

APPRAISAL EXPERIENCE

Doc No.135

The South Carolina Real Estate Appraisers Board has adopted an hourly system to assure fairness and uniformity in evaluating appraisal experience. The appraiser must demonstrate that 1,000 hours of appraisal experience has been accumulated for Licensed, 1,500 hours for Certified Residential and 3,000 hours for Certified General (with 1,500 hours being non-residential). Also, to be eligible to apply for reclassification, an appraiser must have a minimum 6 months of appraisal experience for Licensed, a minimum of 12 months of appraisal experience for Certified Residential and a minimum of 18 months of appraisal experience for Certified General.

Prior to completing the attached logs and summary, review these instructions carefully to determine what will count toward appraisal experience requirements.

Be certain to make additional copies of the blank experience logs before you begin. It may take several pages to document your work. Do not include more than the number of hours which are required for licensure or certification.

The maximum number of hours which an appraiser can earn in review (field, documentary, or desk) appraisal experience is limited to 50%. The maximum number of hour which an appraiser can use for mass appraisal experience is limited to 50%.

Copies of appraisal reports should not be submitted with the experience logs and summary. However, the Real Estate Appraisers Board may request referenced appraisal reports for review and verification.

LOGGING THE EXPERIENCE

Background

Effective January 1, 2008, the AQB requires all states to verify experience credit for candidates wishing to upgrade their credential to a higher level. According to Guide Note 6, issued in June 2008, experience credit **MUST** be verified as follows:

G. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:

- 1. Type of property;*
- 2. Date of report;*
- 3. Address of appraised property;*
- 4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;***
- 5. Number of actual work hours by the trainee/applicant on the assignment; and*
- 6. The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser if applicable.*

The intent of item #4 is explained as follows:

It is the intent of the AQB that the verification of experience clearly identifies three things under item #4:

- 1) A description of the work performed by the trainee or applicant;*
- 2) The scope of the review performed by the supervising appraiser; and*
- 3) The level of supervision performed by the supervising appraiser.*

Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed.

The AQB recognizes that assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. Also, depending on the assignments involved, it might be expected that the supervising appraiser's level of review and supervision diminish over time as the trainee/applicant gains competency.

It should be noted that experience logs or other forms prescribed by a state appraiser regulatory agency to verify experience credit might appear very different, including requiring substantially more information than is identified in the example on the following page. However, as stated above, all forms must, at a minimum, include the items listed under Section V.G., Generic Experience Criteria, as specified in the 2008 Real Property Appraiser Qualification Criteria.

Therefore the South Carolina Real Estate Appraisers Board has developed a new reporting form that addresses all of the mandatory items. This new form has been streamlined in such a way as to eliminate excessive and repetitive writing. In addition to providing a PDF that is printable we have also included a downloadable Excel file that will allow the candidate to complete the form on a computer and print out the completed form where it may be initialed and signed by the supervisor.

INSTRUCTIONS FOR COMPLETING THE SCREAB EXPERIENCE LOG

SECTION 1: DATE OF THE REPORT

This is the date that the report was actually signed, not the effective date. This date should appear adjacent to the appraiser's signature on the certification.

SECTION 2: ADDRESS OF THE APPRAISED PROPERTY

This is to be the actual address of the property as contained in public records. If the subject is unimproved rural property and has no official address, ID the property by its Parcel ID Number.

SECTION 3: PROPERTY TYPE

This is the property type that corresponds to the hourly value requested. See section 5 for property type codes.

SECTION 4: CLIENT NAME OR FILE NUMBER

Client name or file number for reference.

SECTION 5: DESCRIPTION OF WORK

Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser.

SECTION 5a: DESCRIPTION OF THE WORK PERFORMED BY THE APPRAISER

Points for this category are assigned either individually or on a cumulative basis. In order to receive credit, the trainee must have a score of at least 6 points to claim experience credit.

