

IDAHO REAL ESTATE APPRAISER BOARD
Idaho Division of Occupational and Professional Licenses
11341 W. Chinden Blvd., Boise ID 83714 or
PO Box 83720, Boise Idaho 83720-0063
Phone: (208)-334-3233 Website: <https://dopl.idaho.gov>
E-mail: rea@dopl.idaho.gov

INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY EXAMINATION

If you are applying for licensure other than by reciprocity, please complete and submit the following for review by the Idaho Real Estate Appraiser Board. (DO NOT use this form if you are a licensed appraiser in another state).

Application Checklist for a Real Estate Appraiser License by Examination **Please keep a copy of this application for your records.

- _____ Complete and sign the application. Processing will be delayed for applications that do not include a social security number or other documentation required under Idaho Code § 73-122. **Incomplete applications that do not include all the items required (excluding those items that must be sent directly to our office from an issuing authority) will delay licensure.**
- _____ Complete and attach the Experience Log form and Experience Verification Affidavit.
- _____ Read and sign the Consent to Service of Process and Affidavit and have your signature notarized.
- _____ Review the Idaho Real Estate Appraiser Laws and Rules and complete the open book Idaho Jurisprudence Examination. The current laws and rules are on the web at <https://dopl.idaho.gov>.
- _____ Read the Noncriminal Justice Applicant Privacy Statement form and keep a copy for your records.
- _____ Enclose the application fee of \$200.00 AND the original license fee of \$100.00. Please make checks and money orders payable to the Idaho Division of Occupational and Professional Licenses (DOPL). All returned checks are subject to a \$20.00 fee and the application will be invalid. FEES ARE NOT REFUNDABLE.
- _____ Proof of identification – a clear and readable color copy of a government-issued photo ID such as a passport, military ID, or valid driver’s license is acceptable.
- _____ Enclose your certificates of completion for each of the required educational courses.
- _____ For application of licensure as a Certified Residential Appraiser, this office must receive official college transcripts or any other documentation showing that you meet the federal education requirements. (See rule 350.01.a and 350.01.b)
- _____ For application of licensure as a Certified General Appraiser, this office must receive official college transcripts showing that you meet the federal degree requirements. (See rule 400.01.a)

Upon receipt of your completed application, you will be sent a letter requesting the submittal of two (2) actual appraisal reports that have been selected from your experience log.

Other Instructions:

- If you answer Yes to question 8 or 9, regarding discipline or previous criminal charges, you must provide additional information, as indicated below each question on the application.
- All applicants must review the Idaho Laws and Rules prior to licensure. Please note that according to Idaho Code §§ 54-4103 and 54-4119, you must be licensed or certified prior to any practice or solicitation of real estate appraising in Idaho. The Laws and Rules governing Real Estate Appraiser Licenses can be viewed at <https://dopl.idaho.gov> under the Real Estate Appraisers link.
- Please be sure to keep a copy of this application for your records.

ATTENTION MEMBERS AND SPOUSES OF MEMBERS OF THE ARMED SERVICES

If you are a member of the armed forces, an honorably discharged veteran or the spouse of an active member or veteran of the military, you are entitled to certain benefits because of your service. Those benefits may include expedited processing of your application and credit for military training that is relevant to the occupational license/registration for which you are applying. For a full explanation of eligibility and a comprehensive description of benefits available, see [Idaho Code §§ 67-9401-9407](#). Additionally, active members of the military may be eligible for a waiver of renewal fees and other renewal requirements, see [Idaho Code § 67-2602A](#).

If the name on your application does not match the proof of age document or the transcripts, please provide proof of the name change in the form of a marriage certificate, divorce decree or court order.

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APPLICATION FOR LICENSURE BY EXAMINATION

I hereby make application for licensure as a Real Estate Appraiser in Idaho under the provisions of Title 54, Chapter 41, Idaho Code:

Licensed Residential **Certified Residential** **Certified General**

1. **Full Name (Mr., Mrs., or Ms.)** _____

2. **Address of Record** _____
(The above address is a public record.) Street/PO Box City State Zip

3. **Mailing Address** _____
(Will be used as address of record if none provided above.) Street/PO Box City State Zip

4. **Date of Birth** ____/____/____
mm dd yyyy (Proof of identification – a clear and readable color copy of a government-issued photo ID such as a passport, military ID, or valid driver’s license must be attached.)

