



GUIDELINES FOR CALCULATING MASS APPRAISAL EXPERIENCE

Document No. 265

The following guidelines are being issued by the South Carolina Real Estate Appraisers Board to clarify the manner in which mass appraisal experience may be used by persons seeking to qualify for real estate appraiser licensure or certification. The guidelines also distinguish those duties associated with ad valorem taxation which may not be used to qualify for licensure or certification.

Appraisal experience will not be awarded for activity performed by individuals commonly referred to as "Listers." The duties these individuals perform are typically limited to the location of real property, measurement of improvements, and the description of improvements relative to such things as number of bedrooms and bathrooms, siding, decks, or other miscellaneous information. Such activity does not, in and of itself, apply the methods and techniques used in the appraisal process and consequently will not be credited as appraisal experience.

Appraisal experience may be obtained through mass appraisal activity when applicants can demonstrate that after receiving information supplied by the Lister, the person claiming mass appraisal experience credit inspected the subject property, determined the quality or classification of the property, estimated the depreciation of improvements, determined the land or lot value based on market sales of comparable properties, adjusted the subject property, and reviewed the estimated value of the property against comparable sales in order to ensure the value estimate approximated market value.

Ad valorem appraisal experience may be obtained through individual property appraisals using the entire appraisal process. To qualify for ad valorem appraisal experience, applicants should complete the Appraisal Experience Form located under applications and form on the Appraisers Board website and not the Mass Appraisal Experience Forms accompanying these guidelines.

To qualify for mass appraisal experience, applicants should complete the Mass Appraisal Experience Forms after reading the following instructions.

***PLEASE NOTE:** Duties performed by Listers are not considered regulated appraisal activity and therefore Listers are not required to become registered, licensed or certified under the South Carolina Real Estate Appraiser Registration, License, and Certification Act.

MASS APPRAISAL EXPERIENCE

1. The South Carolina Real Estate Appraisers Board uses an hourly system to assure fairness and uniformity in evaluating the mass appraisal experience of applicants. A mass appraiser must accumulate one thousand (1,000) hours of appraisal experience for Licensed Mass during a minimum of six (6) months; one thousand five hundred (1,500) hours of appraisal experience for Certified Residential Mass during a minimum twelve (12) month period and three thousand (3,000) hours (with 1,500 hours being non-residential properties) for Certified General Mass during a minimum of eighteen (18) month period.
2. Experience credit will be awarded for mass appraisal activity. When applying for a mass appraiser license or certification, an appraiser can use 100% of all mass appraisals performed. However, when applying for a License, Certified Residential or Certified General license you may use only 50% of mass experience. The remaining experience hours must be non-mass.
3. Before beginning the completion of the forms, be certain to make additional copies of the blank mass appraisal experience forms accompanying these guidelines. This will allow you to complete as many sheets as necessary to reach the required hours

4. Prior to completing your experience forms, you should review these instructions carefully to determine what experience will count toward your appraisal experience requirement. After reviewing these instructions, complete the experience forms as set out in the attached sample form.
5. Do not indicate more than the number of hours which are required to be earned for licensure or certification. For example if you are applying for a Licensed Mass license indicate no more than 1,000 mass hours. Certified Residential Mass hours are 1,500 and Certified General is 3,000 hours.
6. Applicants applying for Certified General Mass license must indicate 50% or more in nonresidential properties. The requirements for Certified General is 3,000 hours. Therefore at least 1,500 hours must be nonresidential.
7. **Important!!! Persons claiming mass appraisal experience must provide a statement of verification of the experience claimed. This verification should be completed by the applicant's supervisor or employer.**
8. Copies of appraisals should not be submitted with the application. However, the South Carolina Real Estate Appraisers Board has the right to request that specific appraisals be submitted for verification and approval.

HOW TO COMPLETE THE MASS APPRAISAL EXPERIENCE FORMS

1. List your name and business address as it appears on the application. If you currently hold a South Carolina real estate appraiser license or certification, please list the number. The license number section of the form applies only to those applicants who are reclassifying and does not apply to new applicants. If the item is not applicable, please note "N/A" on the form.
2. Indicate the appropriate year in the spaces provided on the Residential or Non-Residential Mass Appraisal Experience Form.
3. Review the following categories of appraiser involvement:
 - A. Sole Appraiser - refers to appraisals which were completed by only one person.
 - B. Co-Appraiser - refers to appraisals in which more than one appraiser worked as a team. To qualify for this category, applicants must have performed at least fifty percent (50%) of the work on an appraisal. **Apprentice appraisers will always be a co-appraiser.**
4. Review the categories of properties listed on the Residential or Non-Residential Mass Appraisal Experience Form.
5. The pro rata hourly value which shall be awarded for the mass appraisal categories has already been calculated and appears in the appropriate columns on the Residential or Non-Residential Mass Appraisal Experience Form.
6. Enter the number of appraisals (No. Appr.), which you performed during the year, for each category of property in each column of appraiser involvement.
7. To calculate the experience hours earned for these appraisals multiply the number of appraisals by the hourly value.
8. Add the hours in each vertical column and then add the total of each column to determine your annual residential or non-residential mass appraisal experience hours.
9. In the spaces provided enter the number of residential or non-residential mass appraisal experience hours earned per page and the cumulative experience hours.

RESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

Name: _____ Appraiser License No.: _____
 (If applicable)

Business Address: _____ City: _____ State: _____ Zip: _____

Residential Mass Appraisals for Year 20_____

	Sole-Appraiser			Co-Appraiser		
	No. Appr.	Hourly Value	Hours	No. Appr.	Hourly Value	Hours
Single-Family New	_____	X2	_____	_____	X1	_____
Update	_____	X1	_____	_____	x.50	_____
Multi-Family(2-4 units) New	_____	X2	_____	_____	x1	_____
Update	_____	X1	_____	_____	x.50	_____
Residential Lots (4 lots or less) New	_____	X2	_____	_____	x1	_____
Update	_____	X1	_____	_____	x.50	_____
Rural Residential/Land (50 acres or less) New	_____	X2	_____	_____	x1	_____
Update	_____	X1	_____	_____	x.50	_____
Total of hours columns			_____	+	_____	_____
Annual Residential Mass Appraisal Experience Hours						_____

Residential Mass Appraisals for Year 20_____

	Sole-Appraiser			Co-Appraiser		
	No. Appr.	Hourly Value	Hours	No. Appr.	Hourly Value	Hours
Single-Family New	_____	x2	_____	_____	x1	_____
Update	_____	x1	_____	_____	x.50	_____
Multi-Family(2-4 units) New	_____	x2	_____	_____	x1	_____
Update	_____	x1	_____	_____	x.50	_____
Residential Lots (4 lots or less) New	_____	x2	_____	_____	x1	_____
Update	_____	x1	_____	_____	x.50	_____
Rural Residential/Land (50 acres or less) New	_____	x2	_____	_____	x1	_____
Update	_____	x1	_____	_____	x.50	_____
Total of hours columns			_____	+	_____	_____
Annual Residential Mass Appraisal Experience Hours						_____

Total Residential Mass Appraisal Experience Hours This Page _____
Cumulative Experience Hours _____

Page _____ of _____ Pages
 (Blank Form May Be Copied)

Mail to: S. C. Real Estate Appraisers Board
P. O. Box 11329, Columbia, SC 29211-1329

NON-RESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

Name: _____ Appraiser License No.: _____
(If applicable)

Business Address: _____ City: _____ State: _____ Zip: _____

Nonresidential Mass Appraisals for Year 20____

	Sole-Appraiser			Co-Appraiser		
	No. Appr.	Hourly Value	Hours	No. Appr.	Hourly Value	Hours
Vacant Land						
New	_____	X2	_____	_____	X1	_____
Update	_____	X1	_____	_____	x.50	_____
Rural Agricultural (50-250 acres)						
New	_____	X2	_____	_____	x1	_____
Update	_____	X1	_____	_____	x.50	_____
Rural Agricultural (250 + acres)						
New	_____	x2	_____	_____	x1	_____
Update	_____	x1	_____	_____	x.50	_____
Multi-Family (5-12 units)						
New	_____	x8	_____	_____	x4	_____
Update	_____	x4	_____	_____	x2	_____
Multi-Family (13 + units)						
New	_____	x12	_____	_____	x6	_____
Update	_____	x6	_____	_____	x3	_____
Commercial (single-tenant)						
New	_____	x8	_____	_____	x4	_____
Update	_____	x4	_____	_____	x2	_____
Commercial (multi-tenant)						
New	_____	x16	_____	_____	x8	_____
Update	_____	x8	_____	_____	x4	_____
Industrial (under 20,000 sq. ft.)						
New	_____	x8	_____	_____	x4	_____
Update	_____	x4	_____	_____	x2	_____
Industrial (20,000 sq. ft. and over)						
New	_____	x12	_____	_____	x6	_____
Update	_____	x6	_____	_____	x3	_____
Institutional						
New	_____	x12	_____	_____	x6	_____
Update	_____	x6	_____	_____	x3	_____
Total of hours columns			_____			_____

Total Nonresidential Mass Appraisal Experience Hours This Page _____

Cumulative Experience Hours _____

**Mail to: S. C. Real Estate Appraisers Board
P. O. Box 11329, Columbia, SC 29211-1329**

Page ____ of ____ Pages
(Blank Form May Be Copied)

South Carolina Mass Appraiser Apprentice Experience Log Residential Experience Hours

Property Type	Co-Appraiser Hours	Sole-Appraiser Hours
Single Family		
New	1	2
Update	.50	1
Multi Family (2-4 Units)		
New	1	2
Update	.50	1
Residential Lots (4 Lots or Less)		
New	1	2
Update	.50	1
Rural Residential Land (50 Acres or Less)		
New	1	2
Update	.50	1

South Carolina Mass Appraiser Apprentice Experience Log Non-Residential Experience Hours

