



STATE OF MISSOURI
 DIVISION OF PROFESSIONAL REGISTRATION
APPLICATION FOR REAL ESTATE APPRAISER
CERTIFIED RESIDENTIAL

REAL ESTATE APPRAISERS COMMISSION
 P.O. BOX 1335, 3605 MISSOURI BLVD.
 JEFFERSON CITY, MISSOURI 65102
 pr.mo.gov/appraisers

GENERAL INSTRUCTIONS

Carefully follow the steps outlined for each section of the application on the instruction sheet. Type or print legibly with black ink only. The application must be completed in its entirety. If an area is not applicable please indicate as "N/A". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant. All signature areas must contain an **original** signature (copies of signatures are not acceptable). **THE APPLICATION FEE OF \$300 MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE!**

PART I — APPLICANT'S APPLYING STATUS

CHECK THE ONE BOX THAT BEST DESCRIBES YOUR APPLYING STATUS

- | | |
|--|---|
| <input type="checkbox"/> This is the first time I have made application for this profession in Missouri. | <input type="checkbox"/> My application for this profession had previously been denied in Missouri. I am reapplying since I have fulfilled additional requirements. |
| <input type="checkbox"/> I have previously made application for this profession in Missouri; however, my previous application expired and I am now reapplying. | <input type="checkbox"/> Other: |
| <input type="checkbox"/> I am currently a Missouri Licensed/Certified Appraiser (Lic. # _____) and am now applying for a higher appraiser category. | |

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PART II — APPLICANT IDENTIFYING INFORMATION

1. APPLICANT NAME (LAST, FIRST, M.I.) MR. MRS. MS.		2. SOCIAL SECURITY NUMBER* (see below and attachment) — —	
3. LIST ANY NAMES OTHER THAN ABOVE UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED		4. DATE OF BIRTH	5. AGE
6. HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)		7. COUNTY	
8. BUSINESS NAME			
9. BUSINESS ADDRESS		10. COUNTY	
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED WORK ()		12. TELEPHONE NUMBER HOME ()	
13. E-MAIL ADDRESS			

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.

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PART III - EDUCATION INFORMATION FOR STATE CERTIFIED RESIDENTIAL APPLICANTS

REAL ESTATE APPRAISAL COURSES COMPLETED. To receive credit, courses must be Commission approved and verified by the course provider. List each course by provider, course name, year attended, classroom hours and attach the verification documents.

COURSE PROVIDER	COURSE NAME	YEAR	HOURS
1. Uniform Standards of Professional Appraisal Practice			
2. Basic Appraisal Principles			
3. Basic Appraisal Procedures			
4. Residential Market Analysis and Highest and Best Use			
5. Residential Appraiser Site Valuation and Cost Approach			
6. Residential Sales Comparison and Income Approach			
7. Residential Report Writing and Case Studies			
8. Statistics, Modeling or Finance			
9. Advanced Residential Applications and Case Studies			
10. Appraisal Subject Matter Electives			

PART III CONTINUED: CHECK ONE BOX

College Level Education for Certified Residential

<input type="checkbox"/> Option #1	<input type="checkbox"/> Option #2	<input type="checkbox"/> Option #3	<input type="checkbox"/> Option #4	<input type="checkbox"/> Option #5	<input type="checkbox"/> Option #6
<p>Bachelor's Degree in any field of study</p>	<p>Associates Degree in a field of study related to:</p> <ul style="list-style-type: none"> • <i>Business Administration</i> • <i>Accounting</i> • <i>Finance</i> • <i>Economics</i>; or • <i>Real Estate</i> 	<p>Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:</p> <ul style="list-style-type: none"> • <i>English Composition</i> (3 hours) • <i>Microeconomics</i> (3 hours) • <i>Macroeconomics</i> (3 hours) • <i>Finance</i> (3 hours) • <i>Algebra, Geometry, or Higher Math</i> (3 hours) • <i>Statistics</i> (3 hours) • <i>Computer Science</i> (3 hours) • <i>Business Law</i> or <i>Real Estate Law</i> (3 hours) • Two elective courses in any of the above topics, or in <i>Accounting, Geography, Agricultural Economics, Business Management, or Real Estate</i> (3 hours each) 	<p>Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations (see Equivalency Table on next page)</p>	<p>Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3</p>	<p>No college-level education required.</p> <p>This option applies <u>only</u> to appraisers who have held a Licensed Residential credential for a minimum of five (5) years and have no record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential</p>

Equivalency Table

CLEP Exams	CLEP Semester Hours Granted	Applicable College Courses
<i>College Algebra</i>	3	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>College Composition</i>	6	<i>English Composition</i>
<i>College Composition Modular</i>	3	<i>English Composition</i>
<i>College Mathematics</i>	6	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>Principles of Macroeconomics</i>	3	<i>Macroeconomics or Finance</i>
<i>Principles of Microeconomics</i>	3	<i>Microeconomics or Finance</i>
<i>Introductory Business Law</i>	3	<i>Business Law or Real Estate Law</i>
<i>Information Systems</i>	3	<i>Computer Science</i>