5. **Social Security No.** ____/____/____ **E-mail** _____
(This is not a public record; required by I.C. § 73-122.) (This is not a public record; required by I.C. § 67-2609.)

6. **Business Phone** (____) _____ **Other Phone** (____) _____
(The above phone number is a public record.) (The above phone number is not a public record.)

7. **Have you ever held an appraiser license, certification, or registration in any other state?** Yes No

If Yes, please list the other state(s) and license number(s):

8. **Have you ever had a license, certification, or registration for any profession revoked, suspended or otherwise sanctioned?** Yes No
(If Yes, a copy of the charges and the final order must be received before your application will be processed.)

9. **Have you ever been convicted of any State or Federal felony?** Yes No
(If yes, the Criminal Conviction Disclosure Form, official court documents, and probation and parole documents along with any other relevant information must be received with this application.)

10. **Are you or your spouse an active member or honorably discharged veteran of the United States Armed Services?** Yes No
(To utilize experience or education gained in the military to qualify you for this license/registration, please attach a copy of your DD-214.)

11. **Have you completed the required appraisal coursework noted in law and rule?** Yes No
(See Rule 300, 350 & 400. Official proof of attendance documentation of all course work must be attached.)

12. **Have you met the experience requirements as noted in law and rule?** Yes No
(See Rule 300, 350, & 400. A complete experience log must be attached to this application together with the verification affidavit. You must complete and file the **Experience Verification Affidavit** with the application for licensure or certification. Attach additional affidavits as necessary to verify all appraisals for which you claim credit. All new applicants (not currently licensed or certified in Idaho) must obtain supervisory signatures certifying the accuracy of experience noted on the Appraisal Log.)

13. **Have you successfully passed the examination authorized by the Board in any other jurisdiction?**
(Official documentation of your scores must be on file with the Board before your application can be processed.) Yes No

APPLICATION FOR LICENSURE BY EXAMINATION

(continued)

CONSENT TO SERVICE OF PROCESS and AFFIDAVIT

I hereby irrevocably consent, stipulate and agree that any service of process in any action against me arising out of my activities as a state licensed or certified real estate appraiser may be made by delivery of said process on the board.

I hereby certify under penalty of perjury that the responses provided above and those attached to this application are true and accurate to the best of my knowledge and belief and that I will furnish all additional information or documentation as may be deemed necessary for the verification of the information provided.

I further certify that I have reviewed and will comply with the Idaho Laws and Rules governing Real Estate Appraiser practice. I hereby authorize and direct any person, agency, firm, or other entity to release to, upon the request of the Division of Occupational and Professional Licenses or its authorized representative, any information, report, communication, record, statement, recommendation, or disclosure that may have bearing on my eligibility for or maintenance of the license for which I am applying.

I understand that by signing this form I am authorizing the release of information about me that may otherwise be protected or confidential. Upon oath I certify that: (1) I am the applicant named in and who has signed this application; (2) I am a United States citizen or a legal permanent resident or I am otherwise lawfully present in the United States; (3) I have read and will conform to the Laws, Rules and ethical requirements governing the profession for which I am seeking a license or authority to practice; (4) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws, Rules or ethical requirements governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted to me; (5) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate or incomplete; (6) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on my eligibility for or maintenance of the license or authority for which I am applying and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; (7) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority issued or applied for in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof; and (8) every statement made and all information presented in this application and any addendum or other attachment submitted herewith is true and correct.

Signature of Applicant

State of _____, County of _____, ss.
Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____

Note: The applicant’s signature must be notarized. The applicants must declare the answers provided are true in front of a notary (jurat). The language “subscribed and sworn” must appear before the applicant’s signature. An “acknowledgement” where the notary only verifies the identity of the applicant is not acceptable.

IDAHO REAL ESTATE APPRAISER BOARD
STATE JURISPRUDENCE EXAMINATION
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CAREFULLY READ EACH NUMBERED STATEMENT. BELOW EACH STATEMENT CHOOSE THE WORD OR PHRASE THAT MOST CORRECTLY COMPLETES THE MEANING OF THE STATEMENT. FOR EACH STATEMENT, SHADE IN BETWEEN THE BRACKETS IN FRONT OF THE WORD OR PHRASE YOU CHOOSE.

1. An Idaho Licensed Residential Appraiser may appraise:
 - a. any residence having a transaction value less than \$1,500,000.
 - b. any residential real property consisting of 1 to 6 residential units.
 - c. any single unit residence regardless of cost or complexity.
 - d. any single family residential real property having a transaction value less than \$250,000.