Property Type	Co-Appraiser Hours	Sole-Appraiser Hours
Vacant Land		
New	1	2
Update	.50	1
Rural Agricultural (50-250 Acres)		
New	1	2
Update	.50	1
Rural Agricultural (250+ Acres)		
New	1	2
Update	.50	1
Multi Family (5-12 Units)		
New	4	8
Update	2	4
Multi Family (13+ Units)		
New	6	12
Update	3	6
Commercial Single Tenant		
New	4	8
Update	2	4
Commercial Multi-Tenant		
New	8	16
Update	4	8
Industrial (Under 20,000 SF)		
New	4	8
Update	2	4
Industrial (20,000 SF +)		
New	6	12
Update	3	6
Institutional		
New	6	12
Update	3	6

EXPERIENCE LOG INSTRUCTIONS

- When applying for a mass appraiser license or certification, an appraiser can use 100% of all mass appraisals performed. However, when applying for a Licensed Appraiser, Certified Residential or Certified General license you may use only 50% of mass experience. The remaining experience hours must be non-mass.
- A “Mass Appraisal” is defined as the process of valuing a universe of properties as of a given date using standard methodology, employing common data, and allowing for statistical testing.
- Before beginning the completion of the forms, be certain to make additional copies of the blank mass appraisal experience forms accompanying these guidelines. This will allow you to complete as many sheets as necessary to reach the required hours.
- If desired, a form may be downloaded from our website in either “Word” or “Excel”. Other forms may be used in order to facilitate the downloading of data from a specific database. However, any forms used MUST have the information required by our form or they will be returned.
- Prior to completing your experience forms, you should review these instructions carefully to determine what experience will count toward your appraisal experience requirement.
- Do not indicate more than the number of hours which are required to be earned for licensure or certification. For example, if you are applying for a Licensed Mass license indicate no more than 1,000 mass hours. Certified Residential Mass hours are 1,500 and Certified General is 3,000 hours. Applicants applying for Certified General Mass license must indicate 50% or more in nonresidential properties. Therefore at least 1,500 hours must be nonresidential.
- In order to convert a “Mass Credential” to an “Individual” credential, an appraiser must meet the requirements of the level that they seek. That is to say, that the candidate must have met the exam and education requirements within the set time periods or they must re-take the education and exam. If the candidate wishes to change a Mass Credential to an Individual Credential after January 1, 2015, and their exam is more than two years old, the candidate must qualify under the new education and exam standards.
- All Mass Appraisals submitted for experience credit must have been completed in compliance with USPAP Standard Rule 6.
- Copies of appraisals should not be submitted with the application. However, the South Carolina Real Estate Appraisers Board has the right to request that specific appraisals be submitted for verification and approval.



South Carolina Real Estate Appraisers Board

110 Centerview Dr • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC • 29211-1329
Phone: 803-896-4630 • contact.REAB@llr.sc.gov
llr.sc.gov/appr

APPLICATION FOR MASS APPRAISER

This application is intended for use only by active South Carolina appraisers who are seeking to change to a mass appraiser category.

Submit the following with this application:

- Check or money order only, in the amount of \$75.00 made payable to SC Real Estate Appraisers Board. (Fees are non-refundable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. NO CASH IS ACCEPTED.
• Mass appraisal experience form and letter from a supervisor or employer.
• Once all documents are reviewed and approved, the appraiser will be given eligibility to sit for the exam. If qualified to sit for the examination, it will then be the applicant’s responsibility to contact the exam provider to schedule the test and pay the exam fee of seventy-five dollars (\$75). A PSI candidate bulletin can be located on the Board’s website. www.llr.sc.gov/appr
• After passing required exam, appraiser must submit proof to the board to finalize upgrade process.

You must not engage in, conduct, or advertise in this requested appraiser classification until you receive the actual license.

List your current classification and license No.: _____

Check the appraiser classification for which you are applying:

- Licensed Mass Certified Residential Mass Certified General Mass

APPLICANT INFORMATION

First Name: _____ Middle: _____ Last: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone No.: _____ Email Address: _____

Race: _____ Gender: Female Male Date of Birth: _____
(For statistical purposes only) (For statistical purposes only)

Business Name: _____

Business Address: _____ City: _____ State: _____ Zip: _____

PERSONAL HISTORY INFORMATION

If you answered “Yes” to any of the above, attach details and a certified copy of any legal documentation. Obtain certified copies from the clerk of court in the county where the conviction occurred, or, if a license disciplinary action, from the regulatory authority that issued the license or certification. Also attach any explanation you think the Board should consider, and if you like, letter(s) of recommendation. Your application will not be processed without these documents.

- 1. Have you had a license to practice a regulated profession or occupation in this State, another state or jurisdiction canceled, revoked, suspended or otherwise disciplined? Yes No
2. Have you ever been convicted, pled guilty or nolo contendere for violation of any federal, state or local law (other than minor traffic violations)? Yes No

AFFIDAVIT

I, _____ (please print name), have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I swear or affirm that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice Real Estate Appraisal in South Carolina.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Applicant Date

Sworn and subscribed before me this ____ day of _____, 20____.

Notary Signature: _____

Print Notary Name: _____

Notary Public for the State of: _____

PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.