

Chapter 230: SUPERVISORY APPRAISER DUTIES

SUMMARY: This rule establishes the responsibilities of a certified residential or certified general real property appraiser who supervises a trainee real property appraiser.

1. Commencement and Termination of Supervisory Relationship

A certified residential or certified general real property appraiser shall notify the board in writing of the commencement or termination of a supervisory relationship with a trainee real property appraiser no later than ten (10) days after the commencement or termination of the supervisory relationship.

2. Duties

1. A supervisory appraiser is responsible for the training, guidance and direct supervision of the trainee real property appraiser, including:
 - A. Accepting responsibility for any appraisal reports drafted by the trainee real property appraiser, by signing and certifying that any such report is in compliance with the Uniform Standards of Professional Appraisal Practice;
 - B. Reviewing with the trainee real property appraisal report(s) and supporting workfile documents, when necessary; and
 - C. Personally inspecting each appraised property with the trainee real property appraiser until the supervisory appraiser determines the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type. The supervisory appraiser shall make this determination of competency in writing on a form provided by the board and shall submit the determination to the board no later than ten (10) days thereafter.
2. Records and Reporting
 - A. The supervisory appraiser shall maintain accurate, up-to-date records of all the trainee real property appraiser's activities, including a schedule of hours of work completed. For any appraisal listed on a trainee appraiser's experience log, a supervisory appraiser must provide a copy of, or access to, any appraisal report and associated workfile documents in their custody and control to the board upon request.
 - B. No later than the fifteenth (15th) day of each month, a supervisory appraiser shall complete, sign and submit an appraisal experience log to the board with respect to each trainee under their supervision. The monthly log shall be made on a form prescribed by the Board and must contain all information required by Section

2(2)(F) of this Chapter. The board retains discretion to reject an experience log if it is incomplete or untimely submitted.

- C. Trainee real property appraisers will not receive experience credit for appraisal reports that are not signed by the supervisory appraiser.
- D. Trainee real property appraisers must be identified in the appraisal certification and scope of work for reports the trainee did not sign to be eligible for experience credit.
- E. Separate appraisal logs shall be maintained by the supervisory appraiser for each trainee real property appraiser under their supervision, if applicable.
- F. Experience logs shall, at a minimum, include the following information for the preceding calendar month:
 - (1) Type of property appraised;
 - (2) Whether the supervisory appraiser personally inspected the property with the trainee;
 - (3) Client name and address;
 - (4) Address of appraised property;
 - (5) Description of work performed by the trainee real property appraiser and the scope of the review and supervision of the supervisory appraiser;
 - (6) Number of work hours;
 - (7) Date of appraisal report; and
 - (8) The signature and board license number of the supervisory appraiser.
- G. If the trainee real property appraiser trainee performed no reportable work, the monthly experience log shall so indicate.

3. Grounds for Discipline

In addition to the grounds enumerated in 10 M.R.S. § 8003(5-A)(A) and 32 M.R.S. § 14014-A, the Board may impose discipline on a supervisory appraiser for failure to execute their duties in accordance with this Chapter.

STATUTORY AUTHORITY:

32 M.R.S. §§ 14012, 14038, 14039

EFFECTIVE DATE:

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

298 BOARD OF REAL ESTATE APPRAISERS

Chapter 240: STANDARDS OF PROFESSIONAL PRACTICE

SUMMARY: This chapter establishes the Uniform Standards of Professional Appraisal Practice as the standard of practice for licensees and requires licensees to display their signature and license number on certifications of appraisals performed.

1. Uniform Standards of Professional Practice

Except as set forth in 32 M.R.S. § 14011(7), licensees shall comply with generally accepted standards of professional practice as established by the Uniform Standards of Professional Appraisal Practice (“USPAP”), 2024 Edition. The Board hereby incorporates the Uniform Standards of Professional Appraisal Practice (“USPAP”), 2024 Edition, Copyright © 2024, The Appraisal Foundation, effective January 1, 2024, into this chapter by reference. Copies of the 2024 edition may be obtained, at cost, from The Appraisal Foundation, Publication Fulfillment Center, P.O. Box 381, Annapolis Junction, MD 20701-0381. The web site is <http://www.appraisalfoundation.org/>.

2. Use of License Number

Any person licensed by the Board must display that person’s signature and license number on the certification of any appraisal performed in this State. The license number shall include the two (2) letter prefix identifying the type of license held.

STATUTORY AUTHORITY:
32 M.R.S. § 14012(3)

EFFECTIVE DATE: