Maine Board of Real Estate Appraisers

Appraiser Assignment Log (Please Print)

Name: _____

License Number: _____

Signature: _____ Date Signed: _____

Hours Requested: *This page* Residential = ___ Commercial = ____ Total = ____

Applicants must enter actual hours.

Pg No. ____ of _____pgs

All experience must have been obtained after January 30, 1989 and be USPAP compliant. Applicants must enter actual hours.

Report Date	Subject Address	*Report Type	Type of Property	Client	Est. Value	T - Trainee S – Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)	No. of Residential Hours	No. of Commercial Hours	Complex	Non-Complex
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***Report Type: Report = R Restricted Use = RU**

Trainees only must:

1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I through X.

2) Prepare a separate log for each month and have their supervisors follow instructions 3 & 4 below. A separate log is required for each supervisor.

Supervisors' Duties:

3) For each portion of each assignment, Supervisors must indicate in Columns I through X whether they: **P** – Had **P**rimary Responsibility **C** – **C**o-appraised **R** – **R**eviewed and Approved

4) **Supervisor Name (Print)** _____ **Supervisor's Lic/Cert No.** _____

Supervisor Name (Sign) _____ **Date Signed** _____

Logs are required to be completed and submitted to the Board at rlestateappr.board@maine.gov by the 15th day of each month.

Revised 07/07/2025