



# REAL ESTATE APPRAISER APPLICATION FOR LICENSURE

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
Division of Professional Regulation  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, IL 62786  
217/785-9300

557 / 556 / 553

## GENERAL

This application is to qualify for EXAMINATION to become an ASSOCIATE REAL ESTATE TRAINEE APPRAISER (557), CERTIFIED RESIDENTIAL REAL ESTATE (556) OR CERTIFIED GENERAL REAL ESTATE APPRAISER (553).

All spaces requiring a signature must contain an **original** signature; copies are not acceptable. The fee for application for an Associate Real Estate Trainee Appraiser (557) is \$225. The fee for Certified Residential Real Estate Appraiser (556) and a Certified General Appraiser (553) is \$315.

## BASIC (Four Page) APPLICATION

**Part I, Applicant's Applying Status:** Indicate the status of your application by checking only one status category.

**Part II, Application Category:** In box #1, indicate the appraiser rank for which the application is being made. Each rank of appraisers requires different amounts of education and experience. The experience requirements are explained within these instructions for completing the supporting document, **LOG-APP**. In box #2, indicate the method of licensure. Do not indicate licensure by Endorsement unless you have verified, with this Agency, that an Endorsement agreement exists between Illinois and the other jurisdiction. This Agency will accept the reciprocal certification from the other jurisdiction with the submission of form CT-APP. The fee (check or money order payable to the Illinois Department of Financial and Professional Regulation) must accompany the application and is **NOT REFUNDABLE**.

**Part III, Applicant Identification Information:** If your name on any supporting documentation is different than the name used on your application, you must enter the other name in box #5 and submit proof of a legal name change (marriage license, divorce decree, court order, etc.).

**Part IV, Education:** Only courses (approved by the AQB) licensed by this Agency and presented by our licensed providers will be credited towards the education requirement. Approved course listings, which indicate the provider and course license numbers, are available from the Real Estate Licensing Division. Attach original sealed transcripts.

**Part V, Record of Licensure:** List the appraiser licenses, permits, etc. that you have, or had, in Illinois or other jurisdictions. Failure to do so could result in the denial of an original license or discipline to any license issued on the basis of this application.

**Part VI, Record of Examination:** List examinations that you have taken for licensure as an appraiser. Failure to disclose all appraiser licensure examinations may result in denial of the application or discipline to any license issued as a result of this application.

**Parts VII and VIII, Personal History Information and Application Certification:** In Part VII, all questions must be answered. If any question is unanswered, the application will be returned to you. Falsifying an answer will result in denial of the application or discipline to a license issued on the basis of this application.

## SUPPORTING DOCUMENT, FORM LOG-APP

The **Associate Real Estate Trainee Appraiser** rank requires no experience. The **Certified General Real Estate Appraiser** rank requires 3,000 hours of appraisal experience during no fewer than 30 months, of which 1,500 hours shall be logged as non-residential appraisal work. All experience shall conform to USPAP and shall meet the criteria recommended by the AQB.

The **Certified Residential Real Estate Appraiser** rank requires 2,500 hours of appraisal experience during no fewer than 24 months. All experience shall conform to USPAP and shall meet the criteria recommended by the AQB.

Appraisal experience must be presented on the enclosed LOG-APP form. Incomplete appraisal logs will be returned. All appraisals listed are subject to Agency audit for a period of 5 years from the application date. Only list experience that can be documented by appraisal reports and are immediately available for audit. Failure to produce a listed appraisal could result in discipline to any license issued on the basis of this application. Applicants requesting experience for work as an Illinois assessment officer, deputy or employee thereof, are to contact the Real Estate Licensing Division for instructions.

**FOLLOW THESE INSTRUCTIONS CAREFULLY IN COMPLETING THE APPRAISAL LOG. Appraisal logs not prepared in accordance with these instructions will be returned.**

## SUPPORTING DOCUMENT, FORM CT-APP

This form must be completed by any applicant who holds (or has held) an appraiser license in another jurisdiction. The top portion of the form is to be completed by you, then forwarded to the out-of-state licensing authority that has (or had) jurisdiction over your appraiser license. The out-of-state licensing authority is to complete the bottom portion to certify your license to our Office. You are responsible for any fees that the out-of-state authority may charge.

## SUPPORTING DOCUMENT NONRESIDENT CONSENT

All applicants who are not Illinois residents must execute and include with their original application, a Consent to Service of Legal Process.

## APPLICATION EXPIRATION

**THIS APPLICATION IS VALID FOR THREE YEARS FROM THE DATE IT IS RECEIVED.** You must have completed the requirements (including passing the examination) and applied for initial licensure within 1,095 days or the application expires.

