



# THE CALIFORNIA APPRAISER

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*Our Mission: Safeguard public trust by promoting professionalism in the real estate appraisal industry through licensing, education, and enforcement.*

## Message from the Bureau Chief

As of January 1, 2015, the Appraisal Qualifications Board (AQB) increased requirements for licensed trainees and supervisors. Trainees and supervisors must now take a four-hour course on the responsibilities and requirements of each role. The course must be completed by trainees before receiving their Trainee (AT) credential and by supervisors prior to beginning supervision. The course applies only to those trainees and supervisors who began their affiliation after December 31, 2014.

In addition to the course, all supervisors must now: (1) be licensed at the certified level for a minimum of three years with the Bureau of Real Estate Appraisers (Bureau) prior to being eligible to become a supervising appraiser, (2) be in good standing with the Bureau for a period of at least three years, and (3) not be subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisor's legal eligibility to engage in appraisal practice. Again, trainees and supervisors who can document their affiliation prior to January 1, 2015, are exempt from the increased requirements and may continue to follow the 2008 requirements.

The course can be taken online and completion is easy to verify; however, the supervisor's eligibility may be difficult to verify. Supervisors should insure they are qualified to supervise a trainee before acting as a supervisor.

The Bureau encourages trainees to ask all potential supervisors if they are qualified under the new requirements. Additionally, trainees are encouraged to check the Bureau's online license look-up tool at [www.brea.ca.gov](http://www.brea.ca.gov). This feature provides a license history so trainees can determine if a potential supervisor qualifies under the new requirements. Difficulties may arise when a potential supervisor is licensed in another state, because each state may disclose information differently. The Bureau encourages trainees to check the Appraisal Subcommittee's National Registry and contact other states where the potential supervisor is or was licensed to verify qualifications.

Trainees should be looking for any restriction on a license that affects a supervisor's legal eligibility to engage in appraisal practice, unless it was successfully terminated more than three years ago (e.g., restricted from appraising vacant land, performing nonresidential appraisal assignments, etc.). Therefore, if a restriction on a certified appraiser's license ended two years ago, the appraiser cannot supervise for one more year.

In an effort to assist trainees, the Bureau has developed an outreach program. The Bureau is currently contacting licensed trainees to: (1) make sure they are aware of how to receive experience credit for their work, (2) make them aware of common deficiencies with respect to obtaining work experience, and (3) provide a contact person/phone number at the Bureau for questions. Anyone is always welcome to contact the Bureau for information or assistance.

