

**Real Estate Appraiser Board  
 EXPERIENCE LOG**

- All experience must be acquired within the five-year period immediately preceding the date application is made.
- Any valuation that meets the definition of "evaluation" set forth in §54.1-2009 of the Code of Virginia **may not** be counted as experience toward licensure.

**INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG**

- Complete Property Address** Enter the complete address of the property being appraised.
- Month & Year** Enter the month and year of completion for the assignment(s) listed in the second column.
- Assignment Identification** Enter a description for the type of assignment separately (commonly used acronyms are acceptable).
- Type of Property** Enter the appropriate **code number** for the type of property appraised.
- |   |                         |
|---|-------------------------|
| 1 Single family, residential with exterior inspection | 8 Industrial            |
| 2 Single family, residential with full inspection     | 9 Hotel, motel          |
| 3 Multi-family, 2 to 4 units                          | 10 Office               |
| 4 Vacant lots, 1 to 4                                 | 11 Subdivision projects |
| 5 Farms (non-income producing)                        | 12 Land                 |
| 6 Multi-family, 5 or more units                       | 13 Other                |
| 7 Commercial  |                         |
- Property Value** Enter the appropriate **code number** for the dollar value of the property appraised.
- |                             |
|-----------------------------|
| 1 \$ 0 - \$ 100,000         |
| 2 \$ 100,001 - \$ 250,000   |
| 3 \$ 250,001 - \$1,000,000  |
| 4 \$1,000,001 - \$5,000,000 |
| 5 over - \$5,000,000        |
- Type of Involvement** Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.
- |  |
|--|
| 1 Fee/staff appraiser, sole appraiser    |
| 2 Fee/staff appraiser trainee, co-signer |
| 3 Ad valorem                             |
| 4 Reviewer                               |
| 5 Real estate consulting                 |
- Hours on Assignment(s)** Enter each appraisal assignment and the total number of hours spent on the assignment.
- Total hours of Assignment** Enter the total number of assignment hours for each page on the bottom of each page.
- Supervisor Signature/  
License Number** **Supervisor's signature and license number must be on each page** (only required for trainee applications and upgrade applications if you are working for another appraiser).
- Description of work  
Performed by the Trainee/  
Applicant** All trainees applying for an appraiser license must complete columns I thru X.

## Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

### USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE

1. Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_
2. Provide **one** of the following identification numbers.
  - Social Security Number or  Virginia DMV Control Number \* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.
3. Type of License applying for (check only **one**)
  - Certified General  Certified Residential  Licensed Residential

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	S-Supervisor								Hours on Assignment(s)					
						I. Site Inspection & Descriptions	II. Bldg. Inspection & Descriptions	III. Nbrd 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)			
Example: 2500 W. Main St., Richmond, VA 23221	Sep-00	<b>URAR</b>	1	2	1	A	X	X	X	X	X								4
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
<b>Total Hours of Assignment :</b>												_____ (per page 1)							

By signing this page, the Supervisor certifies that the experience claimed on this log meets the relevant definition of experience in 18 VAC 130-20-10.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's License No. 4 0 0 1 \_\_\_\_\_

(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	AS	I	II	III	IV	V	VI	VII	VIII	IX	X	Hours on Assignment(s)
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
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						A											
						S											

Total Hours of Assignment: \_\_\_\_\_

**Trainees only:** Appraiser applicants who are not Trainees, do not have to complete columns I thru X

1. Indicate which portions of the assignment they contributed by putting an "x" in Columns I thru X.
2. Prepare a separate log for each month and have your supervisor follow instructions in item 3 below and sign where indicated.
3. For each portion of each assignment, Supervisors must indicate whether the supervisor(s): P - had Primary Responsibility; C - Co-appraised; or R - Reviewed and Approved.

By signing this page, the Supervisor certifies that the experience claimed on this log meets the relevant definition of experience in 18 VAC 130-20-10.

**Supervisor's Signature** (must sign each page) \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's License No.

(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)