



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one) NO YES			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES			
If yes, enclose a detailed explanation and copies of all documents.			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**BOARD OF REAL ESTATE APPRAISERS
APPLICATION FOR LICENSURE**

LICENSE TYPE:					
CHECK ONE	LICENSE TYPE	APPLICATION REVIEW FEE	ORIGINAL LICENSE FEE	CRIMINAL HISTORY FEE	TOTAL FEES
	REGISTERED AP- PRAISER TRAINEE (4695)	\$50	\$425	\$21	\$496
	LICENSED REAL ES- TATE APPRAISER (4695)	\$50	\$425	\$21	\$496
	CERTIFIED RESIDEN- TIAL APPRAISER (4695)	\$50	\$425	\$21	\$496
	CERTIFIED GENERAL APPRAISER	\$50	\$425	\$21	\$496
	TEMPORARY LICENSE	\$50	\$100	\$21	\$171

Office Use Only: 1446 -\$50 1421—\$425 (TRAINEE) 1421—\$425 (AP, CR, CG) 1421—\$100 (TEMP) 2619—\$21

Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
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PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	

APPLICANT NAME _____

CHARACTER REFERENCES

LIST THREE (3) PERSONS YOU HAVE KNOWN FOR AT LEAST ONE YEAR, NOT RELATED TO YOU, WHO WILL ATTEST TO YOUR REPUTATION FOR HONESTY, TRUTHFULNESS, FAIR DEALING AND COMPETENCY.

1. Name: _____ Phone: _____

Address: _____

Signature of Endorser: _____

2. Name: _____ Phone: _____

Address: _____

Signature of Endorser: _____

3. Name: _____ Phone: _____

Address: _____

Signature of Endorser: _____

**MAINE STATE BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION, AUGUSTA ME 04333
(207) 624-8522**

SUPERVISOR / TRAINING FORM

TRAINEE'S NAME

TRAINEE SIGNATURE _____ Date: _____

CHECK HERE IF YOU HAVE A CHANGE OF ADDRESS: _____
NEW ADDRESS

CHECK HERE IF THIS IS A CHANGE OF YOUR PRIMARY SUPERVISOR.

CHECK HERE IF THIS IS AN ADDITIONAL SUPERVISOR.
(I.E., WORKING PART-TIME AT TWO DIFFERENT APPRAISAL COMPANIES)

CHECK HERE IF YOU NEED A NEW LICENSE. ENCLOSE A CHECK FOR \$10.00 PAYABLE TO "TREASURER STATE OF MAINE".

TO BE COMPLETED BY THE SUPERVISOR

I ACKNOWLEDGE THAT I WILL BE RESPONSIBLE FOR THE TRAINING FOR THE APPLICANT MENTIONED HEREIN, AND THAT THE APPLICANT MUST WORK UNDER MY SUPERVISION AND CANNOT AT ANY TIME PRACTICE AS AN APPRAISER UNSUPERVISED. I ALSO UNDERSTAND THAT I MUST PERSONALLY ACCOMPANY THE TRAINEE ON THE FIRST FIFTY (50) APPRAISALS.

THE SUPERVISING APPRAISER SHALL MAINTAIN ACCURATE, UP-TO-DATE RECORDS OF ALL APPRAISAL RELATED ACTIVITIES DONE BY THE TRAINEE. HOURS SHALL BE REPORTED TO THE MAINE BOARD OF REAL ESTATE APPRAISERS ON A FORM PRESCRIBED BY THE BOARD NO LATER THAN THE 10TH OF EACH MONTH.

FORMS FOR REPORTING WORK EXPERIENCE WILL BE SENT OUT UPON APPROVAL OF THE TRAINEE LICENSE.