James S. Martin, *Bureau Chief*

## Take Another Look at Advisory Opinion 26

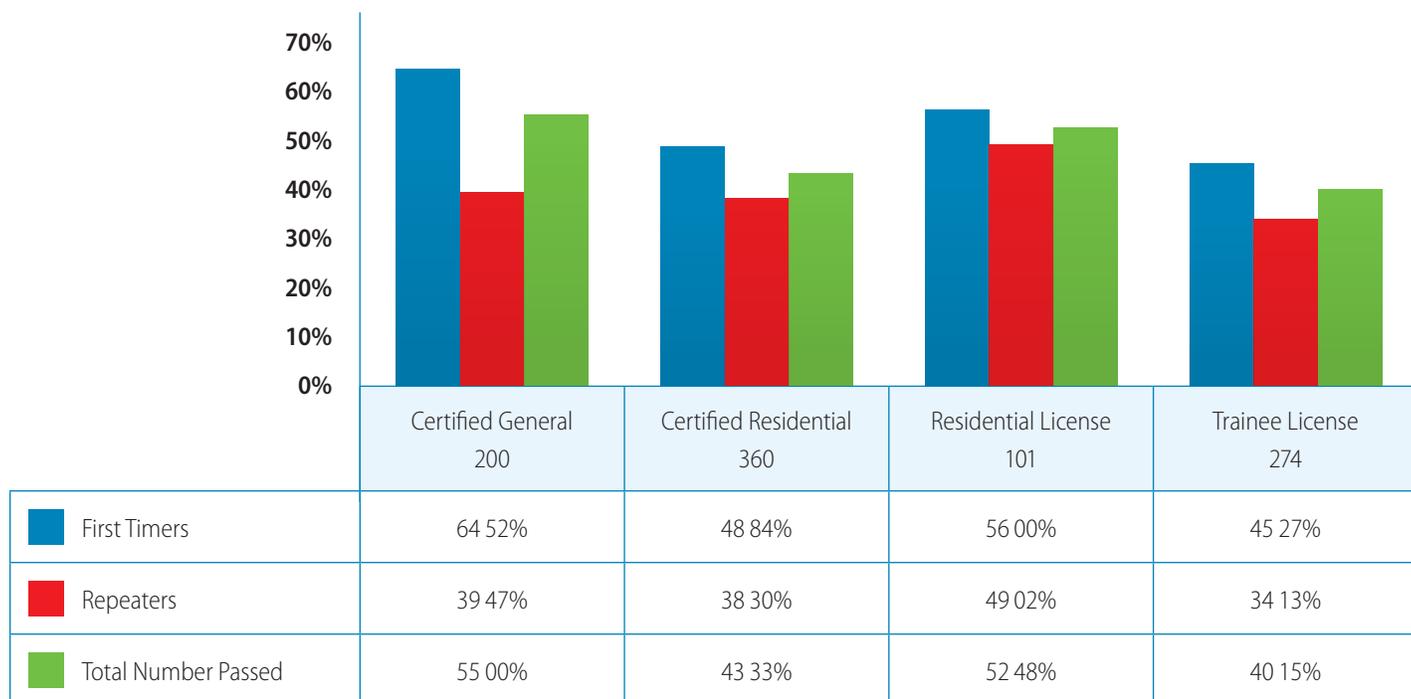
The Bureau of Real Estate Appraisers (Bureau) staff often get calls from appraisers who, after completing an assignment and transmitting the report to the client, have been asked to “change the name of the client,” “change the name of the intended user,” or both—usually to a third party that the appraiser wasn’t made aware of when the assignment was accepted. Without a time machine, the appraiser cannot turn in the report and then change who the client was for that report or whom it was intended for. How should you handle these requests?

Fortunately, Uniform Standards of Professional Appraisal Practice (USPAP) can help in this situation. Specifically, Advisory Opinion 26 (AO-26) offers advice and a course of action for appraisers who are asked to “re-address” a report. So take another look at **AO-26** and its **Relevant USPAP and Advisory References** for guidance in these types of proposed new assignments.

## Did You Know?

The graph below shows the 2015 California Appraisers Examination statistics from December 2014 through November 2015, as provided by Applied Measurement Professionals, Inc.

### 2015 California Examination Statistics



## Bureau of Real Estate Appraisers Active Course Providers – November 30, 2015

Name	Address	City	State	Zip	Phone	CE*	BE**
COAA-Coalition of Arizona Appraisers	1934 East Laguna Drive	Tempe	AZ	85282	(602) 824-8710	Yes	
Affiliated Appraisers Workshop	2239 Townsgate Road, Suite 100	Westlake Village	CA	91361	(866) 944-8583	Yes	
Allied Real Estate School	22952 Alcalde Drive, Suite 150	Laguna Hills	CA	92653	(800) 542-5543	Yes	Yes
American River College	4700 College Oak Drive	Sacramento	CA	95841	(916) 484-8363	Yes	Yes
Appraiser Training	203 Golden Hill Court	Roseville	CA	95661	(916) 783-9797	Yes	
Axis Appraisal Management Solutions of California, Inc	1101 Fifth Avenue, Suite 210	San Rafael	CA	94901	(888) 806-2947	Yes	
Bender Rosenthal, Inc	4400 Auburn Boulevard, Suite 102	Sacramento	CA	95841	(916) 978-4900	Yes	
Brentwood Property Appraisal, Inc	12100 Wilshire Boulevard, Suite 280	Los Angeles	CA	90025	(310) 826-2600	Yes	
Bruce J Ford	3003 Whisper Creek Lane	Petaluma	CA	94954	(707) 732-6403	Yes	
Bureau of Real Estate Appraisers (BREA)	1102 Q Street, Suite 4100	Sacramento	CA	95811	(916) 552-9000		
Butte College	3536 Butte Campus Drive	Oroville	CA	95965	(530) 895-2353	Yes	Yes
California Council of Land Trusts	1029 J Street, Suite 120	Sacramento	CA	95814	(916) 497-0272	Yes	
California Polytechnic State University	1 Grand Avenue	San Luis Obispo	CA	93407	(805) 756-6473	Yes	Yes
California Probate Referees Association	P0 Box 2863	Castro Valley	CA	94546	(510) 886-5987	Yes	
Debra Little	100 Perseverance Mine Road	Nevada City	CA	95959	(530) 320-2107	Yes	

