



Application for Licensure or Certification as a Real Estate Appraiser Checklist

Information listed below **must be** submitted with the application in order to be processed.

□ Application fee - check or money order payable to: "N.J. State Real Estate Appraisers Board"

Licensed Residential:	\$75
Certified Residential:	\$100
Certified General:	\$125

- \Box Photograph attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months. (**Do not staple photo to application.**)
- □ Original board log sheets log must be **completely** filled in. (Please keep a copy for your files.)
- □ Education Completed Appraiser Qualifications Board (AQB) Course-Tracking Worksheet, course completion certificates and college transcripts.
- □ Non-Resident Consent Form (if you reside out-of-state).
- □ Criminal History Certification and Authorization Form for a Criminal History Background Check





Application for Licensure or Certification as a Real Estate Appraiser Instructions

- 1. Please review the examination eligibility requirements attached hereto. The education requirements must be satisfied prior to being approved by the Board to sit for the exam.
- 2. Please type or print clearly. Your application must be signed and notarized.
- 3. Each question must be filled out in its entirety. Questions not applicable should be so indicated by entering "N/A."
- 4. If additional space is required for any of the questions, attach additional pages using the same format as the space provided.
- 5. Applicants are required to submit along with the application copies of any transcripts, course completion certificates and the Appraiser Qualifications Board (AQB) Course-Tracking worksheet, as well as a completed log form of appraisal experience.
- 6. Your completed application will be reviewed by the State Real Estate Appraisers Board and, if approved, you will be notified of the time, location and cost of the examination.
- 7. Incomplete applications will be returned and cause delays in your application review and examination scheduling process.
- 8. Your completed application along with a non-refundable check or money order made payable to the State Real Estate Appraiser Board (application fees are listed on the Appraiser Certification/Licensure Application) should be forwarded to the following address.

Division of Consumer Affairs State Real Estate Appraisers Board P.O. Box 45032 Newark, New Jersey 07101

The information requested on this application is required pursuant to the Real Estate Appraisers Act. P.L.1991, Chapter 68 and the rules promulgated thereto.

Licensed Residential Real Property Appraiser

The Licensed Residential Real Property Appraiser credential applies to the appraisal of non-complex one to four residential units having a transaction value less than \$1,000,000.00 and complex one to four residential units having a transaction value less than \$250,000. Complex one to four family residential property appraisal means one in which the property to be appraised, the form of ownership or the market conditions are atypical.

For non-federally related transaction appraisals, transaction value shall mean market value. The classification includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Licensed Residential Real Property Appraisers must comply with the Competency Rule of the Uniform Standards of Professional Appraisal Practice (USPAP).

An applicant for the Licensed Residential Real Property Appraiser credential must:

- No college level education required;
- Complete 150 classroom hours of appraisal education as specified in the Core Curriculum including the 15-hour National USPAP Course;
- Obtain 1,000 hours of appraisal experience in no fewer than 6 months
- Successfully pass the AQB-approved Licensed Residential Real Property Appraiser exam.

Certified Residential Real Property Appraiser

The Certified Residential Real Property Appraiser credential applies to the appraisal of one to four residential units without regard to value or complexity. This includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Certified Residential Real Property appraisers must comply with the Competency Rule of USPAP.

An applicant for the Certified Residential Real Property Appraiser credential must:

• College level education required:

Option #1 - Bachelor's degree in any field study.

- Option #2 Associates degree in a field of study related to: Business Administration, Accounting, Finance, Economics or Real Estate.
- Option #3 Successful completion of 30 semester hours of college-level courses in each of the following specific topic areas:
 - * English Composition (3 hours)
- * Algebra, Geometry, or Higher Math (3 hours)
- * Microeconomics (3 hours)
- * Statistics (3 hours)* Computer Science (3 hours)
- * Macroeconomics (3 hours)* Finance (3 hours)
- * Business Law or Real Estate Law (3 hours)
- * Two elective courses in any of the above topics, or in Accounting, Geography, Agriculture Economics, Business Management or Real Estate (3 hours each).
- Option #4 Successful completion of at least 30 hours of College Level Examination Program (CLEP) examinations that cover each of the specific topic areas in Option #3.
- Option #5 Any combination of Option #3 and Option #4 that includes all of the topics identified.
- Option #6 No college-level education required. This option applies **only** 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.
- Complete 200 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-hour National USPAP Course;
- Obtain 1,500 hours of appraisal experience in no fewer than 12 months; and
- Successfully pass the AQB-approved Certified Residential Real Property Appraiser exam.

Certified General Real Property Appraiser

The Certified General Real Property Appraiser credential qualifies the appraiser to appraise all types of property. The Certified General Appraiser must comply with the Competency Rule of USPAP.

An applicant for the Certified General Real Property Appraiser credential must:

- Bachelor's degree or higher (in any field) from an accredited college or university.
- Complete 300 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-Hour National USPAP Course.
- Obtain 3,000 hours of appraisal experience in no fewer than 18 months.
- Successfully pass the AQB-approved Certified General Real Property Appraiser exam.

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008 Boxes without shading = Subtopics within Required Core curriculum

Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
BASIC APPRAISAL PRINCIPLES	30		Course Name	Provider	Date Completed	
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)						
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases						
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical						
Types of Value Market Value Other Value Types						
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles						
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis						
Ethics and How They Apply in Appraisal Theory and Practice						
Examination						

"Certified General" Course Tracking Worksheet - Page 1 of 4

RTIFIED GENERAL Core Curriculum Content	Hours Required	Hours Completed	Inform	ation on Course(s) Completed
BASIC APPRAISAL PROCEDURES	30		Course Name	Provider	Date Completed
Overview of Approaches to Value				A	
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal					
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction					
Residential Applications					
Examination					
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15		Course Name	Provider	Date Complete
Preamble and Ethics Rules				<u> </u>	
Standard 1					
Standard 2					
Standards 3 to 10					
Statements and Advisory Opinions					
Examination					
STATISTICS, MODELING AND FINANCE	15		Course Name	Provider	Date Complete
Statistics					
Valuation Models (AVMs and Mass Appraisal)					
Real Estate Finance					
Examination					

Core Curriculum Content	Hours Required	Hours Completed	Inform	ation on Course	(s) Completed
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30	278 1922 - 1	Course Name	Provider	Date Complete
Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis					
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies					
Examination		1 SS 7		Provider	Date Complete
GENERAL APPRAISER SALES COMPARISON APPROACH	30		Course Name	Provider	Date Complete
Value Principles					
Procedures					
Identification and Measurement of Adjustments					
Reconciliation					
Case Studies					
Examination					
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30		Course Name	Provider	Date Complet
Site Valuation Methods Case Studies					
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies					

"Certified General" Course Tracking Worksheet - Page 3 of 4

Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
GENERAL APPRAISER INCOME APPROACH	60		Course Name	Provider	Date Complete	
Overview				· · · · · · · · ·		
Compound Interest						
Lease Analysis						
Income Analysis						
Vacancy and Collection Loss						
Estimating Operating Expenses and Reserves						
Reconstructed Income and Expense Statement						
Stabilized Net Operating Income Estimate						
Direct Capitalization						
Discounted Cash Flow						
Yield Capitalization						
Partial Interests						
Case Studies						
Examination						
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30		Course Name	Provider	Date Complete	
Writing and Reasoning Skills						
Common Writing Problems						
Report Options and USPAP Compliance						
Case Studies						
Examination						
APPRAISALSUBJECT MATTER ELECTIVES (may include hours above required hours in other modules)	30		Course Name	Provider	Date Complete	
CERTIFIED GENERAL TOTAL HOURS REQUIRED	300					

"Certified General" Course Tracking Worksheet - Page 4 of 4

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008 Boxes without shading = Subtopics within Required Core curriculum

Core Curriculum Content	Hours Required	Hours Completed	Inform	(s) Completed	
BASIC APPRAISAL PRINCIPLES	30		Course Name	Provider	Date Completed
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)					
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases					
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical					
Types of Value Market Value Other Value Types					
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles					
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis					
Ethics and How They Apply in Appraisal Theory and Practice Examination					

Core Curriculum Content	Hours Required	Hours Completed	Inform	(s) Completed	
BASIC APPRAISAL PROCEDURES	30		Course Name	Provider	Date Completed
Overview of Approaches to Value				• • • • • • • • • • •	
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal					
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction					
Residential Applications			~.		
Examination					
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15		Course Name	Provider	Date Complete
Preamble and Ethics Rules					
Standard 1					
Standard 2					
Standards 3 to 10					
Statements and Advisory Opinions					
Examination					

Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE	15		Course Name	Provider	Date Complet	
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis						
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies						
Examination						
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15		Course Name	Provider	Date Complet	
Site Valuation Methods Case Studies			·			
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies						
Examination						

Core Curriculum Content	Hours Required	Hours Completed	Informatio	n on Course(s)	Completed
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30		Course Name	Provider	Date Complete
Valuation Principles and Procedures – Sales Comparison Approach					<u> </u>
Valuation Principles and Procedures – Income Approach					
Finance and Cash Equivalency					
Financial Calculator Introduction					
Identification, Derivation and Measurement of Adjustments					
Gross Rent Multipliers					
Partial Interests					
Reconciliation					
Case Studies and Applications					
Examination					
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15		Course Name	Provider	Date Complete
Writing and Reasoning Skills					
Common Writing Problems					
Form Reports					
Report Options and USPAP Compliance					
Case Studies					
Examination					
STATISTICS, MODELING AND FINANCE	15		Course Name	Provider	Date Complete
Statistics					
Valuation Models (AVMs and Mass Appraisal)					
Real Estate Finance					

CE	RTIFIED RESIDENTIAL						
	Core Curriculum Content		Hours Completed	Information on Course(s) Completed			
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES	15		Course Name	Provider	Date Completed	
	Complex Property, Ownership and Market Conditions						
	Deriving and Supporting Adjustments						
	Residential Market Analysis						
	Advanced Case Studies						
	Examination						
	APPRAISAL SUBJECT MATTER ELECTIVES (May include hours above required hours in other modules)	20		Course Name	Provider	Date Completed	
	CERTIFIED RESIDENTIAL TOTAL HOURS REQUIRED	200					

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Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008 Boxes without shading = Subtopics within Required Core curriculum

Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
BASIC APPRAISAL PRINCIPLES	30	· · ·	Course Name	Provider	Date Complete	
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)						
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases						
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical		-				
Types of Value Market Value Other Value Types						
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles						
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis						
Ethics and How They Apply in Appraisal Theory and Practice						
Examination						

"Licensed Residential" Course Tracking Worksheet - Page 1 of 4

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Core Curriculum Content	Hours Required	Hours Completed	Inform	ation on Course	(s) Completed
BASIC APPRAISAL PROCEDURES	30		Course Name	Provider	Date Completed
Overview of Approaches to Value					
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal					
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction					
Residential Applications					
Examination		~			
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15		Course Name	Provider	Date Complete
Preamble and Ethics Rules					
Standard 1					
Standard 2					
Standards 3 to 10					
Statements and Advisory Opinions				,	
Examination					

Core Curriculum Content	Hours Required	Hours Completed	Inform	ation on Course	e(s) Completed
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE	15		Course Name	Provider	Date Complete
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis					
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies					
Examination					
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15		Course Name	Provider	Date Complet
Site Valuation Methods Case Studies	-				
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies					
Examination					

Core Curriculum Content	Hours Hours Required Completed		Information on Course(s) Completed		
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30		Course Name	Provider	Date Completed
Valuation Principles and Procedures – Sales Comparison Approach				·	
Valuation Principles and Procedures - Income Approach					
Finance and Cash Equivalency					
Financial Calculator Introduction					
Identification, Derivation and Measurement of Adjustments					
Gross Rent Multipliers					
Partial Interests					
Reconciliation					
Case Studies and Applications					
Examination					
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15	•	Course Name	Provider	Date Complete
Writing and Reasoning Skills					• • • • • • • • • • • • • • • • • • • •
Common Writing Problems					
Form Reports					
Report Options and USPAP Compliance					
Case Studies					
Examination					
LICENSED RESIDENTIAL TOTAL HOURS REQUIRED	150				

Required Core Curriculum Effective January 1, 2008

Trainee Real PropertyBasic Appraisal PrinciplesBasic Appraisal ProceduresThe 15-Hour National USPAP Courseor its equivalent	30 hours
Trainee Real Property Appraiser Education Requirements 75	hours
Licensed Real property Appraiser Basic Appraisal Principles Basic Appraisal Procedures The 15-Hour National USPAP Course or its equivalent	30 hours 15 hours
Residential Market Analysis and Highest and Best UseResidential Appraiser Site Valuation and Cost ApproachResidential Sales Comparison and Income ApproachesResidential Report Writing and Case Studies	15 hours 30 hours
Licensed Real Property Appraiser Education Requirements 150 h	ours
Certified Residential Real Property Appraiser Basic Appraisal Principles Basic Appraisal Procedures The 15-Hour National USPAP Course or its equivalent Residential Market Analysis and Highest and Best Use Residential Appraiser Site Valuation and Cost Approach	30 hours 15 hours 15 hours
Residential Sales Comparison and Income Approaches	30 hours 15 hours 15 hours 15 hours
Certified Residential Real Property Appraiser Education Requirements 200 h	ours
Certified General Property Appraiser Basic Appraisal Principles	30 hours 15 hours

or its equivalentGeneral Appraiser Site Valuation and Cost ApproachGeneral Appraiser Income Approach30 hoursGeneral Appraiser Report Writing and Case StudiesAppraisal Subject Matter Elective30 hours

Certified General Real Property Appraiser Education Requirements 300 hours

All qualifying education taken on or after December 3, 2007, to satisfy the education requirements for licensing/certification as a real estate appraiser shall be approved by the AQB's Course Approval Program.

