



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
BOARD OF REAL ESTATE APPRAISERS**

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	
DISCIPLINARY ACTION DISCLOSURE			
<i>NOTE: Failure to disclose disciplinary action may result in denial, fines, suspension and/or revocation of a license.</i>			
1. 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.			
2. Have you graduated from high school or received a GED? (circle one)			
	NO	YES	
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 Professional & Occupational Regulation 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	

**LICENSE APPLICATION FOR A
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER (CR)**

CHECK ONE	LICENSE TYPE	TOTAL FEES
X	CERTIFIED RESIDENTIAL APPRAISER (CR)	\$410

Office Use Only:

4695
1446—\$30
1421—\$380 CR

Office Use Only

Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

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>
MAILING ADDRESS OF CARDHOLDER (please print)			
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my			
VISA	MASTERCARD	the following amount: \$ _____	
I UNDERSTAND THAT FEES ARE NON-REFUNDABLE			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	

**INSTRUCTIONS TO COMPLETE AN
APPLICATION FOR LICENSURE AS A
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER**

1. Complete the application in full (one page)
2. Attach verification of college level education or equivalent as described in the [AQB Criteria](#).
3. Must document successful completion of core curriculum appraisal courses as indicated below:

ALL COURSES MUST BE APPRAISER QUALIFICATIONS 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

⇒ **Current RA** licensees must obtain the following 125 hours of QE in addition to their original trainee appraiser specific education:

- 15 QE Residential Market Analysis and Highest and Best Use
- 15 QE Residential Appraiser Site Valuation and Cost Approach
- 30 QE Residential Sales Comparison and Income Approach
- 15 QE Residential Report Writing and Case Studies
- 15 QE Statistics, Modeling and Finance
- 15 Advance Residential Applications and Case Studies
- 20 Appraisal Subject matter Electives

⇒ **Current AP** licensees must obtain the following 50 hours of QE in addition to their original trainee and licensed residential appraiser specific education:

- 15 QE Statistics, Modeling and Finance
- 15 Advance Residential Applications and Case Studies
- 20 Appraisal Subject matter Electives

4. Complete the 1500 hour and 12 months minimum experience requirement. If you have not submitted your monthly experience reports you should attach them with the application
5. After your application has been reviewed, you will be requested by letter to submit 4 appraisal samples selected by the board. Appraisals must have been signed by you and a certified appraiser. **Do not** submit samples with your application.

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6. 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)

7. **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: rlestateappr.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**

EDUCATIONAL EXPERIENCE

APPLICANT'S NAME: _____

ALL COURSES MUST BE APPRAISER QUALIFICATIONS 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

COURSE COMPLETION CERTIFICATES MUST ACCOMPANY THIS ATTACHMENT

COURSE TITLE	COURSE SPONSOR	DATES TAKEN	NO. HOURS	FOR OFFICE USE

**INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION
FOR A CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER
VIA RECIPROCITY WITH ANOTHER STATE**

- ◆ Complete the entire certified residential real property appraiser application (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](#)

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

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

- ◆ Enclose check or money order payable to "Treasurer State of Maine" for \$410.00 as indicated on the **license** application. Alternatively you may fill out the credit card portion of the application.
- ◆ You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: rlestateappr.board@maine.gov

Or you may mail your application through the U.S. Postal Service via, regular, priority, or express mail services to:

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

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

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76 NORTHERN AVENUE
GARDINER, ME 04345**

Frequently Asked Questions

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

- **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).
- **I don't have a college degree, are there any exceptions to the degree requirement?**

There are equivalency options for the Certified Residential license (CR). See college level education or equivalent as described in the [AQB Criteria](#).

- **What is the core curriculum requirement for the certified 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
15 hours statistics, modeling and finance
15 hours advance residential applications and case studies
20 hours appraisal subject matter electives
150 hours TOTAL

More core curriculum information may be found at: <https://appraisalfoundation.org> in the "Real Property Appraiser Qualification Criteria".

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

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

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 disciplinary action?** Any disciplin, 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 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 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 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 Legal 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.

I understand that any criminal record information obtained through the fingerprint-based background investigation process will be consistent 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 cooperate in the fingerprint-based criminal background investigation.

Signed: _____ Date: _____

Printed Name: _____

Date of birth: _____

Company Name: _____

(For REA Office Use Only)

Viewed @ MapNet: _____

Record Not Found: _____

Record Found: _____ Director Reviewed: _____

License #: _____

License Issue Date: _____

Processed By: _____