

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under the Illinois Real Estate Appraiser Licensing Act of 2002. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

REAL ESTATE MASS APPRAISAL / AD VALOREM AFFIDAVIT

SUPPORTING DOCUMENT

AF - APP

This form must be completed by those appraisers seeking experience as an assessment official, a deputy or employee thereof, Section 8, A, B, and C is for reporting experience by mass appraisal. Section 9, A, and B is for reporting appraisal and review appraisal experience. The certification on the back of this page (or a facsimile) is to be executed by the assessment officer who has authority to certify the listed experience.

1. NAME (Mr/Ms/Mrs) LAST FIRST MIDDLE 	2. DATE OF BIRTH <div style="text-align: center;"> ____ / ____ / ____ Month Day Year </div>	3. SOCIAL SECURITY NUMBER <div style="text-align: center;"> ____ - ____ - ____ </div>
4. ADDRESS STREET, CITY, STATE, ZIP 	5. CHECK THE BOX THAT INDICATES YOUR ILLINOIS APPLICATION RANK <input type="checkbox"/> CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER (556) <input type="checkbox"/> CERTIFIED GENERAL REAL ESTATE APPRAISER (553)	
6. HOME TELEPHONE NUMBER (Including area code) 	7. WORK TELEPHONE NUMBER (Including area code) 	

8. MASS APPRAISAL PROJECT - Complete the following regarding any mass appraisal project(s) for which you provided significant contribution. Mass appraisal projects refer to model development, calibration, and highest and best use analysis. Refer to USPAP Standard #6.

A.	Assessment Jurisdiction (Name) _____ # residential parcels _____ # nonresidential parcels _____
B.	Time Period of Mass Appraisal Project From: _____, (month) _____ (year) To: _____, (month) _____ (year) This should be the time period for the project claimed on this form, not the total years the applicant worked for the jurisdiction.
C.	Attach a typewritten description of the mass appraisal project which explains data gathered, analysis of data, highest and best use analysis. Explain the factors derived from the cost, market and income data and the method used to apply the factors to the universe of properties. This attached description of the project being claimed for experience should include some type of identifying name or number for the project as well as a description of the work assignment. The identifying project information could vary by jurisdiction, such as particular block of properties or all properties in a particular zip code, etc.

9. INDIVIDUAL APPRAISALS – List experience in A and/or B which relates to appraisal or review appraisal developed and reported by you in your work as an assessment officer or deputy/employee thereof. This experience is relative to individual appraisal or appraisal review reports which must be available for Agency audit for a period of five years subsequent to the date of this application. The appraisal and reports must contain the elements of USPAP Standards 1 and 2; or, 3. This list of experience must include the type of property; date of report; address of property; description of work performed; number of actual hours worked on the assignment; and signature and state certification number of supervising appraiser if applicable.

A.	As an assessment official, deputy or employee thereof, I have appraised for ad valorem tax/assessment purposes, approximately _____ residential properties; and approximately _____ nonresidential properties, using cost, income, and market sales appraisal techniques. These appraisals were conducted between _____ (year) and _____ (year).
B.	As an assessment official, deputy or employee thereof, I have developed and reported approximately _____ residential; and and approximately _____ nonresidential review appraisals relative to original appraisals prepared for ad valorem tax/assessment purposes. These review appraisal reports were prepared between _____ (year) and _____ (year).

The Agency will select three work samples to review for experience claimed in 9 (A) (B).

STATE OF _____) COUNTY OF _____) NOTARY SEAL	I hereby certify that the information provided on this form is true and correct to the best of my knowledge. The work samples submitted with this application, as well as the other appraisals or review appraisals listed, are and will be available for Agency audit for a period of five years from the date of this application. I understand that the Illinois Appraisal Board will review the work samples submitted; therefore, the application process may take up to 160 days.
	<div style="display: flex; justify-content: space-around;"> <div style="border-top: 1px solid black; width: 40%; text-align: center;">Applicant's Signature</div> <div style="border-top: 1px solid black; width: 20%; text-align: center;">Date</div> </div> Subscribed and sworn before me this _____ day of _____, 20____.
IL 505-0401 (Rev 8/07)	<div style="border-top: 1px solid black; width: 100%; text-align: center;">Signature of Notary Public</div>

ASSESSMENT EXPERIENCE CERTIFICATION

ASSESSMENT OFFICER: Please carefully review the experience to which you are attesting by this affidavit. Complete the blank spaces in the affidavit and indicate your authority to certify the experience. Box #8 refers to the applicant's contribution to mass appraisals developed in compliance with Standards Rule 6 of the Uniform Standards of Professional Appraisal Practice (USPAP). If the experience in this category is valid, records of model development, model calibration and highest and best use analysis should be available in your office to corroborate the experience if audited by the Agency. Do not certify experience in this category for routine assessment work such as property record card updates, etc. Report and certify appraisal and appraisal review experience in Box #9. This experience is appraisal reports and review appraisal reports that are developed and reported in compliance with USPAP Standards Rule 1, 2 and 3. Samples of work claimed in these categories will be reviewed by the Appraisal Board before an examination permit is issued.

It is hereby certified that _____ was engaged in appraising (residential _____%) (nonresidential _____%) real estate for ad valorem tax purposes as a local assessment officer, or as a deputy or employee of a local assessment officer, from _____ through _____ and during this time period was engaged in on or more of the following duties:

1. the analysis and establishment of the value of properties through the cost, income, and market sale appraisal techniques;
2. model development and calibration in relation to mass ad valorem tax assessments;
3. the review and analysis of appraisal employing cost, income, and market sale appraisal techniques, and that the experience is accurately described in the affidavit to which this Certificate is attached and supported by assessment records available under Section 14-30 of the Property Tax Code or the Freedom of Information Act.

By: _____
(Local Assessment Officer)

Office: Elected
 Appointed
 Other _____

Title: Assessor
 Supervisor of Assessments
 Other _____

Official Term Served: _____ (month), _____ (year) To _____ (month), _____ (year)

Jurisdiction Served: _____
(Name of County, Township, etc.)

(Street Address)

(City, State, Zip Code)