Attach a clear, full-face passport- style photograph (2"x 2") of your	The service se	For Office Use Only
head and shoulders, taken within the past six months.		Date received
	New Jersey Office of the Attorney General Division of Consumer Affairs	Fee Educ
A photo is required with each application.	State Real Estate Appraiser Board	App. educ U.S.P.A.P
Do not use staples to attach the	124 Halsey Street, 3rd Floor, P.O. Box 45032 Newark, New Jersey 07101	Char Exp
photo.	(973) 504-6480	Date approved

Application for Licensure or Certification as a Real Estate Appraiser

	Nonrefundable application fee (check or money order)
Date:	Licensed Residential

A nonrefundable application filing fee (see fee list to the right), in the form of a check or money order made out to the State of New Jersey, must be submitted with this application. (Applicants should understand that if the fee is paid with a personal check, and the check is returned by the bank due to insufficient funds, the license or certification will be delayed until the fee is paid.)

The Division is precluded by law from disclosing to the public the place of residence of licensees or applicants, without their consent. However, you are required to provide an address that may be released to the public in our directories or in response to other requests (by putting a check in the appropriate box). If you provide your place of residence as your public address of record, we will assume that you have consented to have that address be disclosed. If you do not consent to the disclosure of your place of residence, you should provide an address of record other than your place of residence that may be released to the public. One of your addresses must include a street, city, state and ZIP code.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

Personal Information

1.	Nar	ne 🗆 I	Mr. Mrs Ms.	Last name	First name	Middle initi	(Maiden name)
2.	Add	lress							
		Home: _							
			Street or P.O. B	lox	City	State	ZIP code	County	
		_							
				Telephone number (include area coo	le)		E-m	ail address	
		Business Employe							
		1.		Name of company or employer			Telephone num	ber (include area code)	
			Street		City	State	ZIP code	County	
		Mailing:							
			Street or P.O. B	lox	City	State	ZIP code	County	

3. Social Security Number

You **must** disclose your Social Security number to the Board or Committee. Failure to do so may result in denial/nonrenewal of licensure or certification.

*Social Security Number: _____-___

*Pursuant to <u>N.J.S.A</u>. 54:50-24 <u>et seq</u>. of the New Jersey taxation law, <u>N.J.S.A</u>. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 <u>C.F.R</u>. 60.7, 60.8 and 60.9, the Board or Committee is required to obtain your Social Security number. Pursuant to these authorities, the Board or Committee is also obligated to provide your Social Security number to:

- a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and
- b. the Probation Division or any other agency responsible for child support enforcement, upon request.

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4. Citizenship / Immigration Status

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- \Box Alien lawfully admitted for permanent residence in U.S.
- \Box Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

5. Child Support

Please certify, under penalty of perjury, the following:

a.	Do you currently have a child-support obligation?	☐ Yes	🗌 No
	(1) If "Yes," are you in arrears in payment of said obligation?	□ Yes	🗌 No
	(2) If "Yes," does the arrearage match or exceed the total amount payable for the past six months?	□ Yes	🗌 No
b. F	Have you failed to provide any court-ordered health insurance coverage during the past six months?	□ Yes	🗌 No
c. F	Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding?	□ Yes	🗌 No
d.A	Are you the subject of a child-support-related arrest warrant?	□ Yes	🗌 No

In accordance with <u>N.J.S.A</u>. 2A:17-56.44d, an answer of "Yes" to any of the questions a(1) through d may result in a denial of licensure or certification. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure or certification.

Applicant's name (please print)

Applicant's signature

Date

6. Illegal Use of Controlled Dangerous Substances

The question below pertains to the illegal use of controlled dangerous substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer this question if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure or certification will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis on the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law, (N.J.S.A. 45:1-20).

"Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or within the previous 365 days, whichever is longer.

"Illegal use of controlled dangerous substance" means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

a. Are you currently engaged in the illegal use of controlled dangerous substances? (As stated above, "currently" is defined as "recently enough... [to] have an ongoing impact..." or "within the previous 365 days," whichever is longer.)