SUPERVISOR'S COMPLETE NAME LICENSE/CERTIFICATION # & EXPIRATION DATE

SIGNATURE OF SUPERVISOR: _____ DATE: _____

ALTERNATE'S COMPLETE NAME LICENSE/CERTIFICATION # & EXPIRATION DATE

SIGNATURE OF ALTERNATE SUPERVISOR: _____ DATE: _____

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION, AUGUSTA, ME 04333
(207) 624-8522

IRREVOCABLE CONSENT TO SERVICE FORM

PLEASE TYPE OR PRINT LEGIBLY:

NAME OF APPLICANT: _____ SOCIAL SECURITY #: _____

LEGAL RESIDENCE: _____

WHEREAS, I _____, OF _____ IN

THE STATE OF _____ HAVE MADE APPLICATION FOR A NONRESIDENT LICENSE TO PRACTICE AS A REAL ESTATE APPRAISER IN THE STATE OF MAINE IN ACCORDANCE WITH THE PROVISIONS OF 32 MRSA, CHAPTER 123; AND

WHEREAS, PURSUANT TO 32 MRSA §13977, IT IS NECESSARY FOR A NONRESIDENT LICENSE APPLICANT TO FILE AN IRREVOCABLE CONSENT TO SERVICE AGREEMENT WITH THE COMMISSIONER OF THE DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION;

NOW, THEREFORE, I HEREBY EXECUTE AND FILE WITH THE COMMISSIONER OF THE DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION THIS IRREVOCABLE CONSENT THAT ACTIONS MAY BE COMMENCED AGAINST ME IN THE PROPER COURT OF ANY COUNTY OF THE STATE OF MAINE IN WHICH A CAUSE OF ACTION MAY ARISE OR IN WHICH THE PLAINTIFF MAY RESIDE, BY THE SERVICE OF THE PROCESS OR PLEADING ON THE COMMISSIONER SHALL BE TAKEN AND HELD IN ALL COURTS AS VALID AND BINDING AS IF DUE SERVICE HAD BEEN MADE UPON ME PERSONALLY WITHIN THE STATE OF MAINE.

IN WITNESS WHEREOF, I HAVE HEREUNTO SIGNED MY NAME THIS _____ DAY OF _____, 19 ____.

SIGNATURE OF APPLICANT

INSTRUCTIONS FOR ALL LICENSE TYPES

1. Complete both pages of the appraiser application form
2. Complete educational experience form and attach certificates of completion (N/A for reciprocal or temporary license applicants) - course list available at the web site:

www.maine.gov/professionallicensing
3. Complete supervisor form (new trainees only)
4. Complete work experience form (N/A for trainees, temporary or reciprocal license applicants)
5. Complete "Consent to Service" form (for out-of-state applicants only)
6. Enclose an original "Certificate of Good Standing" from current license state (reciprocal and temporary applicants only)
7. Enclose copy of contract or engagement letter (temporary applicants only)
8. Enclosed check or money order payable to "Treasurer State of Maine" for TOTAL fee indicated on application form
9. Regular U.S. Mail:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION
AUGUSTA ME 04333**

10. Overnight mail should be sent to our physical location:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
76 NORTHERN AVENUE
GARDINER, ME 04345**

DEFINITION OF COMPLEX APPRAISALS

***FROM BOARD RULES—CHAPTER 200 SECTION 4B2**

The actual amount of major residential work will be based on the geographical location of the applicant and at the Board's determination. Major residential work experience generally includes:

- A. Appraisals of residential property over \$1 million;
- B. Appraisals of one to four unit residential properties over \$250,000; or
- C. Appraisals of complex** residential property.

****FROM BOARD LAW—32 § 14002**

"Complex residential property" means a residential property of one to 4 units exhibiting characteristics, determined by the board, that are not typical of the property type or marketplace, including, but not limited to:

- A. Unusual forms of ownership, such as partial interests;
- B. Property interests other than fee simple, such as those encumbered by easements, life estates or elaborate lease terms;
- C. Unstable market conditions;
- D. Changing patterns of land use when issues of compatibility, zoning and highest and best use are significant factors;
- E. Environmentally contaminated properties; and
- F. Physical characteristics, such as lot size, topography and building type, that are unusual.

