



**INSTRUCTIONS TO COMPLETE AN APPLICATION FOR LICENSURE FOR A  
LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)**

1. Complete the application in full (one page)
2. If you have not already provided the Board with 1000 hours and 6 months of experience you should do so with this application
3. Attach certificates of completion for the following AQB approved courses:

15 HOURS	RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE
15 HOURS	RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH
30 HOURS	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES
15 HOURS	RESIDENTIAL REPORT WRITING AND CASE STUDIES

**ALL COURSES MUST BE APPRAISER QUAIFICATIONS BOARD (AQB) APPROVED. THE CURRENT AQB APPROVED COURSE LIST IS AVAILABLE ON THE APPRAISAL FOUNDATION WEB SITE UNDER THE RESOURCES TAB AND THEN CHOOSE "COURSE APPROVAL PROGRAM" AND CLICK ON THE LINK FOR AQB APPROVED REAL PROPERTY COURSES**

4. A degree is not required for the Licensed Residential license (AP)
5. Fingerprinting - Review the links below to fulfill the fingerprint requirement for licensure.

[Fingerprinting instructions for Maine applicants](#)  
[Fingerprinting instructions for out-of-state applicants](#)  
[REGISTER FOR FINGERPRINTING](#)

Submit a "[Fingerprint Authorization Form](#)" with your application

\*Please Note: Fingerprinting is required for every license application except Temporary Licenses (TL)

6. Enclose check or money order payable to "Treasurer State of Maine" for \$410.00 and mail to the address noted below. Alternatively you may fill out the credit card portion of the application and fax or email it to the board. The Board also has on-line applications on the [web site](#) which is your fastest option.

FAX NUMBER: 207-624-8637      EMAIL: [rlstateappr.board@maine.gov](mailto:rlstateappr.board@maine.gov)

Our mailing address for U.S. Postal Service via, regular, priority, or express mail services is:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS  
35 STATE HOUSE STATION  
AUGUSTA ME 04333-0035**

*(Please note that the USPS will only deliver to the address above and will NOT deliver to our physical location)*

If you wish to use an overnight mail service such as FedEx or UPS. Please use our physical location:

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



**INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION  
FOR A LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)**

**VIA RECIPROCITY WITH ANOTHER STATE**

- ◆ Complete the application in full (one page)
- ◆ Fingerprinting - Review the links below to fulfill the fingerprint requirement for licensure.  
[Fingerprinting instructions for Maine applicants](#)  
[Fingerprinting instructions for out-of-state applicants](#)  
[REGISTER FOR FINGERPRINTING](#)

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EMAIL: [rlestateappr.board@maine.gov](mailto:rlestateappr.board@maine.gov)

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GARDINER, ME 04345**

## Frequently Asked Questions

### LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)

- **Is a high school diploma or GED required?** Yes
- **How old do I need to be to obtain a license?** You must be at least 18 years old.
- **I currently hold a trainee license. Do I need a college degree to upgrade my license ?** A degree is not required to upgrade to the licensed residential level (AP), but is required to upgrade to certified residential level (CR) and the certified general level (CG).
- **What is the core curriculum requirement for the licensed residential real property appraiser?**
  - 30 hours basic appraisal principles
  - 30 hours basic appraisal procedures
  - 15 hours the 15-hour national USPAP course or its equivalent
  - 15 hours residential market analysis & highest and best use
  - 15 hours residential appraiser site valuation & cost approach
  - 30 hours residential sales comparison & income approaches
  - 15 hours residential report writing and case studies
  - 150 hours TOTAL

More core curriculum information may be found in the “Real Property Appraiser Qualification Criteria”  
On the Appraisal Foundation web site: [www.appraisalfoundation.org](http://www.appraisalfoundation.org)

#### **Where can I find a list of AQB approved courses and providers?**

The approved course list may be found on the Appraisal Foundation’s web site under the “RESOURCES” tab and then choose “COURSE APPROVAL PROGRAM”, then click on the link for “AQB APPROVED REAL PROPERTY COURSES”.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 TTY users call Maine Relay 711 Fax: (207) 624-8637  
[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you physically 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](http://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 disciplinary action question?** Any discipline, ever.

### NOTICES

**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. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). 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 disciplinary action disclosure question
- 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.

**FINGERPRINT AUTHORIZATION FORM**

*This form is required to be included with any real estate appraiser license application and must be completed for an AMC controlling person and any AMC owners of more than 10%.*

The Real Estate Appraiser Licensing Law at 32 M.R.S. § 14021 requires license applicants to submit a set of the applicant’s fingerprints and any other necessary information for a statewide and nationwide criminal history record check to be completed by the Department of Public Safety, State Bureau of Identification.

The background checks will include criminal history information on file with the Maine State Bureau of Identification’s criminal history system and the Federal Bureau of Investigation. The Board of Real Estate Appraisers will use the state and federal criminal history record information for the purpose of evaluating whether an applicant possess a background that would call into question public trust.

An individual has the right to access or review his or her State of Maine and federal record response, as provided in Maine law at Title 16, Section 620 of the Maine Revised Statutes, and in federal law in the Code of Federal Regulations, Title 28, Sections 16.32 and 16.33. These laws are available on the Internet or by calling the Maine State Bureau of Identification or the Maine State Law and Legislative Reference Library. For more information on challenging the results of the information contained in the report, you may also contact the State Bureau of Identification at 624-7240.

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*I understand that any criminal record information obtained through the fingerprint-based background investigation process will be used consistently with the guidelines outlined above, and that I have the right to review and appeal the record response if I disagree with the information or claim that the record does not belong to me at all. I agree to have my fingerprints taken by a qualified agent and to participate in the fingerprint-based criminal background investigation.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Company Name: \_\_\_\_\_

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*(For REA Office Use Only)*

Viewed @ MapNet: \_\_\_\_\_

Record Not Found: \_\_\_\_\_

Record Found: \_\_\_\_\_ Director Reviewed: \_\_\_\_\_

License #: \_\_\_\_\_

License Issue Date: \_\_\_\_\_

Processed By: \_\_\_\_\_