If you answered "Yes," are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances?

 \Box Yes \Box No

Applicant's signature

Date

7. Have you ever changed your name? \Box Yes \Box No

If "Yes," please submit with this application a copy of the marriage certificate, divorce decree or court order.

- 8. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.)
- 9. Have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.

If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

10. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?

If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name.

		Last name	First name	Middle initial
Type of license, certificate or permit	Number	State or jurisdiction that	issued the license, certificate or permit	Date issued/expired
Type of license, certificate or permit	Number	State or jurisdiction that	issued the license, certificate or permit	Date issued/expired
Type of license, certificate or permit	Number	State or jurisdiction that	issued the license, certificate or permit	Date issued/expired
Type of license, certificate or permit	Number	State or jurisdiction that	issued the license, certificate or permit	Date issued/expired

- 11. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 12. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 13. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 14. Have you ever been named as a defendant in any litigation related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 15. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 16. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
- 17. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?

If the answer to any of the above questions, numbers 11 through 17, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

High School Education

I was graduated from					
			School name		
		in		,	
	City and State		Month		Year

Undergraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and	d Years	Name of institution	Degree (if any)
/ to	/		

Postgraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and Years	Name of institution	Degree (if any)
/ to/		

D.

Uniform Standards of Professional Appraisal Practice Course (U.S.P.A.P.)

The 15-hour National U.S.P.A.P. course must be completed prior to the filing of the application. List the course here and under "Appraisal Education" on the next page. (Please attach any supporting documentation to this application.)

Course title	Provider or course sponsor	Date completed	Course hours	Classroom hours

Appraisal Education

List all of the appraisal qualifying education courses that you have successfully completed which consisted of at least 15 classroom hours and included an examination. Attach all course completion certificates to this application. Courses will not be considered without proper documentation. (Use additional sheets of paper if necessary.)

Course title	Provider or course sponsor	Date completed	Course hours	Classroom hours

Appraisal Experience

You must verify the required experience for the following:

Certification as a General Real Estate Appraiser	- 3,000 hours obtained in no fewer than 18 months.
Certification as a Residential Real Estate Appraiser	- 1,500 hours obtained in no fewer than 12 months.
Licensed Residential Real Estate Appraiser	- 1,000 hours obtained in no fewer than 6 months.

Employer		Positi	on held		Contact person
Street address	City	y	State	ZIP code	Telephone number (include area code)
Time period in months and years	Number of reports	Type of property		Description of work assignment	Number of hours claimed
/ to/					
/ to/					
/ to/					
/to/					

Employer		Positi	on held		Contact person
Street address	Cit	ty	State	ZIP code	Telephone number (include area code)
Time period in months and years	Number of reports	Type of property		Description of work assignment	Number of hours claimed
_/ to/					
_/ to/					
_/ to/					
_/ to/					
Employer		Positi	on held		Contact person
Street address	Cit	ty	State	ZIP code	Telephone number (include area code)
Time period in months and years	Number of reports	Type of property		Description of work assignment	Number of hours claimed
_/ to/					
_/ to/					
_/ to/					
_/ to/					
Employer		Positi	on held		Contact person
Street address	Cit	ty	State	ZIP code	Telephone number (include area code)
Time period in	Number of	Type of		Description of	Number of
months and years	reports	property		work assignment	
_/ to/					
_/ to/					
_/ to/					

Employment

Are you presently employed? \Box Yes \Box No

Please provide the name and address of all of your employers over the last five years, listing your present employer first. (Attach additional sheets of paper if necessary.)

	Name of company			Posit	tion	
Street address		City	State	ZIP code	Telepho	one number (include area code)
	Duties			From (Mc	onth/Year)	To (Month/Year)
	Name of company			Posit	tion	
Street address		City	State	ZIP code	Telepho	one number (include area code)
	Duties			From (Mo	onth/Year)	To (Month/Year)
	Name of company			Posit	tion	
Street address		City	State	ZIP code	Telepho	one number (include area code)
	Duties			From (Mc	onth/Year)	To (Month/Year)
	Name of company			Posit	tion	
Street address		City	State	ZIP code	Telepho	one number (include area code)
	Duties			From (Mc	onth/Year)	To (Month/Year)
	Name of company			Posit	tion	
Street address		City	State	ZIP code	Telepho	one number (include area code)
	Duties			From (Mo	onth/Year)	To (Month/Year)

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

State of:_____

County of: _____

I, _______, in making this application to the State Real Estate Appraiser Board for real estate appraiser licensure or certification under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the State Real Estate Appraiser Board, swear (or affirm) that I am the applicant and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license or certificate issued by the Board.

I further swear (or affirm) that I have read <u>N.J.S.A</u>. 45:14F-1 <u>et seq</u>., together with the Rules and Regulations of the State Real Estate Appraiser Board, <u>N.J.A.C</u>. 13:40A-1.1 <u>et seq</u>., and fully understand that in receiving licensure or certification from the Board, I bind myself to be governed by them.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for licensure or certification. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board.

			Signature of applicant
Sworn and su	ubscribed to before me t	his	
day of			
J	Month	Year	Affix seal
	Name of Notary Public (please pr	int)	here
	Signature of Notary Public		

Official Use Only Dual License License Type 1 	THE STATE OF THE STATE	Official Use Only
Applicant's Number	New Jersey Office of the Attorney General Division of Consumer Affairs State Real Estate Appraiser Board 124 Halsey Street, 3rd Floor, P.O. Box 45032	Board or Committee
License Type 2	Newark, New Jersey 07101 (973) 504-6480	
Applicant's Number	Certification and Authorization Form	Л
F	For a Criminal History Background Che	
Directions: Answer all of the Mr. Mrs.	questions on this form.	(

	\square Ms. ——	Last	First	Middle	Maiden Name
2.	Address				
		Street or P.O. Box	City	State	ZIP code
3.	Date of birth /		☐ Male ☐ Fer	nale	
4.	Social Security number	/ /			
	2	e fingerprinting proce		r Committee of the Nev	w Jersey Division of Consumer □ No

If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history background process	ss.
Please send no payment now.	

If "Yes," please provide the following information and follow the instructions outlined below:

Board or committee requiring the fingerprinting

Month and year you were fingerprinted

If you were fingerprinted after November 2003 as part of the criminal history background process for licensure or certification by any other any other **Board or Committee of the New Jersey Division of Consumer Affairs** (a background check conducted for the Department of Education, another state agency or another state does not apply) you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history background check each time you apply for licensure or certification. **The fee for this service is \$18.75.** Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.)

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, **must** be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation **must** be submitted with this form. **Failure to follow these instructions may result in the denial of an initial application.**

Note: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

Your continuing responsibility to disclose convictions of crimes or offenses: You must notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

CERTIFICATION

I, ______, in making this application to the Board or Committee for certification or licensure, certify that I am the applicant and that all of the information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny certification or licensure or to withhold renewal of or suspend or revoke a certificate or license issued by the Board or Committee.

I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for certification or licensure. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board or Committee.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

PERIT

IBERTY

Signature of applicant

Date

New Jersey Office of the Attorney General

Division of Consumer Affairs State Real Estate Appraisers Board 124 Halsey Street, 3rd Floor, PO Box 45032 Newark, New Jersey 07102

A. ACCEPTABLE PROFESSIONAL ORGANIZATIONS

Appraisal Institute

550 W. Van Buren Street Suite 1000 Chicago IL 60607 Phone: (312) 355-4100 Fax: (312) 355-4400 www.appraisalinstitute.org American Society of Farm Managers and Rural Appraisers 950 South Cherry Street - Ste 508 Denver CO 80246 Phone: (303) 692-1222 Fax: (303) 758-0190 E-mail: dilk@asfmra.org www.asfmra.org

National Association of

Independent Fee Appraisers 401 North Michigan Avenue, Ste 2200 Chicago IL 60611 e-mail: <u>info@naifa.com</u> www.naifa.com

The American Society of Appraisers

(*Northern NJ Chapter*) Chapter #73 President: Rafino Fernandez 354 Eisenhower Parkway Phone: (312) 321-6830 Livingston NJ 07039 Fax: (312) 673-6652 Phone: (201) 866-8101 Phone #2: (800) 272-8258 Fax: (201) 956-6268 http://www.asanj.com

International Association of

Assessing Officers 130 East Randolph - Ste 850 Chicago IL 60601 Phone: (312) 819-6100 Fax: (312) 819-6149

American Association of

Certified Appraisers 800 Compton Road - Ste 10 Cincinnati OH 45231 Phone: (513) 729-1400

David Bunton **Appraisal Foundation** 1029 Vermont Avenue, N.W. Washington, DC 20005

International Right of Way

Association 13650 S. Gramercy Place Gardena CA 90249-2453 Phone: (310) 538-0233 Fax: (310) 538-1471

