

STATE OF ALABAMA

Requirements for Submission of Experience Credit

**Alabama Real Estate Appraisers Board
Post Office Box 304355
Montgomery, Alabama 36130-4355
(334) 242-8747 or (334) 242-8749 (FAX)**

This pamphlet contains information regarding the submission of appraisal experience for state licensure. Questions should be directed to the Appraisers Board by calling (334) 242-8747.

EXPERIENCE REVIEW PROCESS

I. EXPERIENCE REVIEW COMMITTEE:

- A. The Alabama Real Estate Appraisers Board shall serve as “the committee” to review and verify appraisal experience submitted by all applicants for all five categories.

II. REVIEW PROCEDURE

- A. **Application:** Applicants are to list their appraisal experience on the application provided by the Board. Computer generated forms will be accepted, provided that all necessary data is submitted in a format similar to that published by the Board.

- B. **Experience Credit:** Only those appraisal reports that fully comply with the Uniform Standards of Professional (USPAP) shall be considered for experience credit. This typically includes appraisal for first mortgage underwriting under the appraisal guidelines of FNMA, FHLMC, FSLIC, FDIC, VA, FHA, FmHA, and Federal Farm Credit Banks.

Letter opinions, verbal estimates, buyer or seller pricing advice, typical second mortgage abbreviated reports and other less than complete appraisal reports shall not be accepted for experience credit.

- C. **Review of Reports:** It is the responsibility of the Board to verify that applicants have met the experience requirement prior to the issuance of state license. The Board shall have the authority to request and review copies of any appraisal reports listed in the application for experience credit.

EXPERIENCE POINT SYSTEM

Experience points may be earned in the five-year period preceding the date of application. For experience credit on Alabama appraisals done after August 1, 1994 the applicant must have been licensed in Alabama. One experience point is the approximate equivalent of ten hours of qualifying work.

1. **State Trainee Real Property Appraiser** – No appraisal experience is required before an applicant is approved for this classification.
2. **State Registered Real Property Appraiser** – A minimum of 100 points of appraisal experience is required for this license.
3. **State Licensed Real Property Appraiser** – A minimum of 200 points of appraisal experience is necessary for this license. All experience points cannot be earned in one calendar year.
4. **State Residential Real Property Appraiser** – A minimum of 250 points appraisal experience is necessary for this state certification. Experience must be earned over at least a 24 months period.
5. **State Certified General Real Property Appraiser** – A minimum of 300 points of appraisal experience is necessary for this certification. Experience must be earned over at least a 30-month period.
6. When an appraisal report is signed by more than one person, the allowable credit for said assignment **must** be divided equally among all signatories. For example, when two appraisers both sign an appraisal report, the experience credit allowed for that particular report will be prorated equally among the signers, i.e., if the appraisal is worth one point experience credit, each appraiser will receive 0.5 point. If three appraisers sign a report worth 6 points, each will receive 2.0 points, etc.

For purposes of allocating experience credit, no distinction will be made between the classification of the appraisers, i.e., if Trainee Real Property signs a report with a Certified Residential Real Property Appraiser, the experience credit allowed for that particular report will be prorated equally among each signer.

7. If the person applying for experience credit was unable to sign off on the appraisal report but is mentioned in the certification as having provided significant professional assistance, a proportional amount of credit, based on the number of people contributing to the report, can be requested. Credit will not be granted if professional assistance has not been disclosed.
8. The number of experience points from limited appraisals cannot exceed 25% of the total points required. Limited appraisals should be identified on the experience log by adding (L) to the appropriate property abbreviation.

INSTRUCTIONS FOR COMPLETING THE EXPERIENCE APPLICATION

FIELD DEFINITIONS

- | | | |
|-----|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1. | PROPERTY ADDRESS | Physical address of property appraised |
| 2. | CITY, STATE | City and state in which property is located |
| 3. | SQUARE FEET | Square feet of living area of residences and gross building area for commercial property appraised |
| 4. | DATE | Month and year appraisal was submitted to client |
| 5. | APPRAISAL PERCENTAGE | Proportion of work completed by applicant. The percentage should be divided equally between all signers of the appraisal (100, 50%) |
| 6. | EXPERIENCE POINTS | Allowable points for appraisal of subject property based on attached listing of property types and experience points |
| 7. | APPRAISER'S POINTS | The points should be divided equally between all signers of the appraisal. |
| 8. | PROPERTY ABBREVIATION | Property type taken from the attached listing |
| 9. | CLIENT | Firm or individual authorizing the appraisal report, and to whom it was addressed |
| 10. | CITY, STATE, ZIP | The city, state, and zip code of the client |
| 11. | TELEPHONE NUMBER | Phone number of the contact person for verification of the appraisal report |
| 12. | CONTACT PERSON | Individual who can verify the appraisal report |

PROPERTY ABBREVIATIONS AND CORRESPONDING EXPERIENCE POINTS

RESIDENTIAL POINTS

<u>PROPERTY ABBREVIATION</u>	<u>DESCRIPTION</u>	<u>EXPERIENCE POINTS</u>
1. RES1	One unit dwelling (House, townhouse, condominium)	1
2. RES2	Two to four unit dwelling (Apartment, duplex, condominium)	2
3. RESLOT	Residential lot (one to four family)	½
4. SUBLOT	Subdivision lots (Not to exceed five points per subdivision)	½
5. RESCRS	Instruction of a residential appraisal course approved by the Board, consisting of 15 classroom hours or more (Not to exceed 16 points per year)	4
6. ACREAGE:	Farm or timber acreage potentially suitable for a house site;	
ACRE1	-Less than 10 acres	1
ACRE2	-10 to 100 acres	2
ACRE3	-Over 100 acres	3
7. RESOTH	All other unusual structures or or acreage, larger or more complex than typical properties described herein	Submitted to Board for determination (1/2 to 5 points)
8. TEXTRES	Residential appraisal textbook authorship (Not to exceed 20 points per year)	Submitted to Board for determination
9. ARTRES	Residential journal article in journals of approved national appraisal organizations (Not to exceed 20 points per year)	10

Note: The cumulative points from Items 5, 8, and 9 shall not exceed 50% of the cumulative points.

