

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Do not write in shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible.
- A *Log of Appraisal Experience* (REA 3004) must accompany this form.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- If you have questions, please write to the address listed below or call (916) 552 - 9000.
- Mail all necessary material to:

OFFICE REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. APPLICATION LEVEL -- The level for which the experience has been submitted.

2. APPLICATION TYPE -- The type of application you have submitted.

Original Application -- Currently does not hold a valid license.

Upgrade Application -- Currently holds a Provisional License or a Trainee License and is submitting the experience needed to convert the current license to Residential License.

OR

Currently holds a Provisional License, Trainee License, or residential License and wishes to upgrade current license status to the Certified Level. This also applies to the Certified Residential level wishing to upgrade to the Certified General level.

On all upgrade indicate license number in the space provided. Refer to the *Real Estate Appraiser Licensing Requirements Handbook* for additional information.

3. NAME -- Your full legal name as it appears on your initial application. For Upgrade Applications indicate your name as it appears on your current license certificate.

4. CATEGORY OF EXPERIENCE -- All experience claimed must be identified as being in one of the categories listed. All work samples which are reported on the log must be in conformance with the specific requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) in order to qualify for experience credit. See the Real Estate Appraiser License Requirements Handbook for the types of work samples to be submitted for review.

5. BROKER EXPERIENCE -- Individuals who hold a valid California Real Estate Broker's license may claim 1000 hours of appraisal experience at the Residential License level only. A Certified Letter of License History not more than 30 days old, must be submitted from the California Department of Real Estate. Mark the box if you are claiming broker experience. This experience cannot be used at the certified levels. Holders of a California Real Estate Broker's license who have not submitted verification of the minimum 2,000 hours of acceptable experience will be listed as "Not AQB Compliant" on the National Registry until they have met the minimum experience requirement.

6. CATEGORY NUMBER -- The category number from Item 4. List one category per employer per line. All experience claimed for one level of experience may be combined on one line.

7. RESIDENTIAL/NON-RESIDENTIAL -- Indicate whether the experience claimed for the category number listed on the line is residential or non-residential. Residential and non-residential experience may not be combined and must be listed on separate lines.

8. TOTAL HOURS -- The total number of hours claimed for the category of experience listed on the line.

9. DATES OF EXPERIENCE -- The beginning and ending dates for the experience you are claiming on this line.

10. EMPLOYER OR THREE CLIENT REFERENCES -- The name, address and telephone number of your employer for the experience you are claiming on this line. If self-employed list three client references who can verify your experience.