

# INSTRUCTIONS

## REAL ESTATE APPRAISAL APPLICATION TEMPORARY PRACTICE PERMIT

The attached application is for appraisers seeking an Illinois Temporary Practice Permit. With the application is a supporting document, CT-APP which must be filed with the licensing authority having jurisdiction over your current, valid appraiser license.

Complete the personal and identification sections, Sections 1, 2, 3, and 4. In Section 5, check the box that best indicates the appraiser rank of your out-of-state license. Complete Section 6 by indicating the temporary assignment and the Illinois address where the subject property is located. Complete Section 7 by attaching a letter of engagement from the client to the appraiser to this application. Read and sign the certifying statement. Send the application to the Illinois Department of Financial and Professional Regulation, Licensing Division.

This application must be accompanied by the appropriate NON-REFUNDABLE fee in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. Fees are as follows:

Temporary Practice (6 months)	\$150
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Complete the top portion of CT-APP and forward it to the agency having jurisdiction over your current, valid license or certification. Any fee that may be charged by the out-of-state licensing authority is your responsibility. A permit for temporary practice will not be issued until the CT-APP is received from the out-of-state licensing authority. Illinois will issue the permit within two (2) business days following receipt of the CT-APP(s) from the out-of-state licensing authority.

### TEMPORARY PRACTICE PERMIT

An Illinois temporary practice permit is issued for a period of 6 months and shall commence on the date the license is issued. The permit may be extended for an additional 6 months at the written request of temporary practice appraiser. The permit is only valid for the location of properties indicated on the application; appraisal of properties in other locations not indicated on the application will be considered sufficient cause to discipline the license. A separate permit is required for each appraiser who will provide a significant contribution to the Illinois appraisal assignment.

**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.

**Illinois Department of Financial and Professional Regulation  
DPR/Appraisal Section  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, Illinois 62786**

**Real Estate Appraiser Application  
6 MONTH TEMPORARY PRACTICE PERMIT -- 572**

<b>1. TITLE (Mr/Mrs/Miss) NAME LAST FIRST MIDDLE</b>  MAIDEN OR GIVEN SURNAME	<b>2. DATE OF BIRTH</b>  ____/____/____ Month Day Year	<b>3. SOCIAL SECURITY NUMBER</b>  ____-____-____
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<b>4. ADDRESS STREET, CITY, STATE, ZIP CODE</b>  TELEPHONE NUMBER (____) _____	<b>5. CHECK THE BOX THAT INDICATES YOUR OUT-OF-STATE LICENSE APPLICATION RANK:</b>  <input type="checkbox"/> CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER <input type="checkbox"/> CERTIFIED GENERAL REAL ESTATE APPRAISER
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**6. THE APPRAISAL AGREEMENT:**  
NAME OF CLIENT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_  
SPECIFIC PROPERTY ADDRESS(ES) TO BE APPRAISED (INCLUDING STREET ADDRESS, CITY, COUNTY, & STATE): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TYPE OF PROPERTY BEING APPRAISED (e.g. RESIDENTIAL, COMMERCIAL, INDUSTRIAL, FARMLAND): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. A LETTER OF ENGAGEMENT FROM THE CLIENT TO THE APPRAISER IDENTIFYING EACH PROPERTY TO BE APPRAISED MUST ACCOMPANY THE APPLICATION. FAILURE TO INCLUDE A PROPER ENGAGEMENT LETTER WILL BE CONSIDERED AN INCOMPLETE APPLICATION.**

**CERTIFICATION, NON-RESIDENT CONSENT, AUTHORIZATION TO AUDIT  
TEMPORARY ASSIGNMENT CONTRACT**

I hereby swear that my Illinois appraisal assignments will be completed in compliance with the Illinois Real Estate Appraiser Licensing Act and Administrative Rules thereto; and the Uniform Standards of Professional Appraisal Practice. In addition, I hereby consent that suits and actions arising out of any of my appraisal work in Illinois may be commenced against me in the circuit court of any county of Illinois in which the cause of action arose or in which the plaintiff resides, by the service of legal process on the Illinois Department of Financial and Professional Regulation. I agree that such service on the Agency shall be acknowledged in all courts to be valid and binding as if personal service of process had been made upon me. In case any process herein mentioned is served upon the Director, it shall be his/her duty to forward a copy of the process by registered mail to my last known address. I understand that the fee included with this application is non-refundable. I hereby authorize the Agency, or a designee, to examine and audit the contract that covers the subject property of the Temporary Appraisal Assignment in Illinois.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