PART IV — RECORD OF LICENSING INFORMATION

If you have ever been licensed/certified to practice Real Estate Appraisal in Missouri or any other jurisdiction you must complete the information requested below. This also applies to temporary, trainee, and apprenticeship licenses or permits. Failure to disclose all (active, nonactive or expired) licenses, certifications and/or permits may result in the denial of this application. **If Part V is not applicable, please indicate below as "N/A."**

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (ACTIVE, LAPSED, ETC.)
STATE OF ORIGINAL LICENSURE/ CERTIFICATION				
STATE OF CURRENT LICENSURE/ CERTIFICATION WHERE YOU MOST RECENTLY HAVE BEEN PRACTICING.				
OTHER STATES OF LICENSURE/CERTIFICATION				

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART V — RECORD OF EXAMINATION

If you have ever taken a certification or licensure examination in Missouri or any other state, for the appraisal profession, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action. **If Part VI is not applicable, please indicate below as N/A.**

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS (PASSED, FAILED, ABSENT)

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART VI — PERSONAL HISTORY INFORMATION			
THIS PART MUST BE COMPLETED BY ALL APPLICANTS		YES	NO
1. Has applicant ever been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, whether or not sentence was imposed? If yes, explain fully.			
2. Do you now, or have you within the past five (5) years, suffered from, been diagnosed as having, or been treated for any disease or condition that would interfere with your ability to perform the essential functions of your profession which is generally regarded by the medical community as chronic? If yes, attach detailed statement, including an explanation regarding whether or not you are currently under treatment.			
3. Have you been denied a professional license, certification, or permit, or privilege of taking an examination, or had a professional license, certification, or permit disciplined in any way by any licensing authority in Missouri or elsewhere? If yes, attach a detailed explanation.			
4. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.			
5. Are you a U.S. citizen OR a lawfully admitted alien of the United States?			

PART VII — CERTIFYING STATEMENT	
<p>1. I agree to comply with the provisions set forth in the Missouri Statutes, rules and regulations governing real estate appraisers.</p> <p>2. I authorize the Missouri Real Estate Appraisers Commission to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.</p> <p>3. If an appraisal license/certificate is issued to me in error, I agree to return the license/certificate upon request after being given appropriate due process.</p> <p>The foregoing statements are made for the purpose of procuring a Missouri Real Estate Appraisers License/Certification and I hereby consent that these statements may be used as evidence by the Commission, or in any court in Missouri where a violation of the Law is claimed, and that the application and representations made by me in order to procure a Real Estate Appraiser License/Certification, and the statements herein made may at any time be used in evidence.</p> <p>I further agree to comply with the standards set forth in the Missouri Statutes, Missouri Real Estate Appraisers rules and regulations, and the Uniform Standards of Professional Appraisal Practice, and fully understand the types of misconduct for which disciplinary proceedings may be initiated against me as a state licensed/certified real estate appraiser.</p>	

MUST BE SIGNED IN PRESENCE OF NOTARY	APPLICANT SIGNATURE	
		
	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS (DAY, MONTH, YEAR)	
NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	USE RUBBER STAMP IN CLEAR AREA BELOW.
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

Consult "Real Estate Appraiser Instructions" for supporting documentation, and additional specific information concerning the filing of your application.

SPECIAL NEEDS: If you have special needs addressed by the Americans with Disabilities Act, you must notify this office to insure that reasonable accommodations are made for your needs. Notification must be in writing and mailed to the Missouri Real Estate Appraisers Commission, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102. Notification of special needs must be received by the Commission at a reasonable time in advance of the date on which the accommodation for special needs is required.



APPLICANT

Complete Work History for the last five (5) years. Include all work experience and account for entire time period. You are authorized to photocopy this form if additional space is required.

1. NAME (LAST, FIRST, MIDDLE)		2. DATE OF BIRTH ____ / ____ / ____ MONTH DAY YEAR	
3. SOCIAL SECURITY NUMBER* - -		4. ADDRESS (STREET, CITY, STATE, ZIP CODE)	
5. MAIDEN OR GIVEN SURNAME		6. CHECK HERE IF YOU HAVE NEVER BEEN EMPLOYED <input type="checkbox"/>	8. DATE FORM COMPLETED

8. RECORD WORK HISTORY CHRONOLOGICALLY - COMPLETE WORK HISTORY BEGINNING WITH PRESENT EMPLOYMENT

A. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			
B. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			
C. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.

MISSOURI REAL ESTATE APPRAISER APPLICATION INSTRUCTIONS

Upon completion of the education and exam requirements, all applicants for appraiser certification are required to submit the application, application fee, official transcript, education certificates, supervisor affidavit, experience field and review sheet along with the trainee appraisal log. Each page of the log must be signed by the trainee and supervisor

All areas of the application that require a signature must contain an **original** signature; copies are not acceptable! Fees must accompany your application and are **NOT REFUNDABLE**. If the name shown on your application is different than that shown on any documentation, you must submit proof of legal name change such as marriage license, divorce decree or court order.

