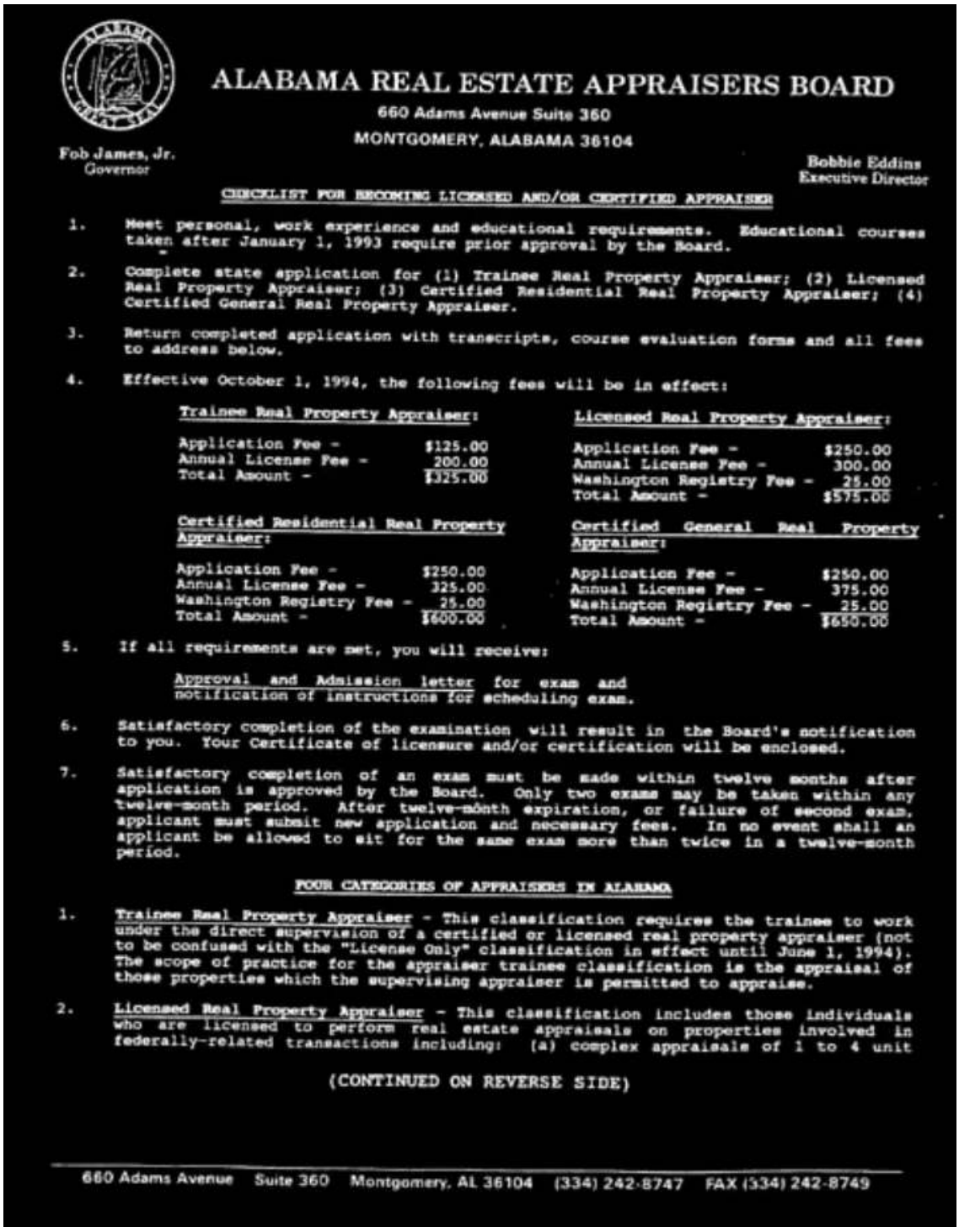
_____ signature of reference _____ date

Note: References dated more than one year prior to date application is received by the Board will not be counted.

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CHECKLIST FOR BECOMING LICENSED AND/OR CERTIFIED APPRAISER

Form a11929



ALABAMA REAL ESTATE APPRAISERS BOARD

660 Adams Avenue Suite 360

MONTGOMERY, ALABAMA 36104

Fob James, Jr.
Governor

Bobbie Eddins
Executive Director

CHECKLIST FOR BECOMING LICENSED AND/OR CERTIFIED APPRAISER

1. Meet personal, work experience and educational requirements. Educational courses taken after January 1, 1993 require prior approval by the Board.

2. Complete state application for (1) Trainee Real Property Appraiser; (2) Licensed Real Property Appraiser; (3) Certified Residential Real Property Appraiser; (4) Certified General Real Property Appraiser.

3. Return completed application with transcripts, course evaluation forms and all fees to address below.

4. Effective October 1, 1994, the following fees will be in effect:

Trainee Real Property Appraiser:

Application Fee -	$125.00
Annual License Fee -	200.00
Total Amount -	$325.00

Licensed Real Property Appraiser:

Application Fee -	$250.00
Annual License Fee -	300.00
Washington Registry Fee -	25.00
Total Amount -	$575.00

Certified Residential Real Property Appraiser:

Application Fee -	$250.00
Annual License Fee -	325.00
Washington Registry Fee -	25.00
Total Amount -	$600.00

Certified General Real Property Appraiser:

Application Fee -	$250.00
Annual License Fee -	375.00
Washington Registry Fee -	25.00
Total Amount -	$650.00

5. If all requirements are met, you will receive:

Approval and Admission letter for exam and notification of instructions for scheduling exam.

6. Satisfactory completion of the examination will result in the Board's notification to you. Your Certificate of licensure and/or certification will be enclosed.

7. Satisfactory completion of an exam must be made within twelve months after application is approved by the Board. Only two exams may be taken within any twelve-month period. After twelve-month expiration, or failure of second exam, applicant must submit new application and necessary fees. In no event shall an applicant be allowed to sit for the same exam more than twice in a twelve-month period.

FOUR CATEGORIES OF APPRAISERS IN ALABAMA

1. Trainee Real Property Appraiser - This classification requires the trainee to work under the direct supervision of a certified or licensed real property appraiser (not to be confused with the "License Only" classification in effect until June 1, 1994). The scope of practice for the appraiser trainee classification is the appraisal of those properties which the supervising appraiser is permitted to appraise.

2. Licensed Real Property Appraiser - This classification includes those individuals who are licensed to perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit

(CONTINUED ON REVERSE SIDE)

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residential properties having transaction value of $250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of $1,000,000 or less; (c) appraisals of other types of real estate having transaction value

of $250,000 or less. The Licensed Real Property Appraiser is authorized to give a "Certified Appraisal" on a federally-related transaction, in accordance with FIRREA requirements (not to be confused with the "License Only" category which was in effect until June 1, 1994).

3. Certified Residential Real Property Appraiser -- This classification refers to those individuals licensed by the Board as being qualified to perform federally-related residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of $250,000 or less. The Certified Residential Real Property Appraiser is authorized to give a "certified appraisal" on a federally-related transaction in accordance with FIRREA requirements.

4. Certified General Real Property Appraiser -- This classification shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of complexity or transaction value. This classification allows the appraiser to give a "certified appraisal" on a federally-related transaction in accordance with FIRREA requirements.

EDUCATION, EXAMINATION AND EXPERIENCE REQUIREMENTS

1. The "Trainee Real Property Appraiser" -- no experience or exam is required. This entry-level classification requires 75 classroom hours of Board-approved appraisal education during the last 10 years. Fifteen of the 75 hours must be in the Uniform Standards of Professional Appraisal Practice. Trainee's appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser. If the Trainee plans to use these experience hours as part of the experience needed for licensure, the work must be included in the Trainee's assignment log, and the appraisal report must be signed by the supervising appraiser.

2. The "Licensed Real Property Appraiser" -- classification became available June 1, 1994 and applies only to appraisers licensed or reclassified after that date. The appraiser is required to have completed, during the last 10 years, 75 classroom hours of Board-approved appraisal education, fifteen of which must be in the Uniform Standards of Professional Appraisal Practice. The applicant must have been an appraiser in two of the last five calendar years and have a minimum of 2000 hours of actual appraisal experience. Applicant is required to pass a state examination for this classification.

3. The "Certified Residential Real Property Appraiser" -- classification requires 120 classroom hours of Board-approved appraisal education completed during the last 10 years. Fifteen of the 120 hours must be in the Uniform Standards of Professional Appraisal Practice. The applicant must have been an appraiser in two of the last five calendar years and have a minimum of 2000 hours of actual appraisal experience. Applicant is required to pass a state examination for this classification.

4. The "Certified General Real Property Appraiser" -- classification requires 165 classroom hours of Board-approved appraisal education completed during the last 10 years. Fifteen of the 165 hours must be in the Uniform Standards of Professional Appraisal Practice. The appraiser must have a minimum of 2000 hours actual appraisal experience. At least 1000 of the 2000 hours experience must be in non-residential appraisal work during past five years. Applicant is required to pass a state examination for this classification.

The Alabama Real Estate Appraisers Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

STUDYGUIDE FOR THE REAL PROPERTY APPRAISER EXAMINATIONS

Akerson, Charles B., The Appraiser's Workbook, Chicago: American Institute of Real Estate Appraisers,

1985

An Introduction to Appraising Real Property, Society of Real Estate Appraisers, 1975

Appraisal Guide, SRA

The Appraisal Journal

The Appraisal of Real Estate, Chicago: American Institute of Real Estate Appraisers, 1984, 1987, 10th Ed.

Appraisal Real Estate, 8th Edition

Appraisal Terminology and H.B., 1954 Edition

Appraising Residential Properties, Chicago: American Institute of Real Estate Appraisers, 1988

Beron, Gail, Boyce, Byrl N., Kinnard, William N., Scribner, David, An Introduction to Appraising Real

Property, Revised 5th Edition

Beron, Gail L., Applied Residential Property Valuation, 6th Edition, 1985

Bloom, George F., Harrison, Henry S., Appraising the Single-Family Residences, Chicago: American

Institute of Real Estate Appraisers, 1984, 1987

Boyce and Kinnard, Appraisal of Real Estate, 1984, SREA

Boyce, Byrl N., Kinnard, William N. Jr., Appraising Real Property, Lexington, MA: D. C. Heath and

Company, 1984, 1987

Building Construction Estimating, 2nd Edition

Dictionary of Real Estate Appraisal, 2nd Edition. Chicago: American Institute of Real Estate Appraisers,

1984, 1989.

Ellwood, Financial Tables

Encyclopedia of Real Estate Appraising, Edity Freeman, Prentice-Hall

Friedman, Harris, and Lindeman, Dictionary of Real Estate Terms (Barrons)

Fundamentals of Real Estate Appraisal, 3rd, 4th Edition

Harrison, Henry S., Harrison, Julie S., Harrison's Illustrated Dictionary of Real Estate Appraisal, New

Haven, CT: Collegiate Distribution Company, 1983

Harwood, Bruce; Ellis, John, Real Estate Resource Book, 1986

How to Appraise Commercial Properties. e.d. Robinson, ASA.

Kinnard, William N., Jr., Income Property Valuation, Lexington, MA: D.C. Heath and Company, 1971

Kratovil, Robert, Real Estate Law, 6th Edition, Prentice-Hall, 1974

Lomax Tables

Marshall and Swift, Cost Calculation

Modern Real Estate, John Wiley and Sons, 1987

Rayburn, William B., SRPA, Exam Preparation for Residential Appraiser Certification: Appraisal Institute

Real Estate Appraisal Applications, American Institute of Real Estate Appraisers, 1990

Real Estate Appraisal Terminology, SREA, 1984

Real Estate Principles and Practices, 3rd Edition.

Ring, Alfred A., The Valuation of Real Estate, Englewood Cliffs, NJ: Prentice-Hall, 1970

Swango, Dan, Appraising Single-Family Residences, SREA

Uniform Standards of Professional Practice and Conduct, SREA

Uniform Standards of Professional Appraisal Practice, Washington, D.C.: The Appraisal Foundation.

