Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
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Department of Professional and Occupational Regulation

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
2 Single family, residential with full inspection
3 Multi-family, 2 to 4 units
4 Vacant lots, 1 to 4
5 Farms (non-income producing)
6 Multi-family, 5 or more units
7 Commercial
8 Industrial
9 Hotel, mote
10 Office
11 Subdivision projects
12 Land
13 Other

Property Value — Enter the appropriate **code number** for the dollar value of the property appraised.

1	$ 0	-	$ 100,000
2	$ 10,001	-	$ 250,000
3	$ 250,000	-	$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	A - Applicant/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 attache explanation)	Hours on Assignment(s)
Example:	Sep-00	***URAR***	1	2	1	A	X	X	X		X						4
2500 W. Main St., Richmond, VA 23221						S	C	C	R		R						
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Total Hours of Assignment : _____ (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.

_____ Date _____ Supervisor's License No. 4 0 0 1

Supervisor's Signature (must sign each page)
(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

Applicant's Name: _____ Page _____ of _____

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

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

Trainees only:

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.

_____ Date _____ Supervisor's License No. | 4 | 0 | 0 | 1 | | | | | | |

Supervisor's Signature (must sign each page)
(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)