APPLICATION:

Part I, Application Status:

In Part one, check the box that best describes your application status.

Part II, Identification Information: If your name on any supporting documentation is different than the name used on the application, you must submit proof of a legal name change (marriage license, divorce decree, etc.).

Part III, Education Options:

In Part three check one box that indicates the educational requirement that you are applying under.

List each appraisal course by provider and course name. List the year that you successfully completed the course and course hours. Listings of approved course providers are available at <http://pr.mo.gov/appraisers-education.asp>

Part IV and Part V, Record of Licensure/Record of Examination:

List the appraiser licenses/certifications, etc., that you have or had, in Missouri or other jurisdictions. Failure to do so could result in the discipline of your license or denial of an original license. In addition, you must list examinations that you have taken for licensure or certification as an appraiser.

Part VI and Part VII, Personal History/Certifying Statement:

All questions must be answered. Falsifying an answer could result in discipline to your license or denial of licensure. The certification (Part VIII) must contain an **original** signature. Copies of signatures are not acceptable.

Work History:

The History Work form must be completed for all appraiser applicants. In completing the form, list all your work history for the sixty months preceding the signature date of your application.

Fees:

The application must be accompanied by the appropriate **NONREFUNDABLE fee in the form of a check or money order made payable to the Missouri Real Estate Appraisers Commission**. Application fees are as follows:

Certified Residential Real Estate Appraiser	\$300
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MASS APPRAISAL AND AD VALOREM TAX ASSESSMENT EMPLOYEES

The experience requirement for mass appraisals shall be fulfilled by submitting an appraisal log. A sample may be found online at <http://pr.mo.gov/appraisers-requirements-application-forms3.asp>

Qualifying mass appraisal experience should be USPAP compliant under Standard 6 for mass appraisals, Standards 1 and 2 for appraisals of individual properties, and Standard 3 for review of individual appraisals.

SUPPORTING DOCUMENT EXPERIENCE LOG

Appraisal Experience Log:

Certified Residential — requires 1,500 hours of appraisal experience obtained during no fewer than 12 months.

An appraisal log (Supporting Document Form Appraisal Experience Log) must be completed as evidence of field and review appraisals as an appraiser. All appraisals listed on the appraisal log must be in conformance with USPAP if prepared after January 1, 1992; or, meet reasonable minimum standards, if prepared before January 1, 1992. All appraisals listed are subject to Commission review.

In completing the appraisal log, **FOLLOW THESE INSTRUCTIONS CAREFULLY! Appraisal logs not prepared in accordance with these instructions will be returned.**

First, photocopy the Trainee Appraisal Experience Log to attain the number of pages needed to list the appraisals that you intend to submit. Start listing your appraisals for the most current year. List residential appraisals (code R) for that year followed by the nonresidential appraisals code (code G). After the last listing (for the most current year) start a new page and repeat the listing process for the next (or second) most current year. Repeat this process. Each page must contain original signatures of the trainee and supervisor. Upon completion of the appraisal log, completed the Appraisal Experience Field and Review Sheet.

Residential applicants must submit or samples that include the cost and sales comparison approach

Upon completion of the education and experience requirements, random samples of your work from the assignment log will be requested. Electronic files must be in pdf format with no security settings.

The hours listed in the following table are considered **maximum**. If you feel that more time should be awarded for any appraisal, you may list the appraisal as code G9 and request at a higher amount; however, a written justification for each such listing must accompany the appraisal log.

Refer to the following for entering code and maximum authorized experience hours:

(A) R1 = Single Family, Condo., or similar*	
i. 1004 (URAR)	10 hrs
ii. exterior only forms (2055, etc.)	5 hrs
(B) R2 = 2, 3, or 4 unit family dwellings	15 hrs
(C) R3 = vacant residential sites (up to 40 acres)	5 hrs
(D) G1 = apartments 5 - 12 units	20 hrs
(E) G2 = apartments 13 and more units	35 hrs
(F) G3 = vacant land (other than single family)**	10 hrs
(G) G4 = industrial	35 hrs
(H) G5 = office space	35 hrs
(I) G6 = retail space	35 hrs
(J) G7 = special use property (provide explanation)	35 hrs
(K) G8 = operating or special use agriculture***	35 hrs
(L) G9 = other (provide detailed explanation)	
*1. Includes homes on acreage, hobby farms, etc.	
**2. Includes non-agricultural acreage, commercial land, etc.	
***3. If operating, primary income shall come from property. Some explanation relating to type of use should be provided.	

When requested please submit **signed copies** of the selected works samples inasmuch as they will be destroyed upon completion of the review. Include all file memoranda (work file) pertinent to the appraisal report(s) to be reviewed by the commission. If your signature is not the only signature on the work samples, a letter of explanation from the co-signer or reviewer should be forwarded explaining the applicant's participation of the appraisal report and also if reviewer or co-signer inspected the property. If you have not participated fully in the preparation of a report or reports, the number of hours shown on the experience log should be reflective of the **actual hours spent**.