Ben Henson

Executive Director Appraisal Sub Committee 2000 K Street, NW, Suite 310 Washington DC 20006

American Society of Appraisers

(*Northern NJ Chapter*) Ex. Dir. Stacey Klein 5-15 Elizabeth Street Fair Lawn NJ 07410 New Jersey Office of the Attorney General

Division of Consumer Affairs State Real Estate Appraisers Board 124 Halsey Street, 3rd Floor, PO Box 45032 Newark, New Jersey 07102

B. ACCEPTABLE EDUCATIONAL PROGRAMS AT COLLEGES/UNIVERSITIES

Bergen Community College

400 Paramus Road Paramus NJ 07652 Phone: (201) 447-7100 http://www.go.bergen.edu

Thompson CompuTaught, Inc. d.b.a. Web School Cumberland Center II 3100 Cumberland Blvd. - Suite 1450 Atlanta, GA 30339 Phone: (800) 532-7649 Fax: (770) 919-9979 www.careerwebschool.com

Fairleigh Dickinson University 1000 River Road Teaneck NJ 07666 Phone: (201) 692-2000 www.fdu.edu

Mercer County Community College

P.O. Box B Trenton NJ 08690 Phone:(609) 586-4800 <u>www.mccc.edu</u>

American School of Business

194-198 Route 46 East Fairfield NJ 07004-2398 Phone: (973) 244-0333 Fax: (973) 244-0246 www.americanschoolnj.com

Union County College

1033 Springfield Avenue Cranford NJ 07016 Phone: (908) 709-7000 www.ucc.edu

Business Learning Center

184 Rt 35 Cliffwood Beach NJ 07735 Phone:(732) 290-9269 Phone: #2 1-800-769-9167 E-mail: georgeyager@ptonline.net

The Chicopee Group

1579 Thalia Street Youngstown OH 44514 Phone: (800) 644-3754

Professional School of Business 22 East Willow Street Millburn NJ 07041 Phone: (973) 564-8686 Fax: (973) 564-8982 www.proschool.com

Rutgers University, Connie Burke Center of Government Services 33 Livingston Ave - Ste 200 New Brunswick NJ 08901 Phone: (732) 932-3640 ext. 627

National Residential

Appraisers Institute 2001 Cooper Foster Park Rd. Amherst OH 44001 Phone: (440) 282-7925

North Jersey School of Real Estate

212 Durham Avenue Metuchen NJ 08840 Phone: (732) 548-0603 Fax: (732) 548-0787

Renwick & Associates

Valuation Solutions 104 E. Main Street Maple Shade NJ 08052 Phone: (856) 779-7050 www.renwickandassociates.com New Jersey Office of the Attorney General Division of Consumer Affairs State Real Estate Appraisers Board 124 Halsey Street, 3rd Floor, PO Box 45032 Newark, New Jersey 07102

C. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

Kovats School of Real Estate

230 West Passaic Street Maywood NJ 07607 Phone: (201) 843-7277 Fax: (202)843-0715 www.kovatsschool.com

McKissock Data Systems

PO Box 1673 Warren PA 16365 Phone: (800) 328-2008 <u>www.mcKissock.com</u>

Appraisal Training Division

/ N. L. C. 473 Centre Street Nutley NJ 07110 Phone: (973) 542-0248 Fax: (973-542-0247 www.pglappraisals.com

Department of Housing and Urban Development

Jerry Glavy-Director 100 Penn Square East Philadelphia PA 19107

Appraisal Institute

(*Central Chapter*) President: Bogdan Fraczkowski 26 Oleander Court Lawrenceville NJ 08648 Phone: (609) 896- 3929

Union County School of Real Estate

Carmen Mistichelli 150 Smith Street Elizabeth NJ 07201 Phone: (908) 354-4494 Fax (908) 354-1298

School of Real Estate Appraising 62 North Chapel Street

Suite #6 Newark DE 19711 Phone: (302) 368-2855 Fax : (302) 368-0992 E-mail: Eloomis@usaschool.net

The Real Estate School of Central NJ 1734 Oak Tree Road Edison NJ 08820

Phone: (732) 548-0603

New Jersey Real Estate Commission Department of Banking & Insurance

20 West State Street P.O. Box 328 Trenton NJ 08625-0328 Phone: (609) 292-7053 www.njdovi.org

South Jersey Professional School of Business, Inc. And the Insurance School

331 Tilton Road, Suite #4,Tilton Shopping Ctr.
P.O. Box 1112
Northfield, NJ 08225
Phone: (609) 646-3170
Fax: (609) 6463336
Contact Person: Mr. Carl Davis
www.professionalbusinessschool.com