10.	RESREV	Review of appraisals shall be worth 20% of the points awarded for the appraisal	
11.	RL	Rural lot – unimproved rural land, 25 acres or less	½
12.	RR	Rural residence – one unit primary dwelling, 10 acres or less	1
13.	R	Ranchette – part time rural use, 10 to 25 acres, with main dwelling and outbuildings, such as additional residence, barns, or other outbuildings	3

GENERAL POINTS

1.		<u>Apartments</u>	
	APT1	5 to 20 units	4
	APT2	21 to 100 units	8
	APT3	Over 100 units	10
2.		<u>Hotels</u>	
	HOTEL1	50 or fewer units	6
	HOTEL2	51 to 150 units	8
	HOTEL3	Over 150 units	10
3.		<u>Meeting/Conference/Auditorium</u>	
	CONF1	20,000 square feet or less	4
	CONF2	Over 20,000 square feet	6
4.		<u>Industrial or Warehouse Building</u>	
	WARE1	20,000 square feet or less	6
	WARE2	Over 20,000 square feet (single tenant)	8
	WARE3	Over 100,000 square feet (multiple tenant)	10

5.		<u>Office Buildings</u>	
	OFF1	10,000 square feet or less	6
	OFF2	10,001 to 100,000 square feet	8
	OFF3	Over 100,000 square feet	10
6.		<u>Condominium Residences - Must Include Income Approach to Value</u>	
	CONDO1	5 to 30 units	6
	CONDO2	Over 30 units	10
7.		<u>Retail Buildings</u>	
	RETAIL1	10,000 square feet or less	6
	RETAIL2	Over 10,000 square feet - single tenant	8
	RETAIL3	Over 50,000 square feet - multi-tenant	10
8.		<u>Acreage of Non-Residential Land for Commercial or Multiple Family Use</u>	
	LAND1	100 acres or less	3
	LAND2	Over 100 acres, with direct sales analysis only	6
	LAND3	Over 100 acres, including income approach to value	8
9.		<u>Timber or Farm Acreage for Commercial or Multiple Family Use</u>	
	ACRE4	100 to 200 acres	3
	ACRE5	Over 200 acres, with direct sales analysis only	6
	ACRE6	Over 200 acres, including income approach to value	8
10.	GENOTH	All other unusual structures which are larger or more complete than the typical properties described herein Items 1. through 9.	Submitted to Board for determination 1-15 points
11.	GENREV	Review of appraisals shall be worth 20% of the points awarded for the appraisal	

12.	GENCRS	Instruction of an approved commercial appraisal course, 20 classroom hours or more in length (Not to exceed 20 points per year)	10
13.	TEXTGEN	Appraisal textbook authorship in commercial appraisal topics (Not to exceed 20 points per year)	Submitted to Board for determination
14.	ARTGEN	Commercial field journal articles in journals of approved national appraisal organizations (Not to exceed 20 points per year)	10

Note: The cumulative points from Items 12, 13, and 14 shall not exceed 50% of the cumulative general points.

15.	PG	<u>Pasture or Grazing Enterprises</u>	
		25 to 50 acres	1
		50 to 100 acres	2
		100 to 500 acres	3
		500 to 2,000 acres	6
		Over 2,000 acres	8
16.	RC	<u>Row Crop Enterprises</u>	
		25 to 50 acres	2
		50 to 100 acres	3
		100 to 500 acres	4
		500 to 2,000 acres	6
		Over 2,000 acres	10
17.	OVN	<u>Orchard, Vineyard, and Plant Nursery Enterprises</u>	
		50 acres or less	2
		50 to 100 acres	4
		100 to 500 acres	8
		500 to 2,000 acres	10
18.	TF	<u>Truck Farm Enterprises</u>	
		50 acres or less	2
		50 to 100 acres	4
		100 to 500 acres	6
		500 to 2,000 acres	8

19.	DA	<u>Dairy Enterprises</u>	
		50 or less cow milking herd	4
		50 to 100 cow milking herd	6
		Over 100 cow milking herd	8
20.	DIV	Diversified agricultural operations of over 500 acres involving two or more of the above enterprises, assuming multiple disciplines are exhibited in the report	10
21.	T	Timber and Timberland Appraisals	
		40 to 100 acres	2
		100 to 500 acres	3
		500 to 2,000 acres	5
		2,000 to 10,000 acres	7
		Over 10,000 acres	Submitted to Board for determination
22.	SPEC	Specialized agricultural properties	Submitted to Board for determination

Note: At least 50% of the cumulative points for Certified General must be earned in non-residential categories. No more than 40% of the cumulative points may be earned from any one category (Items 1. through 9. and Items 15. through 22.) Applicants may request a waiver of this requirement for unique depth of experience in a single area.