\* Continuing Education

\*\* Basic Education

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## Active Course Providers *continued from page 3*

Name	Address	City	State	Zip	Phone	CE*	BE**
Dynasty School	2372 South Hacienda Boulevard	Hacienda Heights	CA	91745	(800) 888-8827	Yes	Yes
Elliott Schultz Appraisal Service	37472 Oxford Drive	Palmdale	CA	93550	(661) 947-7420	Yes	
Fresno, California State University	5241 North Maple Avenue	Fresno	CA	93740	(209) 278-4240	Yes	
Glendale Community College	1500 North Verdugo Road	Glendale	CA	91208	(818) 240-1000	Yes	Yes
International Right of Way Association	19750 South Vermont Avenue, Suite 220	Torrance	CA	90502	(310) 538-0233	Yes	Yes
Ken Hunsinger	2244 Loma Vista Drive	Sacramento	CA	95825	(916) 482-1110	Yes	
Larry Tack	1633 Los Gatos Way	Salinas	CA	93906	(831) 449-0212	Yes	
Lea Associates, Inc	1635 Pontius Avenue	Los Angeles	CA	90025	(310) 477-6595	Yes	Yes
LIA Insurance Administrators, Inc	1600 Anacapa Street	Santa Barbara	CA	93101	(949) 612-8631	Yes	
Los Angeles City College	855 North Vermont Avenue	Los Angeles	CA	90029	(323) 953-4000	Yes	Yes
Los Angeles Valley College	5800 Fulton Avenue	Van Nuys	CA	91401	(818) 947-2395	Yes	Yes
Marin, College of	835 College Avenue	Kentfield	CA	94904	(415) 461-0325	Yes	Yes
Mira Costa College	1 Barnard Drive	Oceanside	CA	92056	(760) 795-6824	Yes	Yes
Mount San Antonio Community College	1100 North Grand Avenue	Walnut	CA	91789	(909) 274-6428	Yes	Yes

\*Continuing Education

\*\* Basic Education

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## Active Course Providers *continued from page 4*

Name	Address	City	State	Zip	Phone	CE*	BE**
Mount San Jacinto College	1499 North State Street	San Jacinto	CA	92583	(909) 672-6752	Yes	Yes
Noble Fields School of Real Estate	870 Market Street, Suite 623	San Francisco	CA	94102	(415) 956-6169	Yes	Yes
Nossaman LLP	18101 Von Karman Avenue, Suite 1800	Irvine	CA	92612	(949) 477-7651		
Palomar Community College	1140 West Mission Road	San Marcos	CA	92069	(760) 744-1150	Yes	Yes
Real Estate Appraisers Association	PO Box 661706	Sacramento	CA	95866	(916) 988-9442	Yes	
Real Estate Media, Inc	811 West 7th Street, Suite 1130	Los Angeles	CA	90017	(213) 430-0308	Yes	
Real Estate Trainers, Inc	2170 South Towne Center Place, Suite 105	Anaheim	CA	92806	(714) 972-2211	Yes	Yes
Saddleback College Courses	28000 Marguerite Parkway	Mission Viejo	CA	92692	(714) 582-4646	Yes	Yes
Santa Rosa Junior College	1501 Mendocino Avenue	Santa Rosa	CA	95401	(707) 527-4435	Yes	Yes
Santiago Canyon College	8045 East Chapman Avenue	Orange	CA	92869	(714) 628-4883	Yes	Yes
Southland Educational Services	1301 Montevideo Drive	Placentia	CA	92870	(714) 961-8973	Yes	Yes
Stewart Heller	21 York Drive	Piedmont	CA	94611	(510) 816-2974	Yes	
The Appraisal School, Inc	6279-D Variel Avenue	Woodland Hills	CA	91367	(818) 715-0953	Yes	Yes
The Norris Group	1845 Chicago Avenue, Suite C	Riverside	CA	92507	(951) 780-5856	Yes	

\* Continuing Education

\*\* Basic Education

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## Active Course Providers *continued from page 5*