Allied Business Schools

22952 Alcalde Drive Laguna Hills, CA 92653 Phone: (888) 501-7686 Fax: (949) 707-5579 E-mail: <u>allied@alliedschools.com</u> <u>http://www.alliedschools.com</u> New Jersey Office of the Attorney General

Division of Consumer Affairs State Real Estate Appraisers Board 124 Halsey Street, 3rd Floor, PO Box 45032 Newark, New Jersey 07102

D. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

South Jersey Professional School of Business, Inc. and the Insurance School 331 Tilton Road, Suite 34Tilton Shopping Center P.O. Box 1112 Northfield NJ 08225 Phone: (609) 646-3170 Fax: (609) 646-3336 http://professionalbusinessschool.com

De Fluri Institute of Real Estate & Appraisal 119 West King Street Hillside NJ 07205 Phone: (908) 241-8008 Fax: (908) 241-8008 E-mail: <u>deflurijr@verizon.net</u>

New Jersey Office of the Attorney General

Division of Consumer Affairs State Real Estate Appraisers Board 124 Halsey Street, 3rd Floor, PO Box 45032 Newark, New Jersey 07102

E. NEW JERSEY/NORTHEAST CHAPTERS

Appraisal Institute

(Southern NJ) J. Paul Bainbridge JP Bainbridge & Associates, Inc. 300 Goshen Road Cape May Court House, NJ 08210 Phone: (609)465-9978

Appraisal Institute

Lisa Weiss 43 Crescent Hollow Drive Sewell NJ 08080 Phone: (856) 415-0281 Fax: (856) 415-1952 www.ai-snj.org

International Association of Assessing Officers Phone: (609) 465-1030

Appraisal Institute

(Metro NJ Chapter) P. O. Box 2000 295 Pierson Avenue Edison NJ 08818 Debra J. Miller Executive Secretary appraisal.institute@verizon.net http://www.ai-newjersey.org Executive Secretary (732) 494-4640-Fax

The Mortgage Bankers Association of New Jersey/League of Mortgage Lenders P.O. Box 309

Springfield NJ 07081

Independent Fee Appraisers Regional Governor

Charles Blau, IFAC 55 Morris Avenue Springfield NJ 07081 Phone: (973) 564-9001 Fax: (973) 564-9071

(Southern NJ)

Camden NAIFA Chapter

442 Buttenwood Avenue Mapleshade, NJ 08052 Phone: (609)263-5995

Appraisal Institute

(Metro NJ Chapter) Aurora Loan Services/Lehman Brothers 230 Park Avenue Florham Park NJ 07932 Denise Smith President Phone: (973) 261-1557 Fax: (973) 261-1882

The New Jersey Association of Realtors

295 Pierson Avenue Edison NJ 08818 385 Morris Avenue Phone: (732) 494-5616

Independent Fee Appraisers State Director

Louis A. Bonato, IFA 22 Mockingbird Lane Petersburg NJ 08270 Phone: (609) 628-3340 Fax: (609) 628-2953

NEW JERSEY BOARD OF REAL ESTATE APPRAISERS

License/Trainee Appraisal Log

APPLICANT NAME:_____

TRAINEE PERMIT/LICENSE NO			. Land / Site	Inspection & Descriptions	Scope of Review	l. Building	Scone of Review	III. Neighborhood Description		Scope of Review	IV. Highest & Best	Use Analysis	Scope of Review	/. Kesearch & Analysis of Commarable Sales	Scone of Review	1. COST ANALYSIS		Scope of Review	VII. Income Analysis		Scope of Review VIII. Sales Adjustment Analysis	Scope of Review	X. Correction / Reconciliation	Of Data- Final Value	Scope of Review	Amount			
Appraisal Date	Address of Appraised	City and State of Appraised	Name of Client	Type of Property	Intended Use of Apprl Report	T	S	S	T S	s s			S	T	S	S	Г	s s	5 T	S	S	T	S	S T	S	T	S	S	of Hours
Date	Property	Property	Client	Appraised	of Applit Keport																								Claimed
1/1/0000	000 Halsey Street	Newark, NJ	Appraisal Bank	Multi Family	Purchase																								7
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SUPERVISOR SIGNATURE:______ LICENSE NUMBER:_____

SUPERVISOR NAME (PRINT):_____

Page Total

EFFECTIVE JANUARY 1, 2008 all experience must be on this log form only.

Page_____ of _____