

**IDAHO REAL ESTATE APPRAISER BOARD
APPRAISAL EXPERIENCE LOG**

INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPRAISAL EXPERIENCE LOG

The Idaho Real Estate Appraiser Board will not process incomplete or improperly completed forms. Incomplete forms will be returned to you for completion before being reviewed by the Board.

COMPLETE ALL PARTS OF THE FORM

**Log should be prepared in chronological order
A separate log is required for each supervisor, when applicable.**

- 1. Date of Report:** Insert the date of the appraisal report.
- 2. Property Address:** The physical address of the subject property must be listed.
- 3. Type of Property:** Residential (1-4 residential units), Multi family, Commercial, etc.
- 4. Complexity:** Complex or Non-Complex.
- 5. Approaches to Value:** Income approach, Cost approach, or Sales Approach.
- 6. Description of Applicant's Work Performed:** Briefly describe what parts of the appraisal process the applicant completed.
- 7. Scope of Supervising Appraiser's Review:** Briefly describe what the supervisor did to review and confirm the work completed by the applicant and the contents of the report.
- 8. Scope of Supervising Appraiser's Supervision:** Briefly describe the level of supervision provided to the applicant during the completion of the report.
- 9. Number of Hours:** This is the total number of hours it took to complete the assignment (*actual* hours worked on the appraisal). This is attested to by the supervisor's signature. The Board does review the hours listed in relation to report dates to ensure that applicants are claiming a reasonable amount of experience hours.
- 10. Number of Days:** This is the total number of days the project spanned, from acceptance of the assignment to submission of the appraisal report.
- 11. Appraised Value:** The Appraised Value of the subject property must be listed.
- 12. Applicant / Trainee Signature / License / Permit Number:** The signature, and License / Permit number of the applicant who is completing the log listed on the individual pages of the log is required. This also applies to out-of-state applicants who are required to insert their out-of-state license number.
- 13. Supervisor's Signature / License Number:** The signature and license number of the supervisor for the applicant who worked on the appraisals listed on the individual pages of the log is required. PLEASE NOTE: This requirement only applies to those applicants that currently require supervision.

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EXPERIENCE VERIFICATION AFFIDAVIT

Each applicant must complete and file this affidavit with the application for licensure or certification. Attach additional affidavits as necessary to verify all appraisals for which credit is claimed. Applicants may photocopy blank pages of the Appraisal Log for additional space, in order to list sufficient appraisals to meet the experience requirement for the desired appraisal classification.

All new licensee applicants (never before certified or licensed in any state) must obtain supervisory signature(s) certifying that the claimed Appraisal Log experience hours are true and correct:

APPLICANT AFFIDAVIT

I hereby certify that the information provided on the attached _____ pages is true and correct and represents actual appraisal and real estate experience completed by me. If I am an appraiser trainee, I further certify that I received the required supervision and have attached Supervisor Certifications for each supervisor who initialed my appraisal logs.

State of Idaho _____
County of _____

Signature of Applicant License/Permit Number

Subscribed and sworn to before me this _____ day of _____, 20_____

(SEAL)

Notary Public Official Signature
My Commission Expires _____

SUPERVISOR CERTIFICATION

I hereby certify that the appraisals that I have initialed on the attached logs represent the actual real estate appraisal experience that I have supervised for the above named applicant. I further certify that I signed and accept full responsibility for each appraisal listed on the log bearing my initials.

State of Idaho _____
County of _____

Signature of Supervisor License Number

Subscribed and sworn to before me this _____ day of _____, 20_____

(SEAL)

Notary Public Official Signature
My Commission Expires _____

(A Supervisor Certification must be submitted for each supervisor who signs your logs.)

Date of Report	Property Address	Type of Property (SFR, Condo, 2-4 Units)	Complexity		Approach(es) Used			Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours Worked by Applicant	Number of Days Project Spanned	Appraised Value
			C	NC	I	C	S						
											Total Hours:		

Applicant Signature and License / Permit #

Supervisor Signature and License #