Name	Address	City	State	Zip	Phone	CE*	BE**
Trimavin, LLC	1851 1st Street, 7th Floor	Santa Ana	CA	92705	(714) 437-3638	Yes	Yes
UC Berkeley, Fisher Center for Real Estate & Urban Economics	F602 Haas School of Business, MC 6105	Berkeley	CA	94720	(510) 643-6110	Yes	
UC Davis Extension	1333 Research Park Drive	Davis	CA	95618	(530) 754-8508		
Valuadora	PO Box 1449	San Jacinto	CA	92581	(909) 228-8323	Yes	Yes
Valuometrics, Inc	3133 Hawk Street	San Diego	CA	92103	(619) 297-6816	Yes	
West Los Angeles College	9000 Overland Avenue	Culver City	CA	90230	(310) 849-5415	Yes	Yes
American Society of Farm Managers and Rural Appraisers	950 South Cherry Street, Suite 508	Denver	CO	80246	(303) 758-3513	Yes	Yes
CLE International	7995 East Prentice Avenue, Suite 200	Greenwood Village	CO	80111	(303) 377-6600		
Van Education Center	5345 Arapahoe Avenue, Suite 7	Boulder	CO	80301	(303) 245-0258	Yes	Yes
US Department of Housing & Urban Development	451 7th Street SW	Washington	DC	20410	(202) 708-4308	Yes	
a la mode technologies, Inc	2210 Vanderbilt Beach Road, Suite 1205	Naples	FL	34109	(800) 900-4345	Yes	
Career Web School	3100 Cumberland Boulevard, Suite 1450	Atlanta	GA	30339	(800) 532-7649	Yes	Yes
Appraisal Institute	200 West Madison, Suite 1500	Chicago	IL	60606	(312) 335-4100	Yes	Yes
CCIM Institute, Experts in Commercial Investment Real Estate	430 North Michigan Avenue, Suite 800	Chicago	IL	60611	(312) 321-4504	Yes	

\*Continuing Education

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## Active Course Providers *continued from page 6*

Name	Address	City	State	Zip	Phone	CE*	BE**
National Association of Independent Fee Appraisers (NAIFA)	330 North Wabash Avenue, Suite 2000	Chicago	IL	60611	(312) 321-6830	Yes	
The Counselors of Real Estate	430 North Michigan Avenue, 6th Floor	Chicago	IL	60611	(312) 329-8422		
Allterra Consulting Group, LLC	801 North Salisbury Boulevard, Suite 201	Salisbury	MD	21801	(513) 490-0226	Yes	
Northern Michigan University	1401 Presque Isle Avenue	Marquette	MI	49855	(906) 227-2200	Yes	
Appraisal University	155 Fleet Street	Portsmouth	NH	03801	(603) 570-4812	Yes	
Brunson-Jiu, LLC	8670 West Cheyenne Avenue, Suite 120	Las Vegas	NV	89129	(702) 214-5990	Yes	
RICS Americas	60 East 42nd Street, Suite 2810	New York	NY	10165	(202) 602-1455	Yes	
Dwellworks Residential Services, LLC	1317 Euclid Avenue, 2nd Floor	Cleveland	OH	44115	(216) 682-4200	Yes	
Hondros College	4140 Executive Parkway	Westerville	OH	43230	(614) 508-7224	Yes	Yes
Earth Advantage, Inc	623 SW Oak Street, Suite 300	Portland	OR	97205	(503) 968-7160	Yes	
McKissock Data Systems	218 Liberty Street	Warren	PA	16365	(800) 328-2008	Yes	Yes
ServiceLink, A Black Knight Company	1400 Cherrington Parkway	Coraopolis	PA	15108	(412) 776-1891		
Appraisal Seminars	9500 Moss Haven Drive	Dallas	TX	75231	(214) 500-4742	Yes	
International Society of Business Appraisers	1333 West McDermott Drive, Suite 150	Allen	TX	75013	(972) 573-0063		

\* Continuing Education

\*\* Basic Education

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## Active Course Providers *continued from page 7*

