

Real Property Appraiser Experience Log Requirements

I. Experience Criteria for all Appraiser Credential Types

- A. Experience must have been acquired within ten years immediately preceding the filing of the application.
- B. The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP.
- C. Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience (Cumulative is defined as meaning that experience may be acquired over any time period).
- D. There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience requirement.
- E. All experience must be USPAP-compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.
- F. Experience shall be logged on the Experience Log form provided by the Department or a comparable form. Entries must be made for each property claimed, as follows:
 - **Date of report:** Log in chronological order, include month/day/year.
 - **Address of Appraised property:** Street address, city, state and zip code
 - **Type of property:** For residential appraisals, indicate the residential form number, i.e., 1004. (Forms 704, 1004D, 1075, 2000, 2000A, 2065, 2070, 2075, and 2095 are not acceptable). For nonresidential appraisals, indicate the type of property, such as store, golf course, office building, etc.)
 - **Work performed by the trainee:** Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A Trainee Appraiser who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.

- **Scope of the review and supervision of the supervising appraiser:** Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment.
- **Totaling experience hours on log:** Each page should be totaled; the last page should contain a grand total. Use increments of quarter hours; i.e., one quarter hour, (15 minutes), is .25; one half hour, (30 minutes), is .50; and three quarters hour, (45 minutes), is .75; one and one quarter hour, is 1.25.
- **Work files:** Indicate the name and address of the person(s) in possession of the work files of the appraisals listed on each page.
- **Signatures:** Trainee and supervising appraiser must sign, date and provide a state credential number on each page of the experience log. Separate appraisal logs shall be maintained for each supervising appraiser.



SAMPLE EXPERIENCE LOG

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Property Inspected Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Actual Hours Worked
6/7/06		455 Pine Street Washington, DC 20005				1004	Neighborhood, subject and comp data research and analyses, inter/ exterior property inspection, cost/ sales comparison approach, final reconciliation	Reviewed work file and report, verified all comparable data and analyses, verified homeowner's association info., discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7
1/10/07		202 Spruce Street Washington, DC 20005				Multifamily	Neighborhood, subject and comp data research and analyses, cost/ sales comparison, income approach, final reconciliation	Reviewed work file and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	10
1/24/07		115 Pennsylvania Ave. Washington, DC 20005				Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/ exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30
8/14/07		200 S. Broadway Washington, DC 20005				Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, inspection, approaches, interior/ exterior property cost/sales/ comparison/ income final reconciliation	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40
1/10/08		300 Capitol Avenue Washington, DC 20005				Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed work file and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40
										137
Page Total										137
Grand Total (only enter a grand total on last page of log)										2,355