Ventolo, William L. Jr., Williams, Martha R., Fundamentals of Real Estate Appraisal, 5th Edition,

Chicago: Longman, 1987, 1990

NATIONAL UNIFORM EXAMINATION CONTENT OUTLINE

ALL APPRAISER CLASSIFICATIONS

I. INFLUENCES ON REAL ESTATE VALUE

- A. Physical & Environmental
- B. Economic
- C. Governmental & Legal
- D. Social

II. LEGAL CONSIDERATIONS IN APPRAISAL

- A. Real estate vs. real property
- B. Real property vs. personal property
  - 1. Fixtures
  - 2. Trade Fixtures
  - 3. Machinery & equipment
- C. Limitations on real estate ownership
  - 1. Private
    - a. Deed restrictions
    - b. Leases
    - c. Mortgages
    - d. Easements
    - e. Liens
    - f. Encroachments
  - 2. Public
    - a. Police power
      - (1) Zoning
      - (2) Building & fire codes
      - (3) Environmental regulations

b. Taxation

(1) Property tax

(2) Special assessments

c. Eminent domain

d. Escheat

D. Legal rights & interests

1. Fee simple estate

2. Life estate

3. Leasehold interest

4. Leased fee interest

5. Other legal interests

a. Easement

b. Encroachment

E. Forms of property ownership

1. Individual

2. Tenancies & undivided interests

3. Special ownership forms

a. Condominiums

b. Cooperative

c. Time sharing

F. Legal descriptions

1. Metes & bounds

2. Government survey

3. Lot & block

G. Transfer of title

1. Basic types of deeds

2. Recordation

III. TYPES OF VALUE

A. Market Value or Value in Exchange

B. Price

C. Cost

D. Investment Value

E. Value in Use

F. Assessed Value

G. Insurable Value

H. Going Concern Value

VI. ECONOMIC PRINCIPLES

A. Anticipation

B. Balance

C. Change

D. Competition

E. Conformity

F. Contribution

G. Increasing & Decreasing Returns

H. Opportunity Cost

I. Substitution

J. Supply & Demand

K. Surplus Productivity

V. REAL ESTATE MARKERS & ANALYSIS

A. Characteristics of real estate market

1. Availability of information

2. Changes in supply vs demand

3. Immobility of real estate

4. Segmented markets

5. Regulations

B. Absorption analysis

1. Demographic data

2. Competition

3. Absorption

4. Forecasts

5. Existing space inventory

6. Current & projected space surplus

7. New space

C. Role of money & capital markets

1. Competing investments

2. Sources of capital

D. Real estate financing

1. Mortgage terms & concepts

a. Mortgagor

b. Mortgage

c. Principal & interest

2. Mortgage payment plans

a. Fixed rates, level payment

b. Adjustable rate

c. Buydown

d. Other

3. Types of mortgages

a. Conventional

b. Insured

VI. VALUATION PROCESS

A. Definition of the problem

1. Purpose & use of appraisal
2. Interests to be appraised
3. Type of value to be estimated
4. Date of the value estimate
5. Limiting conditions

B. Collection & analysis of data

1. National & regional trends
2. Economic base
3. Local area & neighborhood
   a. Employment
   b. Income
   c. Trends
   d. Access
   e. Locational convenience
4. Site & improvements

C. Analysis of highest & best use

D. Application & limitations of each approach to value

1. Sales comparison
2. Cost
3. Income capitalization

E. Reconciliation & final value estimate

F. The appraisal report

VII. PROPERTY DESCRIPTION

A. Site description

1. Utilities
2. Access
3. Topography

4. Size

B. Improvements description

1. Size

2. Condition

3. Utility

C. Basic construction & design

1. Techniques & materials

a. Foundations

b. Framing

c. Finish (exterior & interior)

d. [FN*] Mechanical

2. Functional Utility

VIII. HIGHEST & BEST USE ANALYSIS

A. Four tests

1. Physically possible

2. Legally permitted

3. Economically feasible

4. Maximally productive

B. Vacant site or as if vacant

C. As improved

D. Interim use

IX. APPRAISAL MATH & STATISTICS

A. Compound interest concepts

1. Future value of $1

2. Present value of $1

3. Future value of an annuity of $1 per period

4. Present value of an annuity of $1 per period

5. Sinking fund factor

6. Installment to amortize $1 (loan constant)

B. Statistical concepts used in appraisal

1. Mean

2. Median

3. Mode

4. Range

5. Standard deviation

X. SALES COMPARISON APPROACH

A. Research & selection of comparison

1. Data sources

2. Verification

3. Units of comparison

a. Income

(1) Potential gross income multiplier

(2) Effective gross income multiplier

(3) Overall rate

b. Size

(1) Square foot

(2) Acres

(3) Other

c. Utility (examples only)

(1) Motel & apartment units

(2) Theater seats

(3) Other

B. Elements of comparison

1. Property rights conveyed

a. Easements

b. Leased fee/Leasehold

c. Mineral rights

d. Others

2. Financing terms & cash equivalency

a. Loan payment

b. Loan balance

3. Conditions of sale

a. Arms length sale

b. Personality

4. Market conditions at time of contract & closing

5. Location

6. Physical characteristics

7. Tenant improvements

C. Adjustment process

1. Sequence of adjustments

2. Dollar adjustments

3. Percentage adjustments

4. Paired sales analysis

D. Applications of sales comparison approach

XI. SITE VALUE

A. Sales comparison

B. Land Residual

C. Allocation

D. Extraction

E. Ground rent capitalization

F. Subdivision analysis

1. Development cost: direct & indirect
2. Contractor's overhead & profit
3. Forecast absorption & gross sales
4. Entrepreneurial profit
5. Discounted value conclusion

G. Plottage & assemblage

XIII. COST APPROACH

A. Steps in cost approach

1. Reproduction vs. replacement cost

a. Comparative unit method

b. Unit-in-place method

c. Quantity survey method

d. Cost service index

2. Accrued Depreciation

a. Types of depreciation

(1) Physical deterioration

(a) Curable

(b) Incurable

(c) Short-lived

(d) Long-lived

(2) Functional obsolescence

(a) Curable

(b) Incurable

(3) External obsolescence

(a) Locational

(b) Economic

b. Methods of estimating depreciation

(1) Age-life method

(2) Breakdown method & sequence of deductions

(3) Market extraction of depreciation

B. Application of the cost approach

XIII. INCOME APPROACH

A. Estimation of income & expenses

1. Gross market income

2. Effective gross income

a. Vacancy

b. Collection loss

3. Operating expenses

a. Fixed expenses

b. Variable expenses

c. Reserve for replacements

4. Not operating income

B. Operating statement ratios

1. Operating expense ratios

2. Not income ratio

3. Break-even ratio

C. Direct capitalization

1. Relevance & limitations

2. Overall capitalization rate

3. Gross income multiplier and not income ratio

4. Bank of investment (mortgage equity) techniques

5. Residual techniques

a. Land (building value given)

b. Building (land value given)

c. Equity (mortgage value given)

D. Cash flow estimates (before tax only)

1. Operating years

a. Estimating NOI with a change in NOI

b. Estimating NOI using lease information

c. Cash flow (NOI less mortgage payment)

2. Reversion

a. Estimating resale with a change in value

b. Estimating resale with a terminal capitalization rate

c. Cash flow (sale price less mortgage balance)

d. Deductions for costs of sale & legal fees to arrive at a net reversion

E. Measures of cash flow

1. Equity divided rate (cash on cash rate)

2. Debt coverage ratio

F. Discounted cash flow analysis (DCF)

1. Relevance & limitations

2. Potential gross income and expense estimate

a. Marker vs. contract rents

b. Vacancy & lease commissions

c. Tenant improvements & concession

3. Discount rates & yield rates (definitions & concept but no calculations of yield rates)

4. Discounting cash flows (from operations & reversion where all cash flows projected in dollar amounts & tables or calculators can be used)

XIV. VALUATION OF PARTIAL INTERESTS

A. Interests created by a lease

1. Leased fee
2. Leasehold
3. Subleasehold
4. Renewal options
5. Tenant improvements
6. Concessions

B. Lease Provisions

1. Overage rent
2. Expense stops
3. Net leases
4. Minimum rent
5. Percentage rent
6. CPI adjustments
7. Excess rent

C. Valuation considerations

1. Identifying the cash flows to the different interests, including turnover ratios
2. Discount rate selection for different interests
3. Relationship between the values of the interests

D. Other partial interests

1. Life estates
2. Undivided interest in commonly held property
3. Easements
4. Timeshares
5. Cooperative

V. APPRAISAL STANDARDS AND ETHICS

EXPERIENCE IN THE TESTING OF APPLICANTS INDICATES A NEED FOR ADDITIONAL PREPARATION IN THE FOLLOWING AREAS:

(1) APPRAISAL STATISTICAL CONCEPTS

(2) ECONOMIC PRINCIPLES

(3) INCOME APPROACH

(4) INFLUENCES VALUE

(5) REAL ESTATE MARKETS AND ANALYSIS

(6) SITE VALUE

(7) VALUATION OF PARTIAL INTERESTS

(8) VALUATION PROCESS

APPLIES TO GENERAL REAL PROPERTY APPRAISER CLASSIFICATION ONLY

FOUR CATEGORIES OF APPRAISERS IN ALABAMA

The recently amended Alabama Real Estate Appraisers Act ensures compliance with federal guidelines in the licensing and certifying of real estate appraisers in Alabama. It also provides for mandatory licensing of appraisers of any properties located in Alabama unless the employee (appraiser) is specifically exempt by the statute.

1. Trainee Real Property Appraiser -- This classification requires the trainee to work under the direct supervision of a certified or licensed real property appraiser (not to be confused with the "License Only" classification in effect until June 1, 1994). The scope of practice for the appraiser trainee classification is the appraisal of those properties which the supervising appraiser is permitted to appraise.

2. Licensed Real Property Appraiser -- This classification includes those individuals who are licensed to perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of $250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of $1,000,000 or less; (c) appraisals of other types of real estate having transaction value of $250,000 or less. The Licensed Real Property Appraiser is authorized to give a "Certified Appraisal" on a federally-related transaction, in accordance with FIRREA requirements (not to be confused with the "License Only" category which was in effect until June 1, 1994).

3. Certified Residential Real Property Appraiser -- This classification refers to those individuals licensed by the Board as being qualified to perform federally-related residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of $250,000 or less. The Certified Residential Real Property Appraiser is authorized to give a "certified appraisal" on a federally-related transaction in accordance with FIRREA requirements.

4. Certified General Real Property Appraiser -- This classification shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of complexity or transaction value. This classification allows the appraiser to give a "certified appraisal" on a federally-related transaction in accordance with FIRREA requirements.

EDUCATION, EXAMINATION AND EXPERIENCE REQUIREMENTS:

1. **Trainee Real Property Appraiser**--no experience or exam is required. This entry-level classification requires 75 classroom hours of Board-approved appraisal education during the last 10 years. Fifteen of the 75 hours must be in the Uniform Standards of Professional Appraisal Practice. Trainee's appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser. If the Trainee plans to use these experience hours as part of the experience needed for licensure, the work must be included in the Trainee's assignment log, and the appraisal report must be signed by the supervising appraiser.

2. **Licensed Real Property Appraiser**--classification became available June 1, 1994 and applies only to appraisers licensed or reclassified after that date. The appraiser is required to have completed, during the last 10 years, 75 classroom hours of Board-approved appraisal education, fifteen of which must be in the Uniform Standards of Professional Appraisal Practice. The applicant must have been an appraiser in two of the last five calendar years and have a minimum of 2000 hours of actual appraisal experience. Applicant is required to pass a state examination for this classification.

3. **Certified Residential Real Property Appraiser**--classification requires 120 classroom hours of Board-approved appraisal education completed during the last 10 years. Fifteen of the 120 hours must be in the Uniform Standards of Professional Appraisal Practice. The applicant must have been an appraiser in two of the last five calendar years and have a minimum of 2000 hours of actual appraisal experience. Applicant is required to pass a state examination for this classification.

4. **Certified General Real Property Appraiser**--classification requires 165 classroom hours of Board-approved appraisal education completed during the last 10 years. Fifteen of the 165 hours must be in the Uniform Standards of Professional Appraisal Practice. The appraiser must have a minimum of 2000 hours actual appraisal experience. At least 1000 of the 2000 hours experience must be in non-residential appraisal work during past five years. Applicant is required to pass a state examination for this classification.

Mandatory Licensing of Real Estate Appraisers in Alabama.

Form al1930

ALABAMA REAL ESTATE APPRAISERS BOARD

660 Adams Avenue Suite 360
MONTGOMERY, ALABAMA 36104

Fob James, Jr.
Governor

Bobbie Eddins
Executive Director

MANDATORY LICENSING OF REAL ESTATE APPRAISERS IN ALABAMA

It is mandatory that anyone who appraises property in the state of Alabama be licensed by the Alabama Real Estate Appraisers Board, Code of Alabama, 1975 § 34-27A-3. There are four classifications of licensure (1) Trainee Real Property Appraiser; (2) Licensed Real Property Appraiser; (3) Certified Residential Real Property Appraiser; (4) Certified General Real Property Appraiser.

Any valuation of real property for private or public purposes is deemed to be an appraisal of that property and, excluding those persons who are exempt pursuant to the Alabama Real Estate Appraisers Act, any person rendering such services shall conform to the Alabama Real Estate Appraisers Act.

REAL ESTATE APPRAISAL EXPERIENCE

Appraisals of property located in Alabama must be made in conformance with the Uniform Standards of Professional Appraisal Practice. Copies of the reports must be kept for five years and must be available for review by the Board. In order to meet the real estate appraisal experience requirement, the appraiser must have contributed significantly to the appraisal and the value conclusion of the report. A significant contribution to the value conclusion directly involves exercise of judgment in arriving at the analyses, opinion, or conclusions concerning real estate or real property set forth in the appraisal report.