Name	Address	City	State	Zip	Phone	CE*	BE**
The Columbia Institute	8546 Broadway, Suite 165	San Antonio	TX	78217	(800) 766-1936	Yes	
American Society of Appraisers (ASA)	11107 Sunset Hills Road	Reston	VA	20190	(703) 733-2114	Yes	
American Continuing Education Institute: dba: Calypso Continuing Education	28 North Main Street	Randolph	VT	05060	(802) 728-4015	Yes	
HomeStreet Bank	2000 Two Union Square, 601 Union Street	Seattle	WA	98101	(206) 743-2345	Yes	
National Housing & Rehabilitation Association	1400 16th Street NW, Suite 420	Washington	WA	20036	(202) 939-1778		
SEEC LLC	14544 Regal Lane SE	Yelm	WA	98576	(360) 894-6817	Yes	
The Hagar Institute	7433 SE 27th Street	Mercer Island	WA	98040	(206) 236-0787	Yes	

\* Continuing Education  
\*\* Basic Education



# When Using Standardized Forms, Could You Be Producing a Misleading Report?

The majority of residential real estate appraisers are familiar with standardized Fannie Mae and Freddie Mac appraisal report forms. However, often residential appraisers fail to understand that each form was uniquely designed for the reporting of a specific property type.

Fannie Mae and Freddie Mac designed the forms in this way to assist in underwriting “conforming” loan products. More importantly, these forms were designed for a specific intended use, which is documented on the preprinted report form language.

Residential appraisers are advised to determine if the requested form reporting option will result in credible results. The appraiser can determine this by:

- » Reading the standardized report form language,
- » Reading the most up-to-date *Selling Guide* currently available at: <https://www.fanniemae.com/content/guide/selling/index.html>, and
- » Identifying assignment conditions.

For example, if a client has requested Uniform Appraisal Dataset (UAD) as an assignment condition, be aware that many fields cannot be customized to reflect the specific property being appraised. Moreover, augmenting a standardized form that was not designed for reporting the property type being appraised can result in a misleading appraisal. Reporting information in an effort to meet an assignment condition is still misleading regardless of any addendum language added to the report.

Additionally, standardized report forms transmitted in Extensible Markup Language (XML) format focus on the form’s uniform fields, not on specific addendum language added by the appraiser.

To illustrate this point, the Uniform Residential Appraisal Report form (Fannie Mae form 1004/Freddie Mac form 70) was designed to report an appraisal of a one-unit property or a one-unit property with an accessory unit. The report form was not designed to report an appraisal of a manufactured home or a unit in a condominium or cooperative project. The improvement section of this report form includes two standardized

checkboxes as an option for reporting the number of units located on the subject site. The only fields available to choose from are either one-unit or one-unit with an accessory unit. There is no option available for the appraiser to report within this standardized section of the form any property improvements that include more units.

Therefore, if the property being appraised is not either a one-unit or one-unit with an accessory unit, the improvements cannot be adequately described via the standardized checkboxes available of the Fannie Mae report form. If an appraiser checks a box indicating that the improvements are a one-unit property, but then explains within the addendum that there are more units, the appraiser has knowingly delivered an appraisal report that is misleading.

It is the appraiser’s responsibility to determine if the scope of work and assignment conditions will produce credible assignment results that are not misleading. Therefore, if your client orders an appraisal requesting a form not designed for the subject property type (an assignment condition), you must either amend the assignment request in consultation with your client or withdraw from the assignment. Appraisers are advised to reference Advisory Opinion 23, *Identifying the Relevant Characteristics of the Subject Property of Real Property Appraisal Assignment*, and Advisory Opinion 19, *Unacceptable Assignment Conditions in Real Property Appraisal Assignments*.



## Frequently Asked Questions

**Q: I have three supervisors, each of whom works in his/her own practice. Can I log all my assignments on one log in date order?**

A: No, you must have a separate log for each supervisor, which is signed and certified by them

**Q: What constitutes a “complex” assignment?**

A: This is a report in which the scope of work had to be expanded to address some unusual property or ownership attribute. Examples of “complex” are:

- » A unit in a community land trust might provide an example involving ownership type
- » A house abutting an auto body shop might be an example of an external complication that might have a negative effect on value

» A property in which you have to pass through the kitchen to get to the only bathroom would reflect a complication in functional utility

These are the kinds of properties that help the Bureau of Real Estate Appraisers (BRE) decide whether a residential (AL) upgrading to a certified residential (AR) can handle the more demanding assignments