LD 1919

“An Act to Amend the Laws Governing Real Estate Appraiser Licensing to Comply with Federal Law”

The following chart illustrates the education, examination and experience requirements for real estate appraiser license applicants that currently exist and the new requirements effective January 1, 2008:

Appraiser Qualification Comparison	
	January 1, 2008 Requirements
Certified General Appraiser (CG)	<p>Education: Bachelor’s Degree or 30 semester hours of required courses* plus 300 classroom appraisal course hours</p> <p>Experience: 3,000 hours in no fewer than 30 months</p> <p>Examination</p>
Certified Residential Appraiser (CR)	<p>Education: Associates Degree or 21 semester hours of required courses* plus 200 classroom appraisal course hours</p> <p>Experience: 2,500 hours in no fewer than 24 months</p> <p>Examination</p>
Licensed Residential Appraiser (AP)	<p>Education: 150 classroom appraisal course ours</p> <p>Experience: 2,000 hours in no fewer than 12 months</p> <p>Examination</p>
Appraiser Trainee (RA)	<p>Education: 75 classroom appraisal course hours</p> <p>Must be supervised by CR or CG</p>

*Degree or courses will be acceptable if they are taken at a college or community college that is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Transition Provisions: An applicant who submits a license application to the Department of Professional and Financial Regulation, Office of Licensing and Registration, Board of Real Estate Appraisers between January 1, 2008 and December 30, 2009 who has satisfactorily completed one or more of the requirements for licensure, education, experience and examination prior to January 1, 2008 is deemed to satisfy the requirements for licensure, education, experience and examination in effect at the time of application with respect to that requirement is required for that level of licensure, while such an applicant who has not satisfactorily completed one or more of the requirements for licensure, education, experience and examination must meet the requirements in effect at the time of application with respect to that requirement. An applicant who does not complete the requirements for licensure before December 31, 2009 must satisfy all of the requirements for licensure in effect at the time of application.

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

**SEE PAGES 10-13 FOR FREQUENTLY ASKED QUESTIONS
PERTAINING TO SPECIFIC LICENSE TYPES**

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.

Frequently Asked Questions

REAL ESTATE APPRAISER TRAINEE

- **How do I become a real estate appraiser trainee?** First, you need to take 75 hours of approved qualification education. Next, you need to find a certified appraiser to sign on as your supervisor. Lastly, complete a license application and submit it to the board with the appropriate documentation. Be sure to include:
 1. \$496 payable to Maine State Treasurer;
 2. Original course completion certificates;
 3. Supervisor Form
- **How long is my trainee license good for?** Trainee licenses are initially issued for a period of two years and may be renewed twice. If you do not complete the requirements for licensure by the end of the sixth year, you must re-apply for another trainee license.
- **Am I required to complete CE to renew my trainee license?** There is no CE requirement for the first renewal. However, you are required to complete 28 CE at the time of the second renewal.

Frequently Asked Questions

LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

- **My current supervisor is a licensed residential appraiser (AP), will I be allowed to keep the same supervisor after 12/31/2007?** All supervisors must be either certified residential or certified general after 12/31/2007.
- **I currently hold a trainee license and will have 90 qualification education (QE) hours before 12/31/2007, but will not have completed the 2000 hours of appraisal experience by then. Will I be grandfathered under the old license?** In order to be grandfathered, a licensee must do two things:
 1. Submit an application to the board between 01/01/2008 and 12/31/2009 and
 2. Complete the education, experience and exam requirements before 12/31/2009.
- **I currently hold a trainee license. Will I be required to have a college degree to upgrade my license after 01/01/2008?** The 2008 criteria does not require a college degree to upgrade to a licensed residential appraiser, but an associates degree will be required to upgrade to the certified residential level and a baccalaureate degree will be required to upgrade to the certified general level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of a degree the AQB will allow 21 semester hours for the associate degree and 30 semester hours for the baccalaureate degree. The specific courses are listed at the Appraisal Foundation web site:
 - <http://www.appraisalfoundation.org> in the booklet, "A Guide for Understanding the 2008 Real Property Appraiser Qualification Criteria".
- **What is the core curriculum requirement for the licensed residential real property appraiser?**
 1. 30 hours basic appraisal principles
 2. 30 hours basic appraisal procedures
 3. 15 hours the 15-hour national USPAP course or its equivalent
 4. 15 hours residential market analysis & highest and best use
 5. 15 hours residential appraiser site valuation & cost approach
 6. 30 hours residential sales comparison & income approaches
 7. 15 hours residential report writing and case studies
 8. 150 hours

