

INSTRUCTION SHEET – APPRAISAL EXPERIENCE LOG FORM DBPR RE-2300

Log should be prepared in chronological order
A separate log is required for each supervisor, when applicable.
Please do not alter work log format by adding additional lines.

- 1. Applicant Name:** List the applicant name as it appears on the application (Last, First, Middle).
- 2. Supervising Appraiser's Name:** Last, First, Middle
- 3. Appraisal Experience Type Check Boxes:** Check the appropriate box for the type of experience claimed. If it is a fee/staff appraisal assignment, check the first box. If it is a review assignment, check the second box, etc. ****NOTE: DO NOT MIX EXPERIENCE TYPES ON THIS LOG SHEET. YOU MUST SUBMIT A SEPARATE LOG SHEET FOR EACH EXPERIENCE TYPE (separate pages for fee/staff, separate pages for review experience, etc).**
- 4. Effective Date / Report Date:** The effective date of the appraisal establishes the context for the value opinion. The report date of the appraisal indicates whether the perspective of the appraiser on the market and property as of the effective date of the appraisal was prospective, current, or retrospective.
- 5. Property Address:** The physical address of the subject property. You may include the file number behind the address, but the physical location of the subject property must be listed. You may use more than one line for each address (number and street on one line, with city and state on the second line).
- 6. Describe Property Type: Residential:** Single family residence, 1-4 residential units, Condo, Multi-family. **Commercial:** Retail, office, hotel, warehouse, etc. **Eminent Domain:** identify project and subject parcels.
- 7. Reporting Option (Line 1):** The reporting options for experience completed prior to 1-1-2014, may include Self-Contained, Summary, or Restricted appraisal reports. The reporting options for experience completed after 1-1-2014 must be Appraisal Report or Restricted Report. All reports must be in compliance with the version of USPAP in effect at the time the assignment was completed.
- 8. Form Type (Line 2):** If the report is completed on a form, report the form number (SFR 1004, Exterior Only 2055, Condo 1073, etc.) If the form is not numbered, include a descriptive phrase (e.g. land, income property). If the report is a narrative report, the word "Narrative" should be inserted here.
- 9. Reporting of Applicant's Work Performed:** Supervisory Appraiser must ensure Trainee is properly registered with DBPR and accompany Trainee appraiser for Items I, II, and III of the checklist for the first 6 months and thereafter until the Supervisory Appraiser determines the registered trainee is competent. USPAP requires that significant appraisal assistance from other not signing the certification must be acknowledged in the Certification of the report.
- 10. T = Registered Trainee Appraiser (Applicant) S = Supervisory Appraiser**
- 11. Checklist Items for Trainee:** For each assignment, please write in the number of hours completed by the Trainee for Checklist items I, II, and III. The hours worked on these items must be a minimum of 150 hours within the first 6 months. For Items IV through X, please place a check mark in the box for each item where the Trainee participated in the assignment.
- 12. Level of Supervising Appraiser's Supervision:** For each assignment, the Supervisory Appraiser (S) must indicate:

1) whether they had Primary Responsibility (P); Co-appraised (C); Reviewed and Approved (R) for each portion of each assignment listed and,

2) The number of hours contributed by the Trainee (T) for each assignment in Columns I through X above in the "Hours Recorded" column.

13. Page numbers: Please indicate the page number of the total number of pages.

14. Trainee Hours as Recorded by Supervisory Appraiser: This is the total number of hours that the Applicant (T) accumulated during the process of completing the assignment (actual hours worked on the appraisal). This is attested to by the supervisor's signature.

15. Supervisor's Signature / Designation and License Number: The signature, designation and license number of the supervisor for the applicant who worked on the appraisals listed on the individual pages of the log is required (e.g. Licensed, Certified Residential, or Certified General). PLEASE NOTE: This requirement only applies to those applicants that currently require supervision (Florida trainees, as well as any out-of-state entry level licensees).

16. Date: This is the date the Supervising Appraiser and the Trainee (Applicant), signed each page of the log. Since the log should represent a chronological progression of assignments completed, this date should coincide with the date of the last appraisal listed on each page.

17. Applicant Signature / Designation / License Number: The signature, **current** designation and license number of the applicant who is completing the log is required (e.g. Trainee, Licensed, or Certified Residential). This also applies to out-of-state applicants who are required to insert their out-of-state designation.

Please do not alter work log format by adding additional lines.



Florida Department of Business and Professional Regulation
 Division of Real Estate
 2601 Blair Stone Road, Tallahassee, FL 32399
 Appraisal Experience Log

Print Applicant's Name: Last, First, Middle

Print Supervising Appraiser's Name: Last, First, Middle

Experience is (if more than one type of experience is claimed, please use separate work log sheet):
 Fee / Staff Appraiser Review Appraiser Feasibility Analyst / Consultant

Effective Date and Report Date	Property Address City, State Zip Code	Describe Property Type: (SFR, Condo, or 2-4 Units) or Commercial (ex. retail, office, hotel, warehouse)	Reporting Options		T - Registered Trainee	S - Supervisor	I. Hours for Site Inspection & Descriptions**	II. Hours for Building Inspection & Descriptions**	III. Hours for Neighborhood Description / Analysis*	IV. Highest & Best Use Analysis***	V. Research of Comparison Sales & Analysis****	VI. Income Analysis****	VII. Cost Analysis****	VIII. Meaningful Sales Analysis****	IX. Final Reconciliation****	X. Other (please attach explanation)***	Trainee Hours as Recorded by Supervisory Appraiser
			(1) List Reporting Option*	(2) List Form No. or Narrative Report													
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***Reporting Options:** The reporting options for experience completed prior to 1-1-2014, may include Self-Contained, Summary, or Restricted appraisal reports. The reporting options for experience completed after 1-1-2014 must be Appraisal Report or Restricted Report. All reports must be in compliance with the version of USPAP in effect at the time the assignment was completed (see instruction sheet).

Hours This Page **Cumulative Total:**

****Supervisory Appraiser must** ensure Trainee is properly registered with DBPR and accompany Trainee appraiser for Items I, II, and III of the checklist for the first 6 months and thereafter until the registered trainee is competent. Checklist Items I, II, and III must be a minimum of 150 hours within the first 6 months.

*****Supervisory Appraiser must indicate:** **1)** whether they had Primary Responsibility (P); Co-appraised (C); Reviewed and Approved (R) for each portion of each assignment listed and, **2)** The number of hours contributed by the Trainee (T) for each assignment in Columns I through X above in the "Hours Recorded" column.

Supervisor Signature:

Designation and License Number:

Date Signed:

Registered Trainees must: **1)** Indicate which portions of the assignment they contributed by putting the number of hours contributed in Items I, II, and III, and an "x" in Columns I through X above and, **2)** Ensure that a separate log is maintained with each Supervisor during the working relationship with each supervisor.

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Applicant Signature:

Designation and License Number if upgrading license

Date Signed:

DBPR-RE-2300

Effective:

Incorporated by Rule: 61-35.026