

**TRANSMITTAL SHEET FOR  
NOTICE OF INTENDED ACTION**

Control 780 Department or Agency Alabama Real Estate Appraiser Board  
Rule No. 780-X-16-.02  
Rule Title: Checklist

\_\_\_\_\_ New X Amend \_\_\_\_\_ Repeal \_\_\_\_\_ Adopt by Reference \_\_\_\_\_

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the State's police power and the protection of the Public health, safety, or welfare? Yes

Is there another, less restrictive method of Regulation available that could adequately Protect the public? No

Does the proposed rule have the effect Of directly or indirectly increasing the costs Of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful To the public than the harm that might result from the absence of the proposed rule? N/A

Are all facets of the rulemaking process Designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

\*\*\*\*\*

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

\*\*\*\*\*

**Certification of Authorized Official**

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.

Signature of certifying officer *J. Lisa V. Swank*

Date 2-17-16

**ALABAMA REAL ESTATE APPRAISERS BOARD**  
**100 N. Union Street, Suite 370**  
**Montgomery, Alabama 36104**

**February 17, 2016**

**Notice of Intended Action**

**Rule No. & Title:** 780-X-16-.02 Checklist

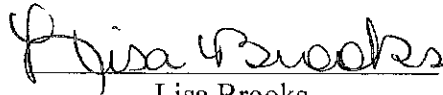
**Intended Action:** Amendment

**Substance of Amendment:** Reduce annual appraiser license fees by fifty (\$50.00) dollars per year.

**TIME, PLACE, MANNER OF PRESENTING VIEWS:** Interested persons may submit their views regarding the proposed amended rule orally or in writing to the Alabama Real Estate Appraisers Board, P.O. Box 304355, Montgomery, Alabama 36130-4355; 334-242-8747 no later than 4:30 P.M. on April 4, 2016. A public hearing will be held on March 17, 2016 at 9:00 A.M., 100 N. Union St., Third Floor conference room, RSA Union Building, Montgomery, Alabama, 36104.

**FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:** Written or oral comments concerning this change must be received by the Alabama Real Estate Appraisers Board no later than April 4, 2016 at 4:30 P.M., P.O. Box 304355, Montgomery, Alabama, 36130-4355 or 100 North Union Street, Suite 370, Montgomery, AL 36104 or 334-242-8747.

**CONTACT PERSON AT AGENCY:** Neva C. Conway  
Assistant Attorney General

  
Lisa Brooks

Checklist.

**CHECKLIST FOR BECOMING LICENSED AND/OR CERTIFIED APPRAISER**

1. Meet personal, work experience and educational requirements. Educational courses taken after January 1, 1993 require prior approval by the Board. For Trainee Real Property Appraisers applying for licensure as a Certified General Real Property Appraiser, a personal interview with the Real Estate Appraisers Board may be required.
2. Complete state application for (1) Trainee Real Property Appraiser; (2) State Registered Real Property Appraiser; (3) Licensed Real Property Appraiser; (4) Certified Residential Real Property Appraiser; (5) Certified General Real Property Appraiser.
3. Return completed **TYPED** application with transcripts, course evaluation forms and non-refundable application fees to address below.
4. a. ~~Effective June 21, 2011, the following fees are in effect:~~

Trainee Real Property Appraiser:

Application Fee ----- \$150.00  
 Annual License Fee ----- 275.00  
 Total Amount ----- \$425.00

Licensed Real Property Appraiser:

Application Fee ----- \$275.00  
 Annual License Fee ----- 275.00  
 Washington Registry Fee ----- 25.00  
 Total Amount ----- \$575.00

State Registered Real Property Appraiser:

Application Fee ----- \$275.00  
 Annual License Fee ----- 275.00  
 Total Amount ----- \$550.00

Certified Residential Real Property Appraiser:

Application Fee ----- \$275.00  
 Annual License Fee ----- 275.00  
 Washington Registry Fee ----- 25.00  
 Total Amount ----- \$575.00

Certified General Real Property Appraiser:

Application Fee ----- \$275.00  
 Annual License Fee ----- 275.00  
 Washington Registry Fee ----- 25.00  
 Total Amount ----- \$575.00

- b. Effective January 1, 2012, the following fees will be in effect:

Trainee Real Property Appraiser:

Application Fee - \$150.00  
 Annual License Fee - 275.00 285.00  
 Total Amount - \$425.00 435.00

Licensed Real Property Appraiser:

Application Fee - \$275.00  
 Annual License Fee - 275.00 \$285.00  
 Washington Registry Fee - 40.00  
 Total Amount - \$590.00 600.00

**State Registered Real Property**

**Appraiser:**

Application Fee - \$275.00  
Annual License Fee - ~~275.00~~ 285.00  
Total Amount - ~~550.00~~ 560.00

**Certified Residential Real Property**

**Appraiser:**

Application Fee - \$275.00  
Annual License Fee - ~~275.00~~ 285.00  
Washington Registry Fee - 40.00  
Total Amount - ~~590.00~~ 600.00

**Certified General Real Property**

**Appraiser:**

Application Fee - \$275.00  
Annual License Fee - ~~275.00~~ 285.00  
Washington Registry Fee - 40.00  
Total Amount - ~~590.00~~ 600.00

5. If all requirements are met, you will receive:

Approval and Admission letter for exam (if required) and notification of instructions for scheduling exam.

6. After satisfactory completion of the examination applicant is required to send to the Board office the original picture examination score along with appropriate license and/or certification fee. Your Certificate of licensure and/or certification will be sent after required information is received.
7. Satisfactory completion of an exam must be made within twenty-four months after application is approved by the Board. The applicant may take exam as many times within the twenty-four month period as he or she chooses until a passing grade is obtained. After twenty-four-month expiration applicant must submit new application and necessary fees.

**FIVE CATEGORIES OF APPRAISERS IN ALABAMA**

1. **Trainee Real Property Appraiser** – This classification requires the trainee to work under the direct supervision of a certified or licensed real property appraiser who has been approved by the Board as a Mentor. The scope of practice for the appraiser trainee classification is the appraisal of those properties, which the supervising appraiser Mentor is permitted to appraise.
2. **State Registered Real Property Appraiser** – The “State Registered Real Property Appraiser” classification includes those individuals who may perform real estate appraisals on non-federally related properties (those properties which are the subject of appraisal for non-federally related transactions) including: (1) complex appraisals of 1 to 4 unit non-federally related residential properties having transaction value of \$250,000 or less; other non-federally related non-residential properties having transaction value of \$250,000 or less. (2) non-complex appraisals of 1 to 4 unit non-federally related residential properties having transaction values of \$1,000,000 or less. (3) This classification does not include the appraisal of subdivisions wherein a development analysis/appraisal is necessary and utilized.
3. **Licensed Real Property Appraiser** – This classification includes those individuals who are licensed to perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of \$250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of \$1,000,000 or less; (c) appraisals of other types of real estate having transaction value of \$250,000 or less. The Licensed Real Property Appraiser is authorized to give a “Certified Appraisal” on a federally-related transaction, in accordance with FIRREA requirements.
4. **Certified Residential Real Property Appraiser** – This classification refers to those individuals licensed by the Board as being qualified to perform federally-related residential real estate appraisals on 1 to 4 unit

4. The “Certified Residential Real Property Appraiser” – Applicant must have been an appraiser and appraising real property for no less than 24 months with a minimum of 250 points or 2500 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of at least two hundred (200) hours of appraisal education as set out in §780-X-3-.06(d)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement shall be a Board-approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Every applicant for a Certified Residential Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the appraisal education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A bachelor’s degree from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 200 classroom hours of Board-approved appraisal education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of 2500 hours or 250 points appraisal experience is necessary for approval of a license for Certified Residential Real Property Appraiser classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.
  
5. The “Certified General Real Property Appraiser” – Applicant must have been an appraiser and appraising real property for no less than 30 months with a minimum of 300 points or 3000 hours of actual appraisal experience. At least 150 of the 300 points (or 1500 of the 3000 hours) of experience must be in non-residential appraisals. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of at least three hundred (300) hours of appraisal education as set out in §780-X-3-.06(e)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement shall be a Board-approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Every applicant for a Certified General Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A Bachelor’s degree or higher from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 300 classroom hours of education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of three thousand (3000) hours of appraisal experience or 300 points is necessary for approval of a license for the Certified General Real Property classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

The Alabama Real Estate Appraisers Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.