A list of approved core curriculum can be found at the following web address:

http://www.appraisalfoundation.org/s_appraisal/bin.asp?CID=78&DID=399&DOC=FILE.PDF

A list of approved education providers can be found at the following web address:

http://www.appraisalfoundation.org/s_appraisal/bin.asp?CID=78&DID=399&DOC=FILE.PDF

****NO COLLEGE DEGREE IS REQUIRED FOR THIS LEVEL OF LICENSURE****

Frequently Asked Questions

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

- **I currently hold a trainee license. Will I be required to have a college degree to upgrade my license after 01/01/2008?** Yes, the new 2008 criteria requires an associates degree to upgrade to the certified residential appraiser level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of a degree, the AQB will allow 21 semester hours for the associate degree and 30 semester hours for the baccalaureate degree. The specific courses are listed at the appraisal foundation web site: <http://www.appraisalfoundation.org> in the booklet "A Guide for Understanding the 2008 Real Property Appraiser Qualification Criteria".
- **If I have a degree or have met the semester hours listed above in lieu of a degree, do I have to take the core curriculum appraiser courses as well?** Yes, the core curriculum courses for the certified residential appraiser license is as follows:
 - 1. 30 hours basic appraisal principles
 2. 30 hours basic appraisal procedures
 3. 15 hours the 15-hour national USPAP course or its equivalent
 4. 15 hours residential market analysis and highest and best use
 5. 15 hours residential appraiser site valuation and cost approach
 6. 30 hours residential sales comparison and income approaches
 7. 15 hours residential report writing and case studies
 8. 15 statistics, modeling and finance
 9. 15 hours advanced residential applications and case studies
 10. Appraisal subject matter electives 20 hours (may include hours over minimum shown above in other modules)
 11. 200 hours

A list of approved education providers can be found at the following web address:

http://www.appraisalfoundation.org/_appraisal/bin.asp?CID=78&DID=399&DOC=FILE.PDF

Frequently Asked Questions

CERTIFIED GENERAL REAL PROPERTY APPRAISER

- **I currently hold a trainee license. Will I be required to have a college degree to upgrade my license after 01/01/2008?** Yes, the new 2008 criteria requires a bachelors degree to upgrade to the certified general appraiser level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of a degree the AQB will allow 30 semester hours for the bachelors degree. The specific courses are listed at the Appraisal Foundation web site: <http://www.appraisalfoundation.org> in the booklet "A Guide for Understanding the 2008 Real Property Appraiser Qualification Criteria".
- **If I have a degree or have met the semester hours listed above in lieu of a degree, do I have to take the core curriculum appraiser courses as well?** Yes, the core curriculum courses for the certified general appraiser license is as follows:
 - 1. 30 hours basic appraisal principles
 - 2. 30 hours basic appraisal procedures
 - 3. 15 hours the 15-hour national USPAP course or its equivalent
 - 4. 30 hours general appraiser market analysis and highest and best use
 - 5. 15 hours statistics, modeling and finance
 - 6. 30 hours general appraiser sales comparison approach
 - 7. 30 hours general appraiser site valuation and cost approach
 - 8. 60 hours general appraiser income approach
 - 9. 30 hours general appraiser report writing and case studies
 - 10. Appraisal subject matter electives 30 hours (may include hours over minimum shown above in other modules)
 - 11. 300 hours

A list of approved education providers can be found at the following web address:

http://www.appraisalfoundation.org/s_appraisal/bin.asp?CID=78&DID=399&DOC=FILE.PDF