An appraiser license issued as a result of this application will expire on September 30th of odd numbered years. Please send your completed application and application fee to the following address:

Applied Measurement Professionals, Inc.  
P.O. Box 8557  
Springfield, IL 62791

For general licensing inquiries, please contact the Illinois Department of Financial and Professional Regulation (DFPR) at 217-782-3414.

**Please note that being approved to take the examination and/or passing the examination does not guarantee licensure. You may be selected by DFPR to submit additional information including, but not limited to, copies of the appraisal reports being claimed in your experience log (if applicable). Should you be selected your license will not be issued until the additional information has been reviewed and approved regardless of whether you have met all of the other licensure requirements.**







**PART V: Record of Licensure Information**

If you have ever been licensed to practice Real Estate Appraisal in Illinois or any other jurisdiction, you must complete the information requested below. This also applies to temporary, trainee, and apprenticeship licenses or permits. You must complete a supporting document CT-APP for each listing (below) that pertains to an appraiser license issued by a government licensing authority other than the State of Illinois. See instructions pertaining to **CT-APP**. Failure to disclose all (active, nonactive or expired) licenses and/or permits may result in the denial of this application or revocation of an issued license and a fine of up to \$10,000. **If Part V is not applicable, please indicate below as "N/A."**

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)

**(If additional space is needed, attach a separate sheet.)**

**PART VI: Record of Examination**

If you have ever taken an examination in Illinois or any other state for the appraisal profession, you must complete the information requested below. **EACH EXAMINATION ATTEMPT MUST BE SHOWN.** Failure to disclose an examination attempt may result in the denial of your application or revocation of an issued license and a fine of up to \$10,000. **If Part VI is not applicable, please indicate below as "N/A."**

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS (Passed, Failed)
		___/___	
		___/___	
		___/___	
		___/___	

PART VII: Personal History Information (This Part must be completed by all Applicants)	YES	NO
1. Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)? If yes, submit documentation for each conviction that includes an official copy of the court docket, which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all conditions of the sentence have been met. Submit a brief statement indication what you have been doing since your conviction/release.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been denied a professional license or permit; or privilege of taking an examination; or had a professional license, certification, or permit disciplined in any way by any licensing authority? If yes, submit a copy of the denial letter and/or statement of discipline.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, submit a DD-214 if discharged other than honorably from a city, county, state or federal position; submit all documentation regarding discipline.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a U.S. citizen OR a lawfully admitted alien of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you delinquent on a student loan, State taxes, or child support payments? If yes, submit a statement concerning your arrearage and an official document from the appropriate agency, the Illinois Student Assistance Commission, the Illinois Department of Revenue, or the Illinois Dept. of Healthcare and Family Services, concerning your arrearage and your payment agreement.	<input type="checkbox"/>	<input type="checkbox"/>

**PART VIII: Certifying Statement**

I have made this application for the purpose of procuring an Illinois real estate appraiser's license. I hereby consent that the application, and statements made within it, may be used as evidence by the Agency in matters of Administrative Law; or, by any court where a violation of Law is alleged. I understand that false statements may be used as evidence to deny this application or, to revoke or otherwise discipline any license issued on the basis of this application. The statements and indications made on this application are true and correct to the best of my belief and knowledge. I have read and understand the Law and Administrative Rules pertinent to appraiser licensure and agree to comply with the standards as set forth in the Real Estate Appraiser Licensing Act and the Rules thereto. I understand that the fee included with this application is **non-refundable**. I hereby promise, as a registered real estate appraiser, to conduct my practice according to the ethics, conduct and standards of practice of the Uniform Standards of Professional Appraisal Practice, the Illinois Real Estate Appraiser Licensing Act and the Administrative Rules thereto. I further promise that I will cooperate in any investigation against myself or any other appraiser registered as an Illinois real estate appraiser or a nonregistrant appraiser for which the Agency has jurisdiction.

1. I have read, understand and agree to comply with the provisions set forth in the Illinois Real Estate Appraiser Licensing Act and the Rules of the Illinois Department of Financial and Professional Regulation implemented thereunder.
2. I authorize the Illinois Department of Financial and Professional Regulation to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.
3. If an appraisal license is issued to me in error, I agree to return the license upon request after being given appropriate due process.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Consult Real Estate "Appraiser Application Instructions" for additional specific information concerning the filing of your application**