**Q: How many hours should it take a trainee to complete a single-family report?**

A: As long as it actually took. At the beginning of training, it might take a trainee three times as long to produce a report; at the end of your training, it might be the same as the time it takes your supervisor to finish one on his or her own

Note: You can't count travel time. BRE might require an explanation for log time entries that appear too long or short

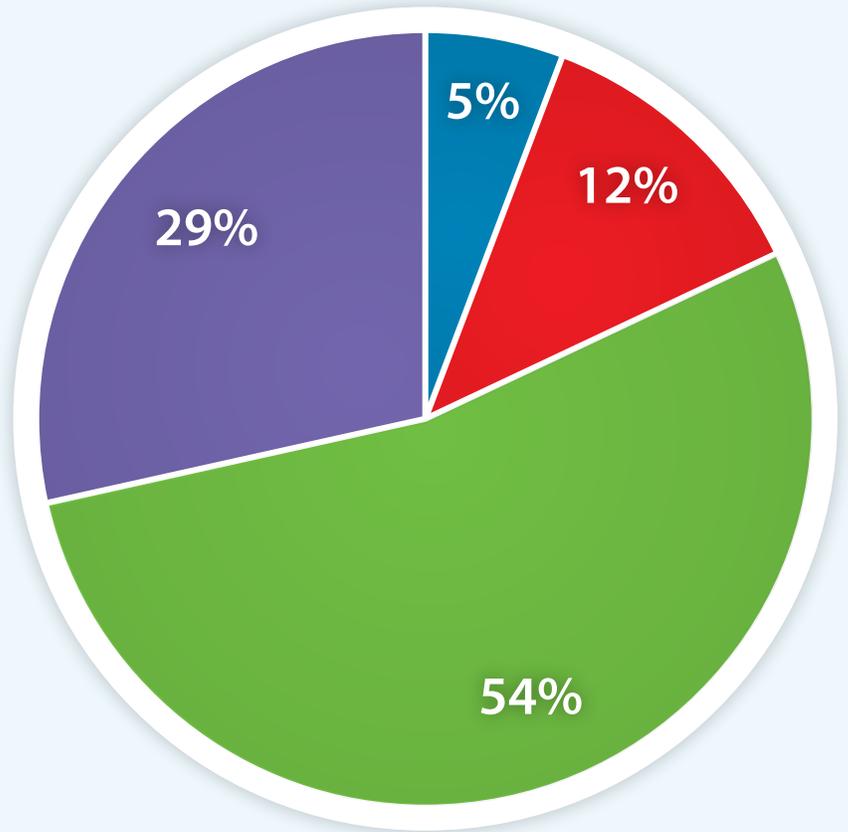


## Licensing Statistics

The chart below shows the majority of California's appraisers (54 percent) are certified residential

### BREA Licensing Statistics as of October 15, 2015 11,189 Active Licensees

- Trainee
- Residential
- Certified Residential
- Certified General



***Our Vision: Empowering  
real estate appraisal excellence.***

## Legal Corner

Attention active and former military members, you and certain members of your family may be entitled to waivers and expedited licensing services. Below is a list of those who qualify:

- » **Current and former military members.** The applications of all current and former military members are expedited. In order to receive this benefit, the current or former military member needs to check the box at the top of all applications stating they are current or former military. The Bureau of Real Estate Appraisers (Bureau) will require proof of military service to expedite the application.
- » **Those married to, in a domestic partnership, or other legal union with an active duty member of the military stationed in California.** Those in legal unions with military members may need to relocate to California when the service member is relocated to California. This can create problems when the family member is licensed in one state and is relocating to California where they do not have a license. In order to assist during this transition, the Bureau will expedite the family member's application as long as the family member can prove they are in a legal union with an active duty military

member stationed in California and the family member has an appraiser's license in another state.

- » **Licensees who are active duty members of the United States Armed Forces or the California National Guard.** These licensees are entitled to have their renewal fee and continuing education requirements waived for the period during which they are on active military duty. The licensee cannot provide appraisal services during the time they are on active military duty unless the licensee requests a military active license. However, even with a military license, the licensee cannot work privately while on active military duty. There are two important deadlines all active duty licensees must remember when their renewal fee and continuing education requirements are being waived. The first is the licensee must notify the Bureau within 60 days of their date of discharge. The second is the licensee must meet all necessary renewal requirements within six months from the licensee's date of discharge. This means the licensee must complete the prorated share of continuing education, if any, and submit their renewal application within six months of their date of discharge.