2. A Broker's Price Opinion is defined in part as:
 - a. a conclusion of a property's value that is prepared by a real estate associate.
 - b. a written analysis of real property value that is prepared by a real estate broker.
 - c. a written price opinion of the estimated price for a property that is prepared by a licensed real estate sales associate.
 - d. the estimated written market price of a residential property prepared by a real estate broker.

3. The purpose of the Idaho Real Estate Appraisal Law is to:
 - a. ensure that all appraisals are correct and lawful by requiring a license to practice.
 - b. allow those wishing to perform appraisals the opportunity to be professionally licensed.
 - c. provide licensure for those persons who regularly perform complex property appraisals.
 - d. safeguard life, health and property and to promote the public welfare.

4. An Appraisal is defined in part as:
 - a. a written and notarized statement of minimum value which meets U.S. guidelines.
 - b. a conclusion relating to value of identified real estate.
 - c. any document which references cost, value, quality, or utility.
 - d. the act of assuming qualifying conditions relating to the minimum acquisition price of any commodity.

5. An Idaho Certified Residential Appraiser may appraise:
 - a. any 1 to 4 family residence regardless of cost or complexity.
 - b. any multi-unit residence having a transaction value less \$1,500,000.
 - c. any 1 to 6 family residence having a transaction value less \$1,500,000.
 - d. any residential real property having a transaction value less than \$1,000,000.

6. All real estate appraisals completed in Idaho MUST:
- a. be in writing.
 - b. be in compliance with USPAP.
 - c. have all three approaches to value applied.
 - d. be physically inspected by the signing appraiser.
7. An Idaho licensed or certified Appraiser MUST:
- a. renew their license to practice as an appraiser biennially.
 - b. obtain and document continuing education as a condition of licensure.
 - c. retake the exam for licensure if a license is not renewed prior to the renewal date.
 - d. complete and submit an Experience Log to the Idaho Real Estate Appraiser Board every 5 years.
8. A Uniform Standards of Professional Appraisal Practice update course must be completed:
- a. every year.
 - b. every 2 years.
 - c. every 7 years.
 - d. only prior to receiving initial licensure or certification.
9. An Idaho Certified General Appraiser may appraise:
- a. all types of real property in Idaho.
 - b. only commercial or industrial real property.
 - c. all types of real property in any state, territory or possession of the United States.
 - d. only real property having a transaction value more than \$10,000,000.
10. The Board of Real Estate Appraisers may suspend or revoke a license or certificate for:
- a. completing the required hours of continuing education in a licensing period.
 - b. revising a completed appraisal for mistakes.
 - c. accepting an appraisal assignment contingent upon a predetermined value.
 - d. documenting that there is an agreement in place to perform specialized services for a contingent fee.

**IDAHO REAL ESTATE APPRAISER BOARD
STATE JURISPRUDENCE EXAMINATION
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Depreciation Analysis by Extraction Method

	Comp. 1	Comp. 2	Comp. 3
Sale Price:	\$205,000	\$215,000	\$217,000
Land Value:	48,000	50,000	54,500
Improv. Contributory Value:	157,000	165,000	162,500
Sale Date:	Feb-07	Mar-07	Feb-07
Est. Reconstruction Value:	\$179,000	\$182,500	\$184,000
Improvements:			
Less Contributory Value:	_____	<u>-165,000</u>	_____
Improvements:			
Accrued Depreciation:	<u>22,000</u>	_____	_____
Percent Depreciation:	_____	_____	<u>11.68%</u>
Effective Age (years):	9	8	9
Est. Depreciation per Year:	_____ %	<u>1.20%</u>	_____ %
Reconciled Annual Depreciation:	_____ %		

Subject Property:

Effective Age: 8 years

Subject Land Value: \$52,000

Est. Cost New, Improvements: \$183,000

Depreciation: - \$ _____

Value from Cost Approach: \$ _____

AFFIDAVIT

I hereby certify under oath that the responses provided above are my own, based on my personal review of the Idaho Laws and Rules governing the practice of real estate appraising.

Print Name of Applicant

Signature of Applicant

State of _____, County of _____, ss.

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

(seal)

Notary Public Official Signature
My Commission Expires _____

Submit all pages of this completed examination with your application.



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Idaho Real Estate Appraiser Board that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website <https://isp.idaho.gov/bci/criminal-history/>.

Please retain a copy of this document for your records.

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Nov-19