Task Number	Task	Single Point Value
1	Neighborhood, Subject, Comparable Data Research	1
2	Neighborhood, Subject, Comparable Data Analysis	1
3	Report Sales and Listing History of Subject	1
4	Exterior Inspection of Subject Property	.5
5	Interior Inspection of Subject Property	1
6	Comparable Inspection and Photo	.5
7	Develop Improvement Cost	1
8	Develop Site Value	1
9	Develop Sales Comparison Approach	1
10	Develop Income Approach	1
11	Reconcile Approaches	1
12	Conclude Value	1

SECTION 5b: REPORT SIGNED

Is the report signed by trainee? If not, is credit given within the report for significant appraisal assistance per Standard Rule 2-3?

SECTION 5b: THE SCOPE OF THE REVIEW PERFORMED BY SUPERVISING APPRAISER

Note: This form must be used by all appraisers who are logging experience for license upgrade. In the event that there is no supervisor such as in the case where an appraiser is already licensed, the form must still be used. The applicant may simply place N/A in the “Level of Supervision” section of the form. Please remember, however, if the report is cosigned, the supervisory section MUST be filled out completely.

There are four levels that the supervisor may choose:

Level 1: Reviewed work file and report

Level 2: Reviewed work file, report, and verified sales and listing history.

Level 3: Reviewed work file, report, verified sales and listing history, and checked data and reasonableness of approaches to value utilized in the assignment.

Level 4: Reviewed work file, report, verified sales and listing history, checked data and reasonableness of approaches to value utilized in the assignment, discussed report with applicant.

Place the number corresponding to the level of supervision for that assignment in the box below “Scope of Supervisor’s Review.”

SECTION 5c: LEVEL OF SUPERVISION

There are four levels of supervision that define the scope of the supervision of the applicant.

Level 1: Allowed applicant to work independently, reviewed and co-signed work per section 4b.

Level 2: Accompanied applicant on physical inspection, otherwise allowed applicant to work independently then reviewed and co-signed work per section 4b.

Level 3: Accompanied applicant on physical inspection of both subject and comparable sales. Provided direction in the application of one or more of the approaches. Allowed applicant to conclude value then reviewed and co-signed work per section 4b.

Level 4: Completed entire appraisal process with applicant including inspection of subject property, comparables, outside research, etc. (This must be done for the first assignment.)

Place the number corresponding to the level of supervision for that assignment in the box below “level of Supervision.”

SECTION 5d: SUPERVISOR INSPECTION

Did the supervisor accompany trainee on inspection of the subject property?

SECTION 6: NUMBER OF ACTUAL WORK HOURS BY THE APPLICANT ON THE ASSIGNMENT.

The hours are coded on the following table:

Residential Property Categories Hour Values**			
Code	Property Type	Co-Appraiser Hours	Sole Appraiser Hours
SFR	Single-Family (one unit dwelling)	6	8
MFR	Multi-Family (two-four units)	12	16
VRL	Vacant Residential Lot	4.5	6
RRL	Rural Residential/Land (10-50 acres)	12	16
Nonresidential Property Categories Hour Values			
Code	Property Type	Co-Appraiser Hours	Sole Appraiser Hours
CVL	Vacant Land 1.88 [Undeveloped nonresidential tracts, residential multi-family sites, commercial sites, industrial sites, lands in transition, etc.]	15	20

RL<250	Rural/Agricultural (51-250 acres)	15	20
RL>250	251 Acres or More	24	32
RMF5-12	Residential Multi-Family (5-12 units) [Apartments, condominiums, town houses, mobile home parks, etc.]	30	40
RMF >13	Residential Multi-Family (13 units or more)	42	56
CST	Commercial Single-Tenant [Office building, retail store, restaurant, service station, bank, day-care, etc.]	30	40
CMT	Commercial Multi-Tenant [Office building, shopping center, hotel/motel, etc]	48	64
IW<20,000	Industrial [Warehouse, manufacturing plant, etc] (Under 20,000 square feet)	30	40
IW>20,000	(20,001 square feet or more)	54	72
INST	Institutional [Nursing home, hospital, school, church, government building, etc]	54	72

**If the apprentice and supervisor spend additional hours on an assignment, more hours can be listed on the experience log than stated above. However, the licensee must include a separate sheet to indicate why additional hours are listed for each assignment not using hours as stated.