## AQB Criteria Conversion Matrix

Course	New Criteria
	<b>* Associate Trainee 75 Hours</b>
USPAP National Course 15 Hours	IL1-08
Basic Appraisal Principles 30 Hours	IL2-08
Basic Appraisal Procedures 30 hours	IL3-08
	<b>*Certified Residential 200 Hours and Associate degree</b>
College-Level Course Requirements	Associate degree or higher. In lieu of the required degree, Twenty-one (21) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers – Word Processing/Spreadsheets; and Business or Real Estate Law.
Residential Market Analysis and Highest & Best Use 15 Hours	ILR4-08
Residential Appraiser Site Valuation and Cost Approach 15 Hours	ILR5-08
Residential Sales Comparison and Income Approach 30 Hours	ILR6-08
Residential Report Writing and Case Studies 15 Hours	ILR7-08
Advanced Residential Applications and Case Studies 15 Hours	ILR8-08
Statistics, Modeling and Finance 15 Hours	ILR&G9-08 (This is a Dual Course)
Electives	ILRE-08
	<b>*Certified General 300 Hours and Bachelor's Degree</b>
College-Level Course Requirements	Bachelor's degree or higher. In lieu of the required degree, Thirty (30) semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers – Word Processing/Spreadsheets; and Business or Real Estate Law; and two (2) elective courses in accounting, geography; ag-economics; business management; or real estate.
General Appraiser Market Analysis and Highest & Best Use 30 Hours	ILG4-08
General Appraiser Sales Comparison Approach 30 Hours	ILG5-08
General Appraiser Site Valuation and Cost Approach 30 Hours	ILG6-08
General Appraiser Income Approach 60 Hours May be Split Into Two 30 Hour Courses (A & B)	ILG7-08
General Appraiser Report Writing and Case Studies 30 Hours	ILG8-08
Statistics, Modeling and Finance 15 Hours	ILR&G9-08 (This is a Dual Course)
Electives	ILGE-08

**\*Associate Trainee Appraisers** need 75 hours - IL1-08, IL2-08, IL3-08

**\*Certified Residential Appraisers** need an Associate degree and 200 hours - IL1-08, IL2-08, IL3-08; and ILR4-08, ILR5-08, ILR6-08, ILR7-08, ILR8-08, ILR&G9-08 (This is a Dual Course), ILRE-08 (in lieu of Associates degree, 21 semester credit hours, see above)

**\*Certified General Appraisers** need a Bachelor's degree and 300 hours - IL1-08, IL2-08, IL3-08; and ILR4-08, ILR5-08, ILR6-08, ILR7-08, ILR8-08, ILR&G9-08, ILRE-08; and ILG4-08, ILG5-08, ILG6-08, ILG7-08, ILG8-08, ILGE-08 (in lieu of a Bachelor's degree, 30 semester credit hours, see above)

## ILLINOIS REAL ESTATE APPRAISAL EXPERIENCE LOG INSTRUCTIONS

Not less than three (3) appraisal reports will be randomly selected from the Experience Log by Licensing and Testing staff. The applicant will receive a letter that identifies the addresses of the three assignments. The applicant will have fourteen (14) days in which to submit the reports. The reports must be “*true copies*”. Those claiming experience who have NOT signed the Certification MUST be specifically and conspicuously acknowledged in the body of the report. Their “*significant contribution*” MUST be clearly and specifically documented. Failure to detail specific tasks may result in a denial of application. Include **ONLY** appraisal reports that can be supported and documented.

1. Type or print all information in ink only.
2. Entries must be made for each assignment claimed as follows:
  - **Date of Report**: Indicate in chronological order the “*signature date*” of each report. In most cases the “signature date” will be the same or near to the *effective date* of value. However, in *retrospective* reports, there could be a considerable gap in time between the *effective date* of value and the “*signature date*”.
  - **Address of Subject Property**: The report should be identified in such a way so as to make report retrieval easy.
  - **Client Name**: The client should be clearly identified.
  - **Report Type**: Mark the appropriate box as to whether the report was Summary, Restricted Use, or Self-Contained.
  - **Type of Property**: Indicate the type by using the following abbreviations: SFR = Single Family Residence, CDO = Condominium, Coop = Cooperative, AP2, AP3, AP43 = Apartments followed by units, VAC = Vacant Land, IND = Industrial, COM = Commercial, AGR = Agriculture. Anything outside of these common property types should be identified as SPEC = Special.
  - **Site Area**: Choose *either* square footage or acreage.
  - **Primary Improvement GLA**: In most cases there is only one primary improvement (i.e. house, apartment building, condominium unit, warehouse, etc.). In some cases there may be many substantial structures on the site. Choose **one** for the GLA. If NONE exist; indicate the GLA as 0 or NA.
  - **Hours Claimed**: These are the hours that you, as the applicant, are claiming for the specific assignment. Please refer to the Real Estate Appraiser Experience Guide Matrix for assignment hours. Travel to and from an appraisal will **NOT** be counted. Do **NOT** claim fractions of hours. Round to the nearest whole hour. An assignment that took 9.5 hours should be rounded to 10 hours.
  - **(Board Use Only) Adjusted Hours**: This field