



South Carolina Department of Labor, Licensing and Regulation
South Carolina Real Estate Appraisers Board
P.O. Box 11329 • Columbia, SC 29211
Phone: 803-896-4630
www.llr.state.sc.us/POL/REAB



Doc #265

GUIDELINES FOR CALCULATING MASS APPRAISAL EXPERIENCE

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 Forms contained in the examination application booklet 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 two thousand (2,000) hours of appraisal experience for Licensed Mass or two thousand five hundred (2,500) hours of appraisal experience for Certified Residential Mass during a minimum twenty-four (24) month period and three thousand (3,000) hours (with 1,500 hours being non-residential properties) for Certified General Mass during a thirty (30) 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 2,000 mass hours. Certified Residential Mass hours are 2,500 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 RESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

1. **List your name and business address as it appears on the application. If you currently hold a South Carolina real estate appraiser permit, registration, 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 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 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 Mass Appraisal Experience Form.**
6. **Enter the number of appraisals (No. Appr.), which you performed during the year for each category of residential 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 mass appraisal experience hours.**
9. **In the spaces provided enter the number of residential mass appraisal experience hours earned per page and the cumulative experience hours.**

HOW TO COMPLETE THE NONRESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

1. List your name and business address as it appears on the application. List your current South Carolina real estate appraiser permit, license, or certification number.
2. Nonresidential mass appraisal experience must be reported on a yearly basis. Indicate the appropriate year in the spaces provided on the Nonresidential 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 Nonresidential 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 Nonresidential Mass Appraisal Experience Form.
6. Enter the number of appraisals (No. Appr.), which you performed during the year for each category of nonresidential 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 nonresidential mass appraisal experience hours.
9. In the spaces provided enter the number of nonresidential mass appraisal experience hours earned per page and the cumulative experience hours.

RESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

Name _____

Business Address _____

Appraiser License No. _____

(If Applicable)

Residential Mass Appraisals for Year 20_____

	Sole-Appraiser			Co-Appraiser		
	No. Appr.	Pt. Value	Pts.	No. Appr.	Pt. Value	Pts.
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.	Pt. Value	Pts.	No. Appr.	Pt. Value	Pts.
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 _____

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

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

NONRESIDENTIAL MASS APPRAISAL EXPERIENCE FORM

Name _____

Business Address _____

Appraiser License No. _____

(If Applicable)

Nonresidential Mass Appraisals for Year 20 ____

	Sole-Appraiser			Co-Appraiser		
	No. Appr.	Pt. Value	Pts.	No. Appr.	Pt. Value	Pts.
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 _____

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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 2,000 mass hours. Certified Residential Mass hours are 2,500 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.



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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.

1. Complete all sections. Incomplete or incorrect applications will be returned.
2. Submit the following with this application:
 - a. A nonrefundable fee of **\$75** payable to LLR-Real Estate Appraisers Board. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee of \$30 through electronic fund transfer from your account if your payment is returned unpaid.
 - b. Mass appraisal experience form and letter from a supervisor or employer.
3. Once all documents are reviewed and approved, the appraiser will be given eligibility to sit for the exam.
4. 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.llronline.com/POL/REAB
5. 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.

1. List your current classification and license number _____

2. Check the appraiser classification for which you are applying:

- Licensed Mass Certified Residential Mass Certified General Mass

3. Have you ever had a professional or occupational license of any type disciplined, suspended, revoked, or surrendered in South Carolina or elsewhere; or are there currently charges pending against you in connection with any occupational or professional license you hold? Yes No
4. Have you ever been convicted of or pled guilty or nolo contendere to a crime (other than a minor traffic offense)? Yes No
5. Are there any criminal charges or licensing disciplinary proceedings pending against you at this time? Yes No

If you answered "Yes" to any of the above, attach details and a certified copy of any criminal conviction or final order. 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.