# Enforcement Actions

Enforcement actions are based on the totality of the circumstances and the merits of each matter on a case-by-case basis, including the nature and severity of the offenses involved, prior disciplinary actions (if any), and circumstances that support a finding that the offender has been rehabilitated. Violation descriptions may be partial and summarized due to space limitations. For these reasons, cases may appear similar on the face yet warrant different sanctions.

For a description of the criteria followed by Bureau of Real Estate Appraisers (BRE) in enforcement matters, refer to Title 10, Article 12 (commencing with section 3721) of the California Code of Regulations. Additional information on the individual actions is also available on the BRE website, [www.brea.ca.gov](http://www.brea.ca.gov)

Published Disciplinary Actions				
Licensee	License No.	Business City	Order Effective	Outcome
McCarty, Carlee	AR009518	San Rafael	9/4/15	Probation, Additional Education, Monetary Fine, Restricted License
Singh, Shorat	AL030324	Brisbane	9/4/15	Voluntary Surrender
Dozier, Raymond	AG004590	Palm Desert	7/22/15	Revocation
Sullivan, Steven	AG004709	Long Beach	6/18/15	Voluntary Surrender
Lowman, Tyler	AR022804	Del Mar	9/15/15	Suspension, Probation, Monetary Fine
Bellerose, Kimberly	AL026946	Beaumont	10/28/15	Probation, Monetary Fine
Kelly, Gavin	AL040977	Mountain View	10/16/15	Probation
Quary, Joel	AR038873	Los Angeles	7/3/15	Revocation
May, Frank	AG002051	Santa Cruz	10/28/15	Probation, Additional Education, Monetary Fine
Kim, Jimmy	AR032083	Los Angeles	10/9/15	Suspension, Probation, Monetary Fine
Diaz, Norberto	AT037640	Sacramento	5/7/15	Probation, Monetary Fine, Additional Education
Salamah, Abdel	AR027786	Moreno Valley	11/2/5	Probation, Monetary Fine, Additional Education, Restricted License
Pollock, Sharon	AR033109	Santa Monica	11/2/15	Probation, Monetary Fine, Additional Education, Restricted License
Vaterlaus, Kimberly	AG044276	Sacramento	11/23/15	Suspension, Probation, Monetary Fine, Additional Education

## Citations

The following disciplinary actions are examples of citations issued in May 2015 through October 2015

Licensee	Fine	Violation
Certified Residential Licensee	\$1,500 fine, 15 hours USPAP	Violations of USPAP Standards 1 and 2: Respondent failed to disclose the appraisal report was prepared and performed by an expired licensee who was the owner of the subject property
Residential Licensee	\$2,000 fine	Violations of Standards 1 and 2, Scope of Work Rule, Conduct section of the Ethics Rule, Competency Rule: Failed to describe an adjacent commercial use, failed to consistently state the room count and square footage of the subject units, failed to identify the property was subject to rent control, failed to have access to data needed to produce credible assignment results, failed to verify and report relevant details regarding comparable sales, failed to analyze comparable sales data and reconcile data indicators, failed to produce a credible Cost Approach, failed to report accurate rental data, failed to produce an income approach that was credible, and failed to provide a meaningful reconciliation of the three approaches to value used
Residential Licensee	\$2,000 fine, 15 hours USPAP	Violations of USPAP Standards 1 and 2: Respondent failed to appropriately discuss and analyze the relevant characteristics of the comparable sales in multiple reports, failed to disclose professional appraisal assistance provided while utilizing subject photographs from another appraiser's report in multiple reports, and failed to disclose he had used MLS photographs of the comparable sales while cropping off the MLS trademarks
Certified General Licensee	\$1,000 fine	Violations of USPAP Standards 1 and 2, and Record Keeping: Respondent failed to adequately analyze the available comparable sales data, and failed to maintain the final version of the appraisal report
Certified General Licensee	\$1,000 fine, and a 15-hour (minimum) Uniform Appraisal Standards for Federal Land Acquisitions (aka, "Yellow Book") course	Violations of USPAP Standards 1 and 2, and the Record Keeping Rule: Inaccurate description of subject hazard zone and access; failed to analyze the current subject listing history and agreement for sale; failed to gather comparable rental, operating expense, or occupancy data in the income approach; aggregation of subject components without support in violation of the "unit rule"; failed to comply with assignment conditions due to lack of compliance with the requirements of the "Yellow Book" resulting in an appraisal that was not credible and a report that was misleading
Certified Residential Licensee	15 hours Residential Appraiser Site Valuation and Cost Approach, and 15 hours Residential Report Writing and Case Studies	Violations of USPAP Standards 1 and 2, Record Keeping Rule, and Competency Rule: Failed to retain copies of all reports delivered to the client, used a mortgage form for an assignment not mortgage related, failed to sufficiently describe substantial necessary repairs, used an unsupported \$200,000 cost estimate as the basis for across-the-board condition adjustments in the Sales Comparison Approach, reported an incorrect subject zoning classification and conformity to minimum lot size

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## Citations *continued from page 14*

Licensee	Fine	Violation
Certified Residential Licensee	\$1,500 fine, 15 hours USPAP	Violations of USPAP Standard 2, Scope of Work Rule, and Conduct Section of Ethics Rule: Falsely certified he had performed a complete visual inspection of the interior and exterior of the subject when he had not
Certified Residential Licensee	\$1,500 fine, 15 hours USPAP	Violations of Standards 1 and 2, Scope of Work Rule, the Conduct section of the Ethics Rule, Competency Rule: Failed to accurately or adequately describe subject improvements, failed to accurately or adequately describe market conditions affecting the subject, failed to utilize credible data sources for relevant subject characteristics, failed to report prior services, substantial error of omission/commission, insufficient information for intended users, misleading appraisal
Certified Residential Licensee	30 hours Residential Sales Comparison and Income Approaches, and 15 hours Residential Market Analysis and Highest and Best Use	Violations of USPAP Standards 1 and 2, and the Scope of Work Rule: Reported that an interior inspection was and was not conducted, did not identify relevant subject property characteristics, improperly appraised an SFR using the FNMA 1025 small income property report based on client conditions, developed an appraisal that was not credible and reported it in a misleading manner
Certified General Licensee	15 hours USPAP	Violations of USPAP Standard 3, Scope of Work Rule, Record Keeping Rule, California Business and Professions Code 11319 and Code of Regulations 3701: Completed an oral appraisal review report(s) while testifying at an administrative hearing, tried to avoid minimum requirements of a review appraisal report by calling actions a "critique" and not a review, failed to complete the scope of work necessary including performing the research and analysis that are necessary to develop credible assignments results Also, failed to prepare and sign an Appraiser's Certification Statement



## Reminders: Failure to Timely Notify BREA Can Result in License Discipline

1 Notify the Bureau of Real Estate Appraisers (BREa) of any changes to your contact information. California Code of Regulations section 3527 requires written notification to BREa within 10 days of any change to:

- (1) Name;
- (2) Residence or business phone number; or
- (3) Residence, business, or mailing address

Use the *Change Notification and Miscellaneous Requests* form (REA 3011) available on our website, [www.brea.ca.gov](http://www.brea.ca.gov); click on "Forms" Submit by mail the completed and signed form, the required fee, and any necessary documentation to:

**Bureau of Real Estate Appraisers  
Attention: Licensing  
1102 Q Street, Suite 4100  
Sacramento, CA 95811**

*Note: Although not a requirement, you can also use form REA 3011 to provide or update your e-mail address, which will allow BREa to send you newsletters and other important information.*

2 Notify BREa of any convictions, felony charges, or other license discipline. Business and Professions Code section 11318 requires all licensees, applicants, and course providers report to BREa in writing within 30 days any of the following:

- (1) Felony charges;
- (2) Misdemeanor or felony convictions (including pleas); or
- (3) The cancellation, revocation, or suspension of a license, other authority to practice, or refusal to renew a license or other authority to practice as an occupational or professional license or course provider, by any other regulatory entity

Written notice of a conviction, felony charge, or other license discipline can be provided with a handwritten or typed letter sent to BREa at the mailing address above.

If you have questions about these notification requirements, contact BREa at (916) 552-9000.



Department of Consumer Affairs  
Bureau of Real Estate Appraisers  
1102 Q Street, Suite 4100  
Sacramento, CA 95811  
(916) 552-9000

[WWW.BREA.CA.GOV](http://WWW.BREA.CA.GOV)