The Code of Alabama, 1975, §34-27A-12 requires that "an original certificate for any classification as a licensed real estate appraiser shall not be issued to any person who does not possess the required experience, if any, in real property appraisal supported by adequate written reports, file memoranda, or other evidence satisfactory to the Board."

Education cannot be substituted for experience. A person may have many years of experience in real estate, building, banking or many other associated professions, but unless he has had the required real estate appraisal experience, both in making the appraisal and reporting the appraisal, the Alabama Real Estate Appraisers Board cannot grant permission for that person to take an exam for any appraiser classification that requires real estate appraisal experience.

Appraisal experience obtained after August 1, 1994 will be considered for credit only for persons holding a license issued by the Alabama Real Estate Appraisers Board or a license issued by an appraiser regulatory agency.

Credit for appraisal experience will only be granted for work that complies with the Uniform Standards of Professional Appraisal Practice and the Alabama Real Estate Appraisers Act. No appraisal experience credit will be granted unless the appraiser has been acknowledged within the appraisal report, as required by the Uniform Standards of Professional Appraisal Practice.

Not more than 35% of required appraisal experience (up to 700 hours of the required 2000 hours) may be granted for "limited appraisal assignments" and restricted appraisal reports, as defined by the Uniform Standards of Professional Appraisal Practice.

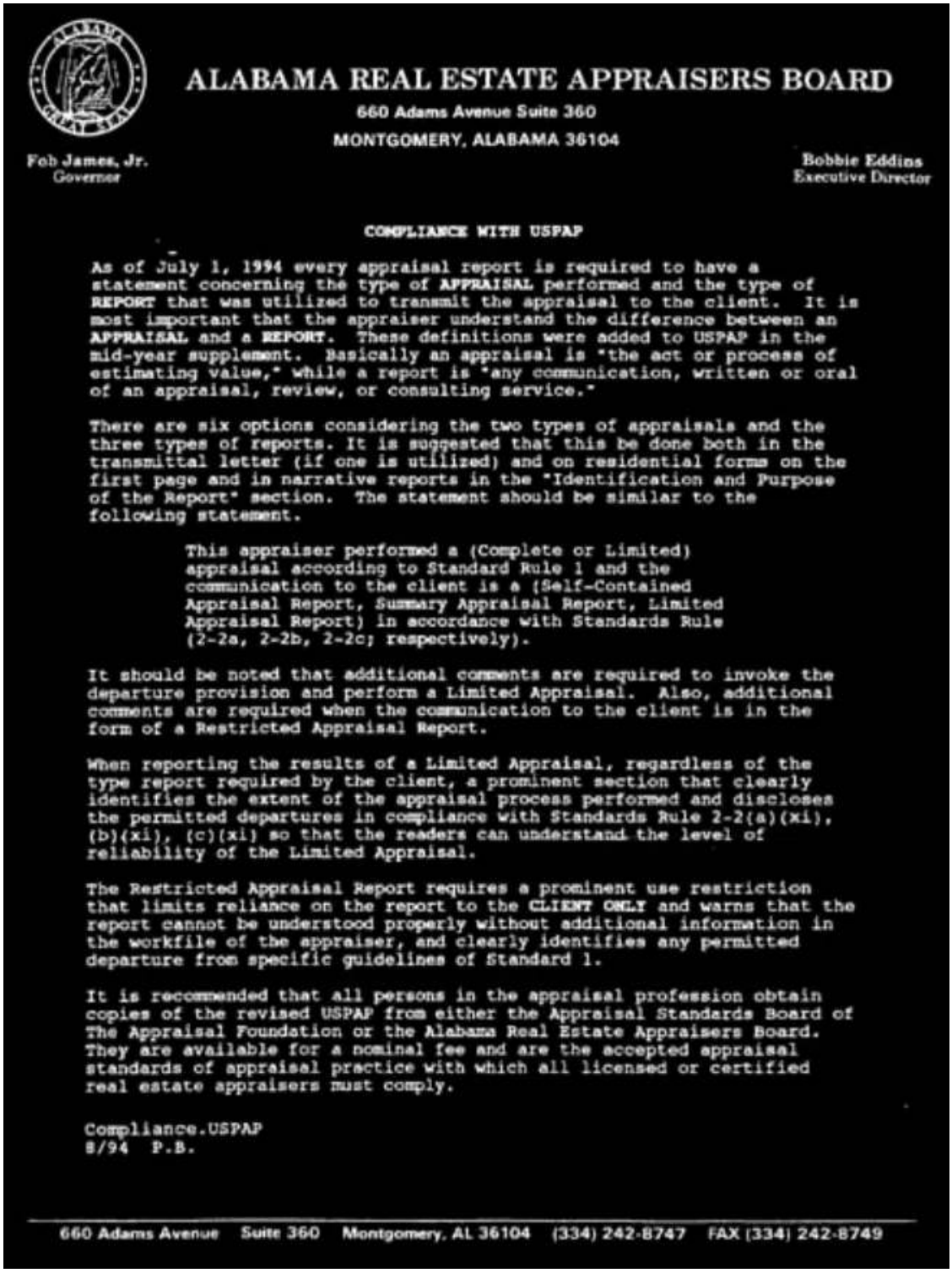
Persons wishing to become professional real property appraisers should contact our office for an application package and begin immediately to document his or her required real estate appraisal experience and other qualifications.

LICENSING.94
08/23/94

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Compliance with USPAP

Form al1931



ALABAMA REAL ESTATE APPRAISERS BOARD

660 Adams Avenue Suite 360

MONTGOMERY, ALABAMA 36104

Fob James, Jr.
Governor

Bobbie Eddins
Executive Director

COMPLIANCE WITH USPAP

As of July 1, 1994 every appraisal report is required to have a statement concerning the type of **APPRAISAL** performed and the type of **REPORT** that was utilized to transmit the appraisal to the client. It is most important that the appraiser understand the difference between an **APPRAISAL** and a **REPORT**. These definitions were added to USPAP in the mid-year supplement. Basically an appraisal is "the act or process of estimating value," while a report is "any communication, written or oral of an appraisal, review, or consulting service."

There are six options considering the two types of appraisals and the three types of reports. It is suggested that this be done both in the transmittal letter (if one is utilized) and on residential forms on the first page and in narrative reports in the "Identification and Purpose of the Report" section. The statement should be similar to the following statement.

> This appraiser performed a (Complete or Limited) appraisal according to Standard Rule 1 and the communication to the client is a (Self-Contained Appraisal Report, Summary Appraisal Report, Limited Appraisal Report) in accordance with Standards Rule (2-2a, 2-2b, 2-2c; respectively).

It should be noted that additional comments are required to invoke the departure provision and perform a Limited Appraisal. Also, additional comments are required when the communication to the client is in the form of a Restricted Appraisal Report.

When reporting the results of a Limited Appraisal, regardless of the type report required by the client, a prominent section that clearly identifies the extent of the appraisal process performed and discloses the permitted departures in compliance with Standards Rule 2-2(a)(xi), (b)(xi), (c)(xi) so that the readers can understand the level of reliability of the Limited Appraisal.

The Restricted Appraisal Report requires a prominent use restriction that limits reliance on the report to the **CLIENT ONLY** and warns that the report cannot be understood properly without additional information in the workfile of the appraiser, and clearly identifies any permitted departure from specific guidelines of Standard 1.

It is recommended that all persons in the appraisal profession obtain copies of the revised USPAP from either the Appraisal Standards Board of The Appraisal Foundation or the Alabama Real Estate Appraisers Board. They are available for a nominal fee and are the accepted appraisal standards of appraisal practice with which all licensed or certified real estate appraisers must comply.

Compliance.USPAP
8/94 P.B.

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TRAINEE REAL PROPERTY APPRAISER

CRITERIA FOR LICENSE

I. Scope of Practice:

The scope of practice for Appraiser Trainee is:

The appraisal of those properties which the supervising appraiser is permitted to appraise.

If the trainee plans to use these experience hours as part of the experience needed to reclassify into another license classification, the work must be included in the trainee's assignment log, and the appraisal report must be signed by the supervising appraiser.

II. Education:

Before applying for licensure as a Trainee Real Property Appraiser, applicants are required to obtain at least 75 hours of approved appraisal education completed during the last ten years, including 15 hours of the Uniform Standards of Professional Appraisal Practice taken during the last two years. After licensure, the Trainee must take a minimum of 20 hours of continuing education each two-year licensing period. Seven of the twenty hours must be in the appraisal law and/or USPAP.

III. Experience:

No experience is required before application for licensure as a Trainee Real Property Appraiser. After June 1, 1994, no experience toward the required experience for a higher level classification will be granted to anyone who is not licensed.

1. Each Trainee is required to work under the direct supervision of a Licensed Real Property Appraiser, a Certified Residential Real Property Appraiser, or a Certified General Real Property Appraiser. A Trainee may work under more than one supervising appraiser, and there need not be an employer-employee relationship. Direct supervision may be supported by the appraiser Trainee's co-signing an appraisal report with the supervising appraiser and/or by the supervisor, in the certifications or addendum section, giving credit for a significant contribution by the Trainee. Records by the Trainee and the supervising appraiser must be kept on forms approved by the Board.

2. The Trainee must sign the appraisal report and certify it is in compliance with USPAP, and/or, he or she must be

included in the report as having made a significant contribution to the appraisal, in accordance with Standards Rule 2-3 of the USPAP. Significant contribution to the value conclusion directly involves exercise of judgment in arriving at the analysis, opinion, or conclusions concerning real estate or real property set forth in the appraisal report.

3. On forms approved by the Board, the Trainee must maintain a separate appraisal assignment log for each supervisor.

4. The Trainee must keep copies of all appraisal reports in accordance with USPAP. All reports must be available for review by the Board. Logs will be provided for the Board's review at the time of application for a higher licensure classification.

IV. Supervising Appraiser:

1. The supervising appraiser must be in good standing with the Board.

2. The supervising appraiser must personally inspect the property with the Trainee until the Trainee is competent to make unsupervised inspections, in accordance with the Competency Provision of the USPAP for the various parts of the appraisal process.

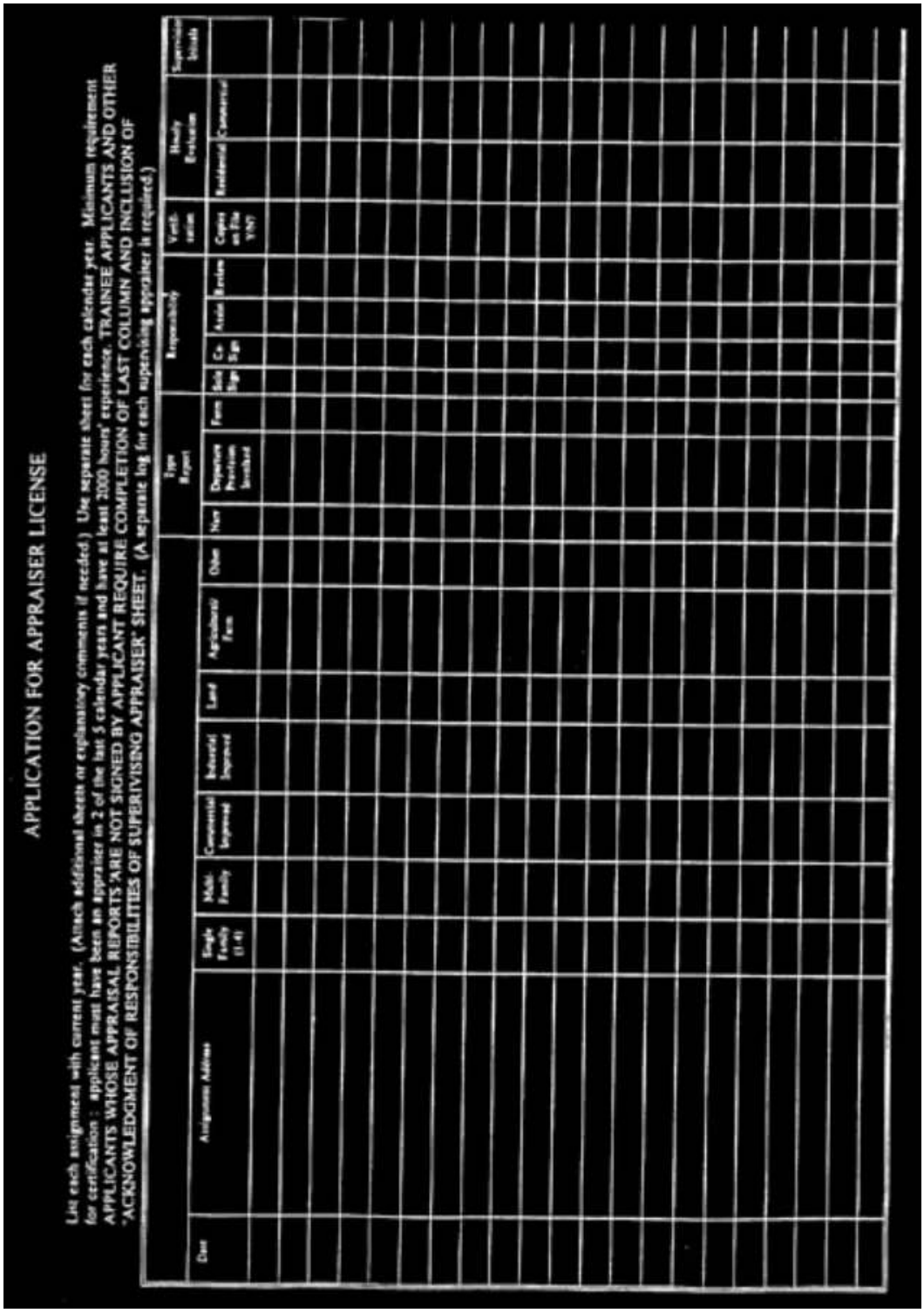
3. The supervising appraiser must review the Trainee's appraisal reports, and accept responsibility for the appraisal report by signing and certifying the report is in compliance with USPAP. (See attached "Acknowledgement of Responsibilities of Supervising Appraiser".)

4. The supervising appraiser must verify the Trainee's experience by reviewing and signing each page of the Trainee's assignment log of appraisals.

5. If property was appraised in Alabama, the supervising appraiser must be licensed by the state of Alabama in accordance with §34-27A-3A.

Application for Appraiser License.

Form al1932



APPLICATION FOR APPRAISER LICENSE

List each assignment with current year. (Attach additional sheets or explanatory comments if needed.) Use separate sheet for each calendar year. Minimum requirement for certification: applicant must have been an appraiser in 2 of the last 5 calendar years and have at least 2000 hours' experience. TRAINEE APPLICANTS AND OTHER APPLICANTS WHOSE APPRAISAL REPORTS ARE NOT SIGNED BY APPLICANT REQUIRE COMPLETION OF LAST COLUMN AND INCLUSION OF "ACKNOWLEDGMENT OF RESPONSIBILITIES OF SUPERVISING APPRAISER" SHEET. (A separate log for each supervising appraiser is required.)

Date	Assignment Address	Single Family (1-4)	Multi-Family	Commercial Improved	Industrial Improved	Land	Agricultural Farm	Other	None	Type Report: Departure Provision Invoked	Type Report: Form	Responsibility: Sole Sign	Responsibility: Co-Sign	Responsibility: Assist	Responsibility: Review	Verification	Copies on File (Y/N)	Realty Evaluation: Residential	Realty Evaluation: Commercial	Supervisor Initials

Acknowledgment of Responsibilities of Supervising Appraiser

If a supervisory appraiser signs the appraisal report(s) of a trainee, he or she certifies and agrees that "I directly supervised the trainee appraiser who prepared the appraisal report(s), have reviewed the appraisal report(s), agree with the statements and conclusions of the trainee appraiser, agree to be bound by the appraiser's certification and the Uniform Standards of Professional Appraisal Practice, and am taking full responsibility for the appraisal(s) and the appraisal report(s)."

I acknowledge that I have performed the responsibilities of supervising appraiser for the appraisals on the assignment log of _____ (Trainee).

Signed: _____

Classification No. _____

Date: _____

(Separate log for each supervising appraiser is required)

STATE OF ALABAMA
REAL ESTATE APPRAISERS BOARD
UNIFORM REQUEST FOR PRELICENSE AND CONTINUING EDUCATION CREDIT

This form was developed for your convenience in requesting education credit from the Alabama Real Estate Appraisers Board. IT DOES NOT IMPLY AUTOMATIC ACCEPTANCE BY AN ORGANIZATION OF AN EDUCATIONAL PROGRAM. EACH ORGANIZATION RETAINS ITS OWN RECERTIFICATION REQUIREMENTS AND PROCEDURES FOR APPROVING CREDIT. A copy of the program brochure or outline may be required.

1. This form must be completed in its entirety

2. PLEASE TYPE OR PRINT LEGIBLY.

3. Keep a copy of this form for your files.

4. Submit with application for license/certification or with bi-annual license renewal fee and application to:

Alabama Real Estate Appraisers Board

660 Adams Avenue, Suite 360

Montgomery, AL 36104

_____
_____

Name Social Security Number

_____
_____

Mailing Address Certificate/License Number

_____
_____

City/State/Zip Telephone Number

_____

Program Title

_____
_____

Program Date No. of Instructional Hrs. (Min. 2 Hr.)

_____

Sponsoring Organization

_____
_____

Program Location Instructor

Description of Activity and Content (You may attach a brochure):
_____

_____

_____

_____

EVIDENCE OF COMPLETION (SIGNATURE OF INSTRUCTOR/PROGRAM OFFICER)

_____
_____

Signature of License Date

_____-_____-_____

Social Security Number (This form may be duplicated) See Reverse side

ALABAMA REAL ESTATE APPRAISERS BOARD
APPRAISERS COURSE/SEMINAR EVALUATION FORM

COURSE_____
DATE_____

LOCATION_____

INSTRUCTIONS: The Appraisers Board is vitally interested in increasing the knowledge and skills of real estate appraisers. To ensure that courses offered are responsive to your needs, it is necessary to evaluate the course, instructors, and the facilities. you can help by completing this evaluation form. This course should be rated by comparison with similar courses you have taken. Please be as objective as possible.

Please refer to the following scale and circle only one number for each question.

10-Excellent: 9-Above Average: 8-Average: 7-Below Average: 6-Minimal:

---

10 9 8 7 6 Class lecture organization and integration 10 9 8 7 6 Allocation of time

10 9 8 7 6 Course outline and handouts 10 9 8 7 6 Textbooks

10 9 8 7 6 Case studies and homework problems 10 9 8 7 6 Overall rating of Course

Would you recommend this course to another person in the real estate appraisal field? _____

Would you return to this facility for future courses? _____

Years of Appraisal Experience _____

Distance from your home to this course _____ (Approximate one-way mileage)

LIST PREVIOUS APPRAISAL COURSES TAKEN & LOCATION

_____
_____
_____

TYPE OF BUSINESS AFFILIATION

___ Brokerage & Sales ___ Fee Appraisals ___ Savings & Loans

___ Insurance Company ___ Property Management ___ Government

___ Investment ___ Other (please specify) _____

PLEASE GIVE RECOMMENDATIONS FOR IMPROVING THIS COURSE.

INSTRUCTOR EVALUATION FORM

Instructor(s):_____

Circle the appropriate number (1,2,3,4,5) denoting your answer to each of the following items. (1) indicates poor. (5) indicates excellent. Do not include guest lecturers in this evaluation.

Poor Excellent

1. Knowledge of instructor(s) in subject matter 1 2 3 4 5

2. Instructor's ability to communicate and explain course 1 2 3 4 5 material

3. Instructor's ability to make subject matter interesting 1 2 3 4 5

4. Encouragement of students to take an active part in class 1 2 3 4 5

5. Adequate facility (sufficient seating, lighting) 1 2 3 4 5

6. Conducted class for full class hours each session 1 2 3 4 5

7. If videotapes were used, instructor helped explain 1 2 3 4 5 material and was present during class to answer questions

What could the instructor(s) have done to improve the quality of the course? _____

_____

_____

Comments: _____

_____

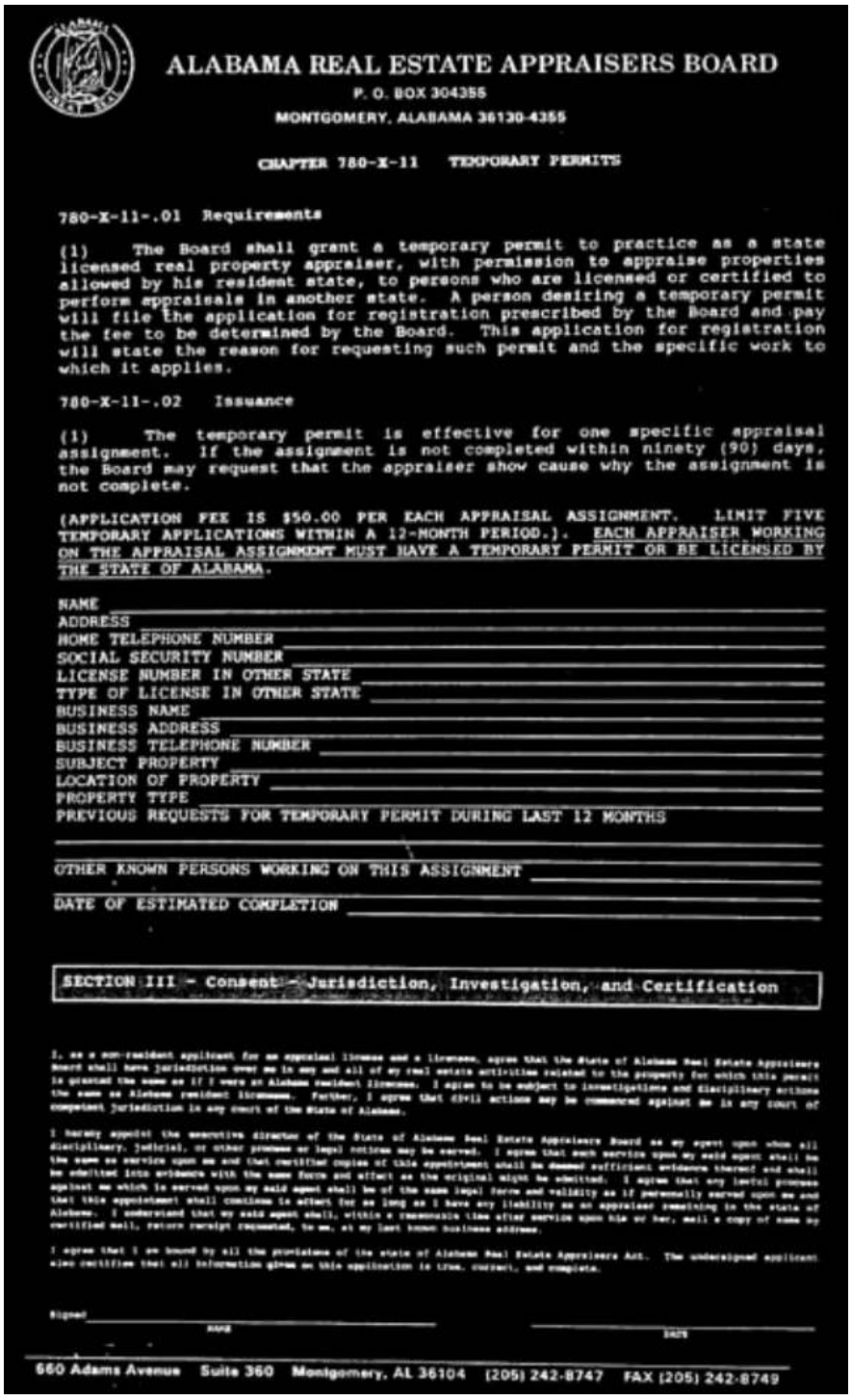
* * *Important: This form must be completed in full to receive credit for the course hours shown on the front.

Author:
Statutory Authority:
History:

780-X-AB-.03 Application For Temporary Permit.

Temporary Permits

Form al1933



ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. BOX 304355

MONTGOMERY, ALABAMA 36130-4355

CHAPTER 780-X-11 TEMPORARY PERMITS

780-X-11-.01 Requirements

(1) The Board shall grant a temporary permit to practice as a state licensed real property appraiser, with permission to appraise properties allowed by his resident state, to persons who are licensed or certified to perform appraisals in another state. A person desiring a temporary permit will file the application for registration prescribed by the Board and pay the fee to be determined by the Board. This application for registration will state the reason for requesting such permit and the specific work to which it applies.

780-X-11-.02 Issuance

(1) The temporary permit is effective for one specific appraisal assignment. If the assignment is not completed within ninety (90) days, the Board may request that the appraiser show cause why the assignment is not complete.

(APPLICATION FEE IS $50.00 PER EACH APPRAISAL ASSIGNMENT. LIMIT FIVE TEMPORARY APPLICATIONS WITHIN A 12-MONTH PERIOD.). EACH APPRAISER WORKING ON THE APPRAISAL ASSIGNMENT MUST HAVE A TEMPORARY PERMIT OR BE LICENSED BY THE STATE OF ALABAMA.

NAME _____
ADDRESS _____
HOME TELEPHONE NUMBER _____
SOCIAL SECURITY NUMBER _____
LICENSE NUMBER IN OTHER STATE _____
TYPE OF LICENSE IN OTHER STATE _____
BUSINESS NAME _____
BUSINESS ADDRESS _____
BUSINESS TELEPHONE NUMBER _____
SUBJECT PROPERTY _____
LOCATION OF PROPERTY _____
PROPERTY TYPE _____
PREVIOUS REQUESTS FOR TEMPORARY PERMIT DURING LAST 12 MONTHS

OTHER KNOWN PERSONS WORKING ON THIS ASSIGNMENT _____

DATE OF ESTIMATED COMPLETION _____

SECTION III - Consent - Jurisdiction, Investigation, and Certification

I, as a non-resident applicant for an appraisal license and a licensee, agree that the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate activities related to the property for which this permit is granted the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

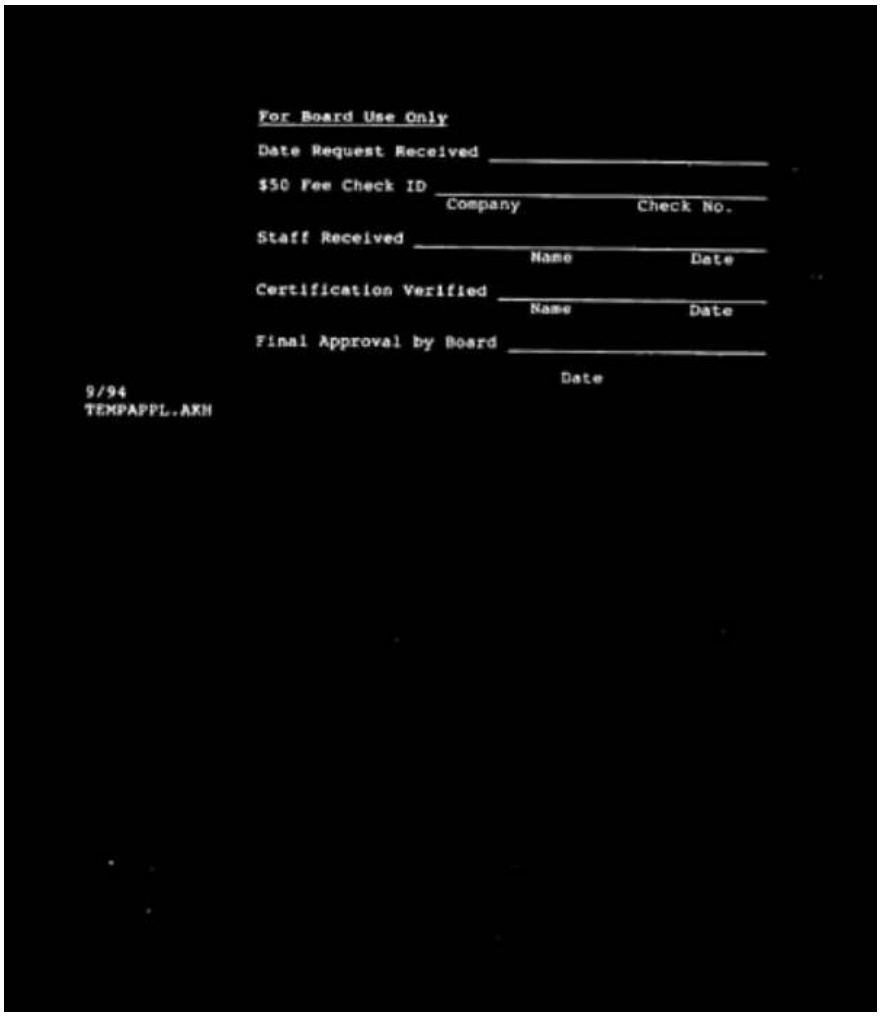
I hereby appoint the executive director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser emanating in the state of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the state of Alabama Real Estate Appraisers Act. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

Signed _____ _____
NAME DATE

660 Adams Avenue Suite 360 Montgomery, AL 36104 (205) 242-8747 FAX (205) 242-8749

Form al1934



For Board Use Only

Date Request Received _____

$50 Fee Check ID _____
Company Check No.

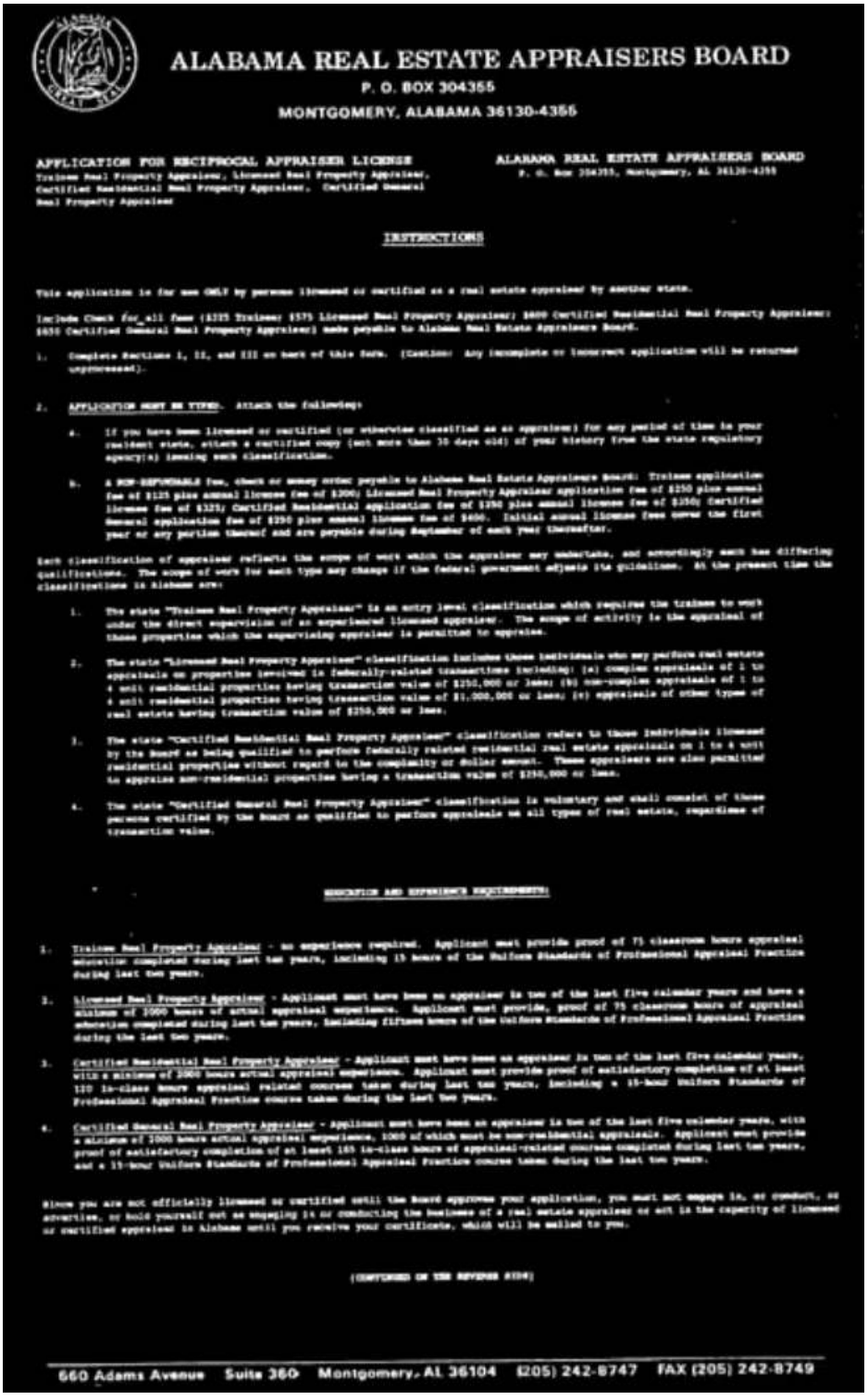
Staff Received _____
Name Date

Certification Verified _____
Name Date

Final Approval by Board _____
Date

9/94
TEMPAPPL.AXH

Form al1935



ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. BOX 304355

MONTGOMERY, ALABAMA 36130-4355

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

Trainee Real Property Appraiser, Licensed Real Property Appraiser, Certified Residential Real Property Appraiser, Certified General Real Property Appraiser

ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. Box 304355, Montgomery, AL 36130-4355

INSTRUCTIONS

This application is for use ONLY by persons licensed or certified as a real estate appraiser by another state.

Include Check for all fees ($325 Trainee; $375 Licensed Real Property Appraiser; $400 Certified Residential Real Property Appraiser; $450 Certified General Real Property Appraiser) made payable to Alabama Real Estate Appraisers Board.

1. Complete Sections I, II, and III on back of this form. (Caution: Any incomplete or incorrect application will be returned unprocessed).

2. APPLICATION MUST BE TYPED. Attach the following:

   a. If you have been licensed or certified (or otherwise classified as an appraiser) for any period of time in your resident state, attach a certified copy (not more than 30 days old) of your history from the state regulatory agency(s) issuing such classification.

   b. A NON-REFUNDABLE fee, check or money order payable to Alabama Real Estate Appraisers Board: Trainee application fee of $125 plus annual license fee of $200; Licensed Real Property Appraiser application fee of $250 plus annual license fee of $325; Certified Residential application fee of $350 plus annual license fee of $350; Certified General application fee of $350 plus annual license fee of $600. Initial annual license fees cover the first year or any portion thereof and are payable during September of each year thereafter.

Each classification of appraiser reflects the scope of work which the appraiser may undertake, and accordingly each has differing qualifications. The scope of work for each type may change if the federal government adjusts its guidelines. At the present time the classifications in Alabama are:

1. The state "Trainee Real Property Appraiser" is an entry level classification which requires the trainee to work under the direct supervision of an experienced licensed appraiser. The scope of activity is the appraisal of those properties which the supervising appraiser is permitted to appraise.

2. The state "Licensed Real Property Appraiser" classification includes those individuals who may perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of $250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of $1,000,000 or less; (c) appraisals of other types of real estate having transaction value of $250,000 or less.

3. The state "Certified Residential Real Property Appraiser" classification refers to those individuals licensed by the Board as being qualified to perform federally related residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of $250,000 or less.

4. The state "Certified General Real Property Appraiser" classification is voluntary and shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of transaction value.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Trainee Real Property Appraiser - no experience required. Applicant must provide proof of 75 classroom hours appraisal education completed during last two years, including 15 hours of the Uniform Standards of Professional Appraisal Practice during last two years.

2. Licensed Real Property Appraiser - Applicant must have been an appraiser in two of the last five calendar years and have a minimum of 2000 hours of actual appraisal experience. Applicant must provide, proof of 75 classroom hours of appraisal education completed during last two years, including fifteen hours of the Uniform Standards of Professional Appraisal Practice during the last two years.

3. Certified Residential Real Property Appraiser - Applicant must have been an appraiser in two of the last five calendar years, with a minimum of 2000 hours actual appraisal experience. Applicant must provide proof of satisfactory completion of at least 120 in-class hours appraisal related courses taken during last two years, including a 15-hour Uniform Standards of Professional Appraisal Practice course taken during the last two years.

4. Certified General Real Property Appraiser - Applicant must have been an appraiser in two of the last five calendar years, with a minimum of 2000 hours actual appraisal experience, 1000 of which must be non-residential appraisals. Applicant must provide proof of satisfactory completion of at least 165 in-class hours of appraisal-related courses completed during last two years, and a 15-hour Uniform Standards of Professional Appraisal Practice course taken during the last two years.

Since you are not officially licensed or certified until the Board approves your application, you must not engage in, or conduct, or advertise, or hold yourself out as engaging in or conducting the business of a real estate appraiser or act in the capacity of licensed or certified appraiser in Alabama until you receive your certificate, which will be mailed to you.

(CONTINUED ON THE REVERSE SIDE)

660 Adams Avenue Suite 360 Montgomery, AL 36104 (205) 242-8747 FAX (205) 242-8749

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

SECTION I

___yes ___no 1. Have you ever been licensed or certified (or otherwise classified) as an appraiser in Alabama or in another state? (If your answer is yes, obtain from each state a certified history, not more than 30 days old, and attach it to this application.) If yes, what state or states? _____

If yes, under what name(s) and number(s)? _____

___yes ___no 2. Are you a high school graduate or the holder of a General Education Development (G.E.D.) certificate? (If your answer to this question is no, attach proof of education equivalency.)

___yes ___no 3. Have you ever been convicted of any criminal offence (other than minor traffic violations), 2) pled nolo contender to any criminal offence, or 3) been granted first offender treatment upon being charged with any criminal offence? (Attach full explanation if "yes" response)

___yes ___no 4. Have you ever been disciplined by the Alabama Real Estate Appraisers Board or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as a reprimand, a suspension, a revocation, a fine, or any restriction or special requirements placed on your right to operate as a licensee.)

___yes ___no 5. Are there any criminal charges or licensing disciplinary proceeding pending against you at this time?

If you answer "yes" to questions 3, 4, or 5, above, attach details and a certified copy of any criminal conviction or final order. Obtain certified copies from the clerk of court in the county in which the conviction occurred or, if a license disciplinary action, from the agency issuing the license of certification. You should also attach any explanation of the circumstances surrounding the conviction or sanction which you think that the board should consider, and if you like, any letters of recommendation. Your application will not be processed without these documents.

SECTION II

1. I am applying for an Appraiser: Trainee ___; License ___, Residential Certification ___, General

Certification ___.

2. ___Male ___Female

3. Date of Birth: Month___ Day___ Year___

4. Social Security Number: _____-_____-_____

5. Name:

_____

Last First Middle

6. Home Address: _____, _____, _____, _____, _____

Street Route & Box City County State Zip

7. Home Telephone: _____ Business Name: _____ Business Telephone: _____

8. Business Address: _____, _____, _____, _____, _____

Street Route & Box City County State Zip

9. Preferred Address: _____, _____, _____, _____, _____

Street Route & Box City County State Zip

SECTION III--Consent--Jurisdiction, Investigation and Certification

I, as a non-resident applicant for an appraisal license and a licensees, agree that the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

I hereby appoint the executive director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be admitted sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have

any liability as an appraiser remaining in the state of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the state of Alabama Real Estate Appraisers Act. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

Signed _____
_____

NAME DATE
Author:
Statutory Authority:
History:

780-X-AB-.04 Application For Advisory Panel Membership.

APPLICATION FOR MEMBERSHIP

ADVISORY PANEL OF VOLUNTEER APPRAISERS

ALABAMA REAL ESTATE APPRAISERS BOARD

I am interested in serving as a volunteer review appraiser for the Alabama Real Estate Appraisers Board in conjunction with its program, which was installed to ensure compliance with the Uniform Standards of Professional Appraisal Practice. I understand the confidential nature of this project, the necessity of strict objectivity with regard to any reviews made, and the timely reporting of my findings. If chosen by the Board, I will conduct any review work without bias and will not discuss particulars of assignment or subsequent opinion with anyone who is not a duly appointed member of the Alabama Real Estate Appraisers Board. I recognize that non-compliance with the stated purpose of this program will result in immediate dismissal and possible disciplinary action by the Board.

I acknowledge that this appointment is an honorary unpaid position which is undertaken for the promotion of the appraisal profession and for the protection of the citizens of the State of Alabama.

I pledge to comply with all standards set forth by the Alabama Real Estate Appraisers Board.

IN WITNESS THEREOF I have hereunto set my hand and seal this____ day of _____, 19___.

_____

(Legal Signature)

(Type or Print Legibly)

Name: _____ Social Security No.: _____

Certification No: _____ # Years Practicing Appraiser: _____

Mailing Address:

_____

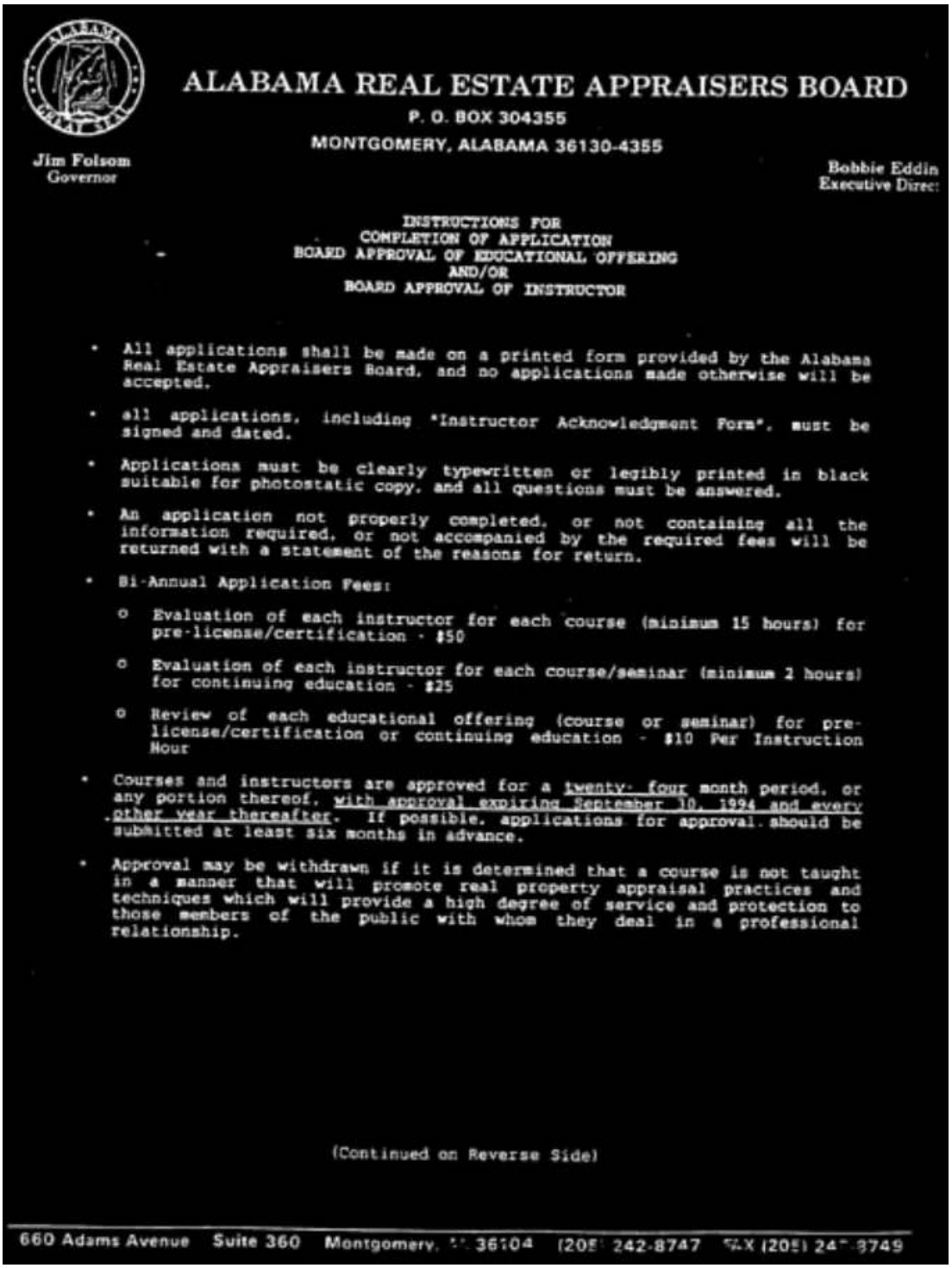
_____

Congressional District: _____

Telephone Number: _____ Fax Number: _____

Instructions for Completion of Application Board Approval of Educational Offering and/or Board Approval of Instructor.

Form al1936



ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. BOX 304355

MONTGOMERY, ALABAMA 36130-4355

Jim Folsom
Governor

Bobbie Eddin
Executive Direc:

INSTRUCTIONS FOR
COMPLETION OF APPLICATION
BOARD APPROVAL OF EDUCATIONAL OFFERING
AND/OR
BOARD APPROVAL OF INSTRUCTOR

- All applications shall be made on a printed form provided by the Alabama Real Estate Appraisers Board, and no applications made otherwise will be accepted.
- all applications, including "Instructor Acknowledgment Form", must be signed and dated.
- Applications must be clearly typewritten or legibly printed in black suitable for photostatic copy, and all questions must be answered.
- An application not properly completed, or not containing all the information required, or not accompanied by the required fees will be returned with a statement of the reasons for return.
- Bi-Annual Application Fees:
  - Evaluation of each instructor for each course (minimum 15 hours) for pre-license/certification - $50
  - Evaluation of each instructor for each course/seminar (minimum 2 hours) for continuing education - $25
  - Review of each educational offering (course or seminar) for pre-license/certification or continuing education - $10 Per Instruction Hour
- Courses and instructors are approved for a twenty-four month period, or any portion thereof, with approval expiring September 30, 1994 and every other year thereafter. If possible, applications for approval should be submitted at least six months in advance.
- Approval may be withdrawn if it is determined that a course is not taught in a manner that will promote real property appraisal practices and techniques which will provide a high degree of service and protection to those members of the public with whom they deal in a professional relationship.

(Continued on Reverse Side)

660 Adams Avenue Suite 360 Montgomery, [illegible] 36104 (205) 242-8747 FAX (205) 24[illegible]-8749

ALABAMA REAL ESTATE APPRAISERS BOARD

PROCEDURAL RULES

APPROVAL OF EDUCATIONAL OFFERING AND/OR INSTRUCTOR

The National Uniform Examination Content Outline for real property appraisers adopted by the Appraiser Qualifications Board of the Appraisal Foundation includes the following:

1. Influences on Real Estate Value--conceptual.

2. Legal Considerations in Appraisal--conceptual and definitions. (Including real estate versus real property; real property versus personal property; limitations on real estate ownership; legal rights and interests; forms of property ownership; legal descriptions; and transfer of title.)

3. Types of values--conceptual and definitions.

4. Economic principles--conceptual and definitions.

5. Real Estate markets and analysis (Including characteristics of real estate market; absorption analysis; rule of money and capital markets; and real estate financing.)

6. Valuation Process (Including definition of the problem; collection and analysis of data; analysis of highest and best use; application and limitations of each approach to value; reconciliation and final value estimate; and the appraisal report.)

7. Property Description--conceptual and definitions (Including site description; improvement description; and basic construction and design.)

8. Highest and best use analysis--conceptual definitions, analysis/application. (Including Four tests; vacant site or as if vacant; as improved; and interior use.)

9. Residential, Appraisal statistical concepts. General: Appraisal Math and statistics conceptual and analysis/ application. (General: Including compound interest concepts and statistical concepts used in appraisal.)

10. Sales comparison approach--conceptual, definitions, analysis/application. (Including research and selection of comparables; elements of comparison; adjustment process; and application of sales comparison approach.)

11. Site value--conceptual, definitions, analysis/application. (Including sales comparison; land residual; allocation;

extraction; and plottage and assemblage.) (General: ground rent application and subdivision analysis.)

12. Cost Approach--conceptual, definitions, analysis/ application. (Including steps in cost approach and application of the cost approach.)

13. Income approach--conceptual, definitions, analysis/ application. (Residential: Estimation of income and expenses; operating expense ratios; and gross statement ratios, rent multiplier.) (General: including operating direct capitalization, cash flow estimates--before tax; measures of cash flow and discounted cash flow analysis.)

14. Valuation of partial interests--conceptual and definitions (General: including interests created by a lease; lease provisions; valuation considerations; and other partial interests.)

15. Appraisal Standards and Ethics -- conceptual and definitions.

All courses must meet the above Appraiser Qualifications Board criteria and enhance the student's ability to understand and interpret real estate appraisal concepts, principles, and analysis procedures.

Basic concepts, principles, definitions of widely used terms, use of analysis skills, and reporting requirements of the Uniform Standards of Professional Appraisal Practice must be learned by the student. All approved courses must contribute to one or more of these areas of real estate appraiser education.

Application must be completed in its entirety. Please type or print legibly.

STATE OF ALABAMA
REAL ESTATE APPRAISERS BOARD
UNIFORM REQUEST FOR PRELICENSE AND CONTINUING EDUCATION CREDIT

This form was developed for your convenience in requesting education credit from the Alabama Real Estate Appraisers Board. IT DOES NOT IMPLY AUTOMATIC ACCEPTANCE BY AN ORGANIZATION OF AN EDUCATIONAL PROGRAM. EACH ORGANIZATION RETAINS ITS OWN RECERTIFICATION REQUIREMENTS AND PROCEDURES FOR APPROVING CREDIT. A copy of the program brochure or outline may be required.

1. This form must be completed in its entirety

2. PLEASE TYPE OR PRINT LEGIBLY.

3. Keep a copy of this form for your files.

4. Submit with application for license/certification or with bi-annual license renewal fee and application to:

Alabama Real Estate Appraisers Board

660 Adams Avenue, Suite 360

Montgomery, AL 36104

_____
_____

Name Social Security Number

_____
_____

Mailing Address Certificate/License Number

_____
_____

City/State/Zip Telephone Number

_____

Program Title

_____
_____

Program Date No. of Instructional Hrs. (Min. 2 Hr.)

_____

Sponsoring Organization

_____
_____

Program Location Instructor

Description of Activity and Content (You may attach a brochure):
_____

_____

_____

_____

EVIDENCE OF COMPLETION (SIGNATURE OF INSTRUCTOR/PROGRAM OFFICER)

_____
_____

Signature of Licensee Date

_____-_____-_____

Social Security Number

(This form may be duplicated) See Reverse side

ALABAMA REAL ESTATE APPRAISERS BOARDAPPRAISERS COURSE/SEMINAR EVALUATION FORM

COURSE _____

DATE _____

LOCATION

_____

INSTRUCTIONS: The Appraisers Board is vitally interested in increasing the knowledge and skills of real estate appraisers. To ensure that courses offered are responsive to your needs, it is necessary to evaluate the course, instructors, and the facilities. you can held by completing this evaluation form. This course should be rated by comparison with similar courses you have taken. Please be as objective as possible.

Please refer to the following scale and circle only one number for each question.

10-Excellent: 9-Above Average: 8-Average: 7-Below Average: 6-Minimal:

---

10 9 8 7 6 Class lecture organization and integration 10 9 8 7 6 Allocation of time

10 9 8 7 6 Course outline and handouts 10 9 8 7 6 Textbooks

10 9 8 7 6 Case studies and homework problems 10 9 8 7 6 Overall rating of Course

Would you recommend this course to another person in the real estate appraisal field? _____

Would you return to this facility for future courses? _____

Years of Appraisal Experience _____

Distance from your home to this course _____
(Approximate one-way mileage)

LIST PREVIOUS APPRAISAL COURSES TAKEN & LOCATION

_____

_____

TYPE OF BUSINESS AFFILIATION

___ Brokerage & Sales ___ Fee Appraisals ___ Savings & Loans

___ Insurance Company ___ Property Management ___ Government

___ Investment ___ Other (please specify)
_____

PLEASE GIVE RECOMMENDATIONS FOR IMPROVING THIS COURSE.

_____

_____

_____

INSTRUCTOR EVALUATION FORM

Instructor(s):
_____

Circle the appropriate number (1, 2, 3, 4, 5) denoting your answer to each of the following items.

(1) indicates poor. (5) indicates excellent. Do not include guest lecturers in this evaluation.

Poor Excellent

1. Knowledge of instructor(s) in subject matter 1 2 3 4 5

2. Instructor's ability to communicate and explain course material 1 2 3 4 5

3. Instructor's ability to make subject matter interesting 1 2 3 4 5

4. Encouragement of students to take an active part in class 1 2 3 4 5

5. Adequate facility (sufficient seating, lighting) 1 2 3 4 5

6. Conducted class for full class hours each session 1 2 3 4 5

7. If videotapes were used, instructor helped explain material and was present during class to answer questions 1 2 3 4 5

What could the instructor(s) have done to improve the quality of the course? _____

_____

Comments:
_____

_____

* * Important: This form must be completed in full to receive credit for the course hours shown on the front.

STATE OF ALABAMA
REAL ESTATE APPRAISERS BOARD
MAILING ADDRESS
660 Adams Avenue, Suite 360
Montgomery, Alabama 36104

INSTRUCTOR QUALIFICATIONS FORM

The data submitted herein will be used in evaluating the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

Name: _____ Social Security Number ___-___-___

Appraiser License or Certification No. _____ State Issuing License ___

Name of Course/Seminar: ___

School where course is offered ___

Location of school (street address and city) ___

Your mailing address _____ City _____ Zip ___

Telephone No.(s) where you can be reached during the day_____

EDUCATION

_____

From To Did You Degree

Name of School Address Mo./Year Mo./Year Graduate and Date Major

_____

High School
_____

Jr. College
_____

Col. or Univ.
_____

Others
_____

If you attended college, but did not graduate, how many semester hours of

Credit do you have?_____ (Submit College Transcript)

List all real estate appraisal course work which you have completed:

(Document Required)

_____

Have you taught this course/seminar before?

_____

If so, name and location of school: _____ Year _____

Application fee must be attached: $25.00 for Seminar 50.00 for Course

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor)

_____

(Attach Additional Sheets if Necessary)

OCCUPATIONAL EXPERIENCE:

Present or most recent period of employment:

Employer:

_____

Address: _____ City & State: _____ Zip: _____

Type of Business: _____ Your Position: _____

Duties:

_____

Employment Period: FROM: _____ TO: _____

Reason for Leaving:

_____

Next most recent period of employment:

Employer:

_____

Address: _____ City & State: _____ Zip: _____

Type of Business: _____ Your Position: _____

Duties:

_____

Employment Period: FROM: _____ TO: _____

Reason for Leaving:

_____

Show other experience in real estate appraisal by using additional sheets or a resume of work experience.

References: Attach hereto letters of recommendation from three real estate appraisers concerning your competence, character, and ability to teach the real estate appraisal course.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed:_____
Date: _____

(Prospective Instructor)

Signed:_____
Date: _____

(School Administrator)

Position of Administrator:

_____

Author:
Statutory Authority:
History:

780-X-AB-.05 Education Application Packet.

STATE OF ALABAMA
REAL ESTATE APPRAISERS BOARD
MAILING ADDRESS660 Adams Avenue, Suite 360Montgomery, Alabama 36104

APPLICATION FOR APPROVAL OF: (Check Appropriate Box)
[ ] EDUCATIONAL OFFERING [ ] CONTINUING EDUCATION COURSE COURSE/SEMINAR
(Minimum 15 Hours with Exam) Hours of Credit Requested (Minimum 2 Hrs.)_____
(Application Fee and copy of Bi-annual application fee-$10.00 Alabama State Department of per requested hour must be Education Approval Must be included with this application. Attached)

1. Educational Offering (Attach Syllabus or Course Outline):
_____
_____

2. Name of Sponsoring School or Organization:
_____

3. Location of School:
_____

Street City State Zip

Name of Building: _____ Room#:
_____

4. Name of Individual Requesting Approval:
_____

5. Mailing Address:
_____

Street City State Zip

6. Names of Instructors and Assistant Instructors (Attach Instructor

Qualifications Form Approved by Alabama Real Estate Appraisers Board):

_____

_____

7. Dates Courses to be Taught:
_____

8. Hours of Instruction Per Day:
_____

8A. Method of Certifying Attendance:
_____

9. Instructor Materials (i.e. Text, References):
_____

_____

10. Type of Examination: ___ Narrative ___ Multiple Choice

10A. Length (Number of Questions)
_____

10B. Time Allotted:
_____

11. Describe Process for Monitoring Exam (Minimum 1 Monitor for 30 Examinees):

_____

_____

12. Explain Grading Procedure:
_____

12A. What is Passing Criteria (%):
_____

13. Estimated Response Time for Grading:
_____

14. How are Students to be Notified of Grade:
_____

15. Application Fee $10.00 per hour for Requested Hours.

INSTRUCTOR ACKNOWLEDGEMENT FORM

The approval of an instructor for teaching appraisal classes in the State of Alabama requires that the instructor abide by the following requirements:

1. The instructor is to abide by the Competency Provision and the Ethic Provision of the Uniform Standards of Professional Appraisal Practice.
2. The instructor or instructors are approved for specific classes. Any other instructor that is not approved that conducts the class may result in the approved instructor's losing the privilege of teaching that class and/or any other

classes.
3. The instructor must follow the course outline that was prepared and submitted to the Board for approval. All items on the course outline must be covered.
4. Exams that are a part of the course for the student to receive credit are to be taken by the student individually and are not to be taken in an open session. The exams are to test the individual student's ability. The exam is also to test the instructor's ability to convey the information to the students. The final exam may not be reviewed by the student prior to taking the exam.
5. The instructor should be aware that, from time to time, there may be students taking the class that are doing so to grade the instructor and the course for it's quality and the quantity of information.
6. A negative review from a grader can result in the instructor being brought before the Education Committee, or the full Board for counseling. This counseling may also result in the removal of the instructor for a period of time that the Board may deem necessary. The action taken by the Board concerning the discipline of the instructor will be communicated to the course provider. This could result in the removal of the course provider as an acceptable provider of education for appraisers in the State of Alabama.
7. The instructor should employ varied teaching methodologies (i.e. lecture, guided class discussion, inquiry, problem solving, homework, projects, outside sources, research, seminars, case studies). The objective is to challenge and enhance student involvement, enjoyment and learning opportunities through use of their analyzing and reasoning skills.

THE PURPOSE OF THE ABOVE REQUIREMENTS IS TO INSURE THAT THE STUDENTS THAT ARE TAKING COURSES IN THE STATE OF ALABAMA HAVE THE OPPORTUNITY TO RECEIVE THE BEST POSSIBLE APPRAISAL EDUCATION.

I THE UNDERSIGNED INSTRUCTOR HAVE READ AND UNDERSTAND THE REQUIREMENTS STATED ABOVE AND AGREE TO ABIDE BY THE REQUIREMENTS OF THE STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD.

_____

Signature

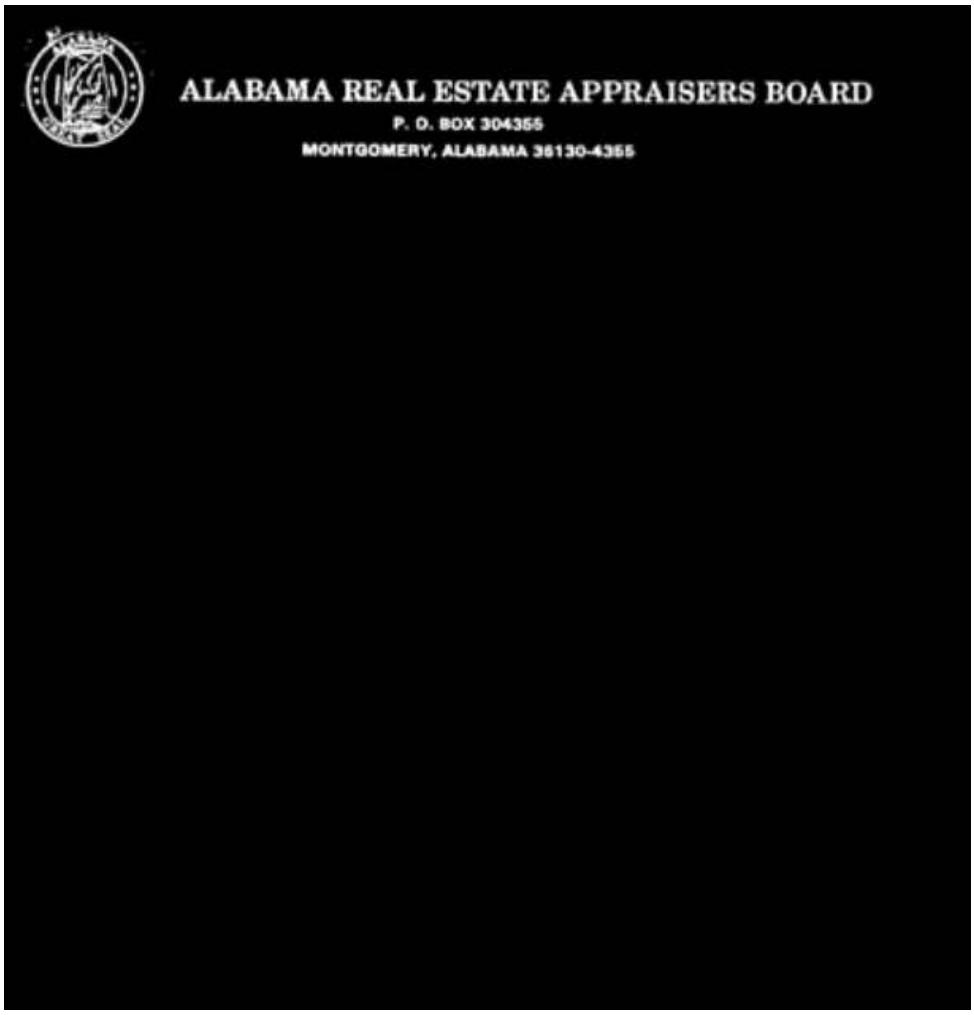
_____

Type Name

_____

Date

Form al1937


ALABAMA REAL ESTATE APPRAISERS BOARD
P. O. BOX 304355
MONTGOMERY, ALABAMA 36130-4355

APPROVED EDUCATION COURSES
OCTOBER 1, 1994--SEPTEMBER 30, 1996
CONTINUING EDUCATION COURSES

(SEE ADDITIONAL LISTING FOR PRE-LICENSE COURSES ALSO APPROVED FOR CONTINUING EDUCATION

CONTACT SCHOOLS FOR SCHEDULE OF COURSES IN ALABAMA

SPONSOR CONTINUING EDUCATION COURSE HOURS

ALABAMA BANKERS ASSOCIATION How To Survive A Fair Lending Exam 6

Kathryn Goray (Approved Instructor: William Rayburn)

334/834-1890

Fair Lending and the Appraiser 6

(Approved Instructor: William Rayburn)

AMERICAN REAL CEA-I Uniform Standards of Professional 8

ESTATE Appraisal Practice (Approved Instructor:

INSTITUTE Lorren Perdue)

Lorren Perdue

334/262-2701

CEA-II Law (Approved Instructor: Lorren 7

Perdue)

CEA-III Uniform Residential Appraisal 7

Report (Approved Instructor: Lorren Perdue)

APPRAISAL Alabama Eminent Domain Appraisal 7

INSTITUTE Consideration (Approved Instructors:

MID-SOUTH Richard A. Maloy and Warren C. Herlong, Jr.)

CHAPTER

Sherrie Smith

205/871-7011

Appraising One to Four Family Income Properties 7

(Approved Instructor--Arlen C. Mills)

EDI & The Appraisal Profession 7

(Approved Instructor --Joseph L. Minnich, III)

ERC Revised Employee Relocation Seminar 4

(Approved Instructor: Arnold Schwartz)

HUD/FHA Workshop 7

(Approved Instructor: Van Steve Morgan)

Residential Appraisal Underwriting 4

(Instructor: Van Steve Morgan)

USPAP and Alabama Law 7

(Approved Instructor: Van Steve Morgan)

APPRAISAL The Appraiser's Complete Review 21

INSTITUTE

CHICAGO

Russell Bodnar Residential Property Construction and Inspection 7

Seminar (Approved Instructor: Terrence Love)

312/335-4100 Appraisal of Retail Properties (Approved Instructor: 7

Norman B. Steinberg)

Appraisal Practices for Litigation (Approved 7

Instructor: Theodore Slack)

The Appraiser as Expert Witness (Approved Instructor 7

Theodore Slack)

Dynamics of Office Building Valuation (Approved 7

Instructor: Lee H. Waronker)

How to Appraise FHA-Insured Property Workshop 7

(Approved Instructor: Clifford Cryer)

AUBURN UNIVERSITY SCHOOL OF Applied Forest Finance 12

FORESTRY (Approved Instructor: Charles Raper)

Chris Esaacson

205/844-1042 Law for Foresters 12

(Approved Instructor: Warren Flick

& Charles Raper)

INTERNATIONAL 407 Valuation of Contaminated 8

RIGHT OF WAY Properties

ASSOCIATION (Approved Instructor--H. Porter)

Willis Reynolds

205/581-5650

JEFFERSON STATE COMMUNITY Seminar--State Law USAP 7

COLLEGE (Approved Instructor Steve Morgan, SRA)

Mike Cothran, Director, (Approved Assisting Instructor--Charles Grimes)

Continued Education

205/853-1200 Seminar--URAR Review & Case Problems 13

(Approved Instructor--Steve Morgan, SRA)

(Approved Assisting Instructor--Charles Grimes)

NATIONAL ASSOCIATION OF Alabama Law 7

INDEPENDENT FEE APPRAISERS (Approved Instructor: Dennis Greene)

William Steele

314/781-6688

1.3A Basic Construction Terminology 4

(Approved Instructor--Don Norman)

1.3D Home Inspections: Common Defects in Homes 4

(Approved Instructor: Don Norman)

4.7 Basic Residential HUD Appraisal 7

Requirements (Approved Instructors:

Dennis Greene and Coleen Morrison)

REAL ESTATE EDUCATION Modern Appraisal Practice 13

SPECIALIST (Approved Instructor: Stephen G. Williamson)

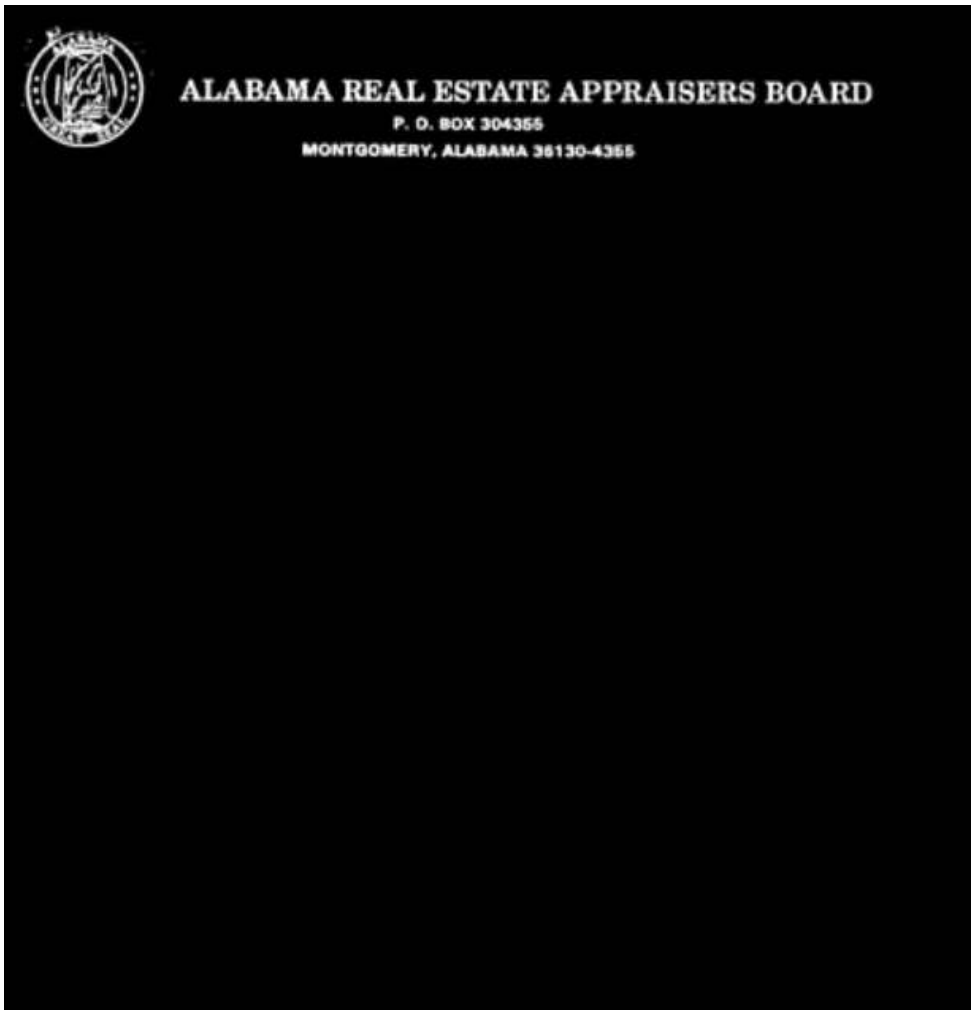
Stephen Williamson

401/321-9094 USPAP Update 7

1-800/627-3514 (Approved Instructor: Stephen G. Williamson)

[FN**] If you are interested in a course/seminar that is not approved and listed above, you may contact our office for additional information on courses pending approval.

Form al1938


ALABAMA REAL ESTATE APPRAISERS BOARD
P. O. BOX 304355
MONTGOMERY, ALABAMA 36130-4355

APPROVED EDUCATION COURSES

OCTOBER 1, 1994 -- SEPTEMBER 30, 1996

(ALSO APPROVED FOR CONTINUING EDUCATION CREDIT)

CONTACT SCHOOLS FOR SCHEDULE OF COURSES IN ALABAMA

SPONSOR COURSE HOURS

ALABAMA APPRAISAL ACADEMY HT-777 The Basic 'HOW TO' Appraise a 25

Nona Andrews Single Family Residence (Approved

205/967-6803 Instructors: Richard R. Andrews and

Nona R. Andrews)

USPAP (Approved Instructors: Richard. 15

Andrews and Nona R Andrews)

ARE-45 -- Appraisal of Real Estate 45

(Approved Instructor : Richard R. Andrews)

MSR-15 -- Marshall & Swift Residential 15

Cost Handbook

(Approved Instructor: Richard Andrews)

ALABAMA ASSOCIATION OF REAL Fundamentals of Real Estate Appraisal (Approved 30

ESTATE APPRAISERS Instructor: Everett S. Brooks)

Uniform Standards of Professional Appraisal 15

Practices

(Approved Instructor: Everett S. Brooks)

ALABAMA BANKERS ASSOCIATION Performing Real Estate Evaluations 15

Kathryn Goray (Approved Instructor: William Rayburn)

334/834-1890

USPAP (Approved Instructors: William 15

Rayburn and Dennis Tosh)

AMERICAN REAL ESTATE CA-I Residential Appraiser Course 60

INSTITUTE (Approved Instructors: Lorren Perdue; Math

Section/Frank Anderson)

Course (Approved Instructors:

Frank Anderson

334/262-2701 CA-II General Appraiser Course (Approved Instructor: 90

Warren Todd)

USPAP Uniform Standards of Professional Appraisal 15

Practice (Approved Instructor: Lorren Perdue)

APPRAISAL INSTITUTE 110 -- Appraisal Principles 39

CHICAGO 120 - Appraisal Procedures 39

312/335-4100 210 Residential Case Study 39

310 --Basic Income Capitalization 39

320 --General Applications 39

410 -- Uniform Standards of Professional 16

Sherrie Smith -- Mid South Appraisal Practice, Part A (Approved Instructor:

205/871-7011 Lonnie Tidwell)

420 -- Uniform Standards of Professional 11

Appraisal Practice, Part B

(Approved for pre-certification only if

taken in conjunction with Course 410)

(Approved Instructor: Lonnie Tidwell)

500 -- Advanced Residential Form and 30

Narrative Report Writing (Approved

Instructors: Frank E. Harrison and

Margaret A. Hambleton)

510 -- Advanced Income Capitalization 40

520 -- Highest & Best Use and Market 40

Analysis

530 -- Advanced Sales Comparison and 40

Cost Approaches

540 -- Report Writing and Valuation Analysis 30

550-- Advanced Applications 40

AUBURN UNIVERSITY USPAP (Approved Instructor: Howard Porter) 16

Cheryl Hulsey (Approved Assistant Instructor: William

334/844-3105 Brown)

Foundations of Real Estate Appraisal 30

(Approved Instructors: William H. Brown &

Howard J. Porter, Jr.)

GADSDEN STATE COMMUNITY RLS-297 Real Estate Appraisal: 45

COLLEGE (Approved Instructor Sherman Guyton)

James Prucnal

205/549-8200

INTERNATIONAL ASSOCIATION IAAO 201 -- Appraisal of Land (1993)
(Approved 30 OF ASSESSING OFFICERS Instructor: Tom Fleming, Barry
Couch)

Dana Jonusaitis

312/819-6100

Lane Sauser IAAO Course 2 -- Income Approach to Valuation 30

205/844-4782 IAAO Course 5 -- Assessment of Personal Property 30

(Approved Instructor: Nicholas Kearney)

IAAO Course 6 -- Principles and Techniques 30

of Cadastral Mapping

IAAO Workshop 612 -- Fundamentals of Asset 18

Ratio Studies (Approved Instructor:

Robert J. Gloudemans)

IAAO Workshop 619 -- A -- B -- Standards of Practice 18

and Professional Ethics (Approved Instructors:

Wm. S. Carmen and Thomas Fleming)

IAAO Workshop 628 -- Valuing Property 15

Affected by Environmental Contamination

(Approved Instructor: Jack Williford)

INTERNATIONAL RIGHT OF 400 -- Uniform Standards of Professional 16
WAY ASSOCIATION Appraisal Practice

Willis Reynolds

205/581-5650 101 -- Principles of Real Estate Acquisition/Appraise 24

[Appraisal]

JEFFERSON STATE COMMUNITY RLS 116-Real Estate Appraisal 60

COLLEGE Certification (Approved Instructor: Walter Miles)

David Hearn BFN-238 -- Real Estate Appraisal 30

205/853-1200 or 856-7899 Certification I

(Approved Instructor: Walter Miles)

NATIONAL ASSOCIATION OF 1.3 Construction and Development of 30
INDEPENDENT FEE APPRAISERS Residential Real Estate Appraising

William H. Steele (Approved Instructor: Glenn R. Polete)

314/781-6688 2.7 Financial Analysis of Income 15

Properties Using the HP 19B II (Approved

Instructor: Michael Lange, Sr.)

Ann Tipton 3.1 Principles of Farm, Ranch and Rural 30

314/781-6688 Appraisers (Approved Instructor:

Ed Prevost)

4.0 Marshall & Swift Valuation Guides 15

(Approved Instructor: Robert Kaufman)

4.4 Relocation Report Writing (Approved 15

Instructors: Dennis Greene & Gary E.

Hall)

9.0 Concepts, Terminology & Techniques 15

(Approved Instructor: Dennis R. Greene)

TROY STATE UNIVERSITY Uniform Standards of Professional 15

AT DOTHAN Appraisal Practice (Approved Instructor:

334/712-0010 Dwight Wells)

Foundamentals [Fundamentals] of Real Estate 15

Appraisal Practice (Approved Instructor:

Dwight Wells)

WALLACE STATE COMMUNITY Appraisal Principles and Procedures 45

COLLEGE (Approved Instructor: Wilbur P. Fowler)

205/352-6403 Joanne Hathcoat

** If you are interested in a course/seminar that is not approved and listed above, you may

contact our office for additional information on courses pending approval.

Author:
Statutory Authority:
History:

A copy of Appendix B, including application forms, may be obtained from:

Alabama Real Estate Appraisers Board
660 Adams Avenue, Suite 360
Montgomery, Alabama 36104
Telephone Number: (334) 242-8747
FAX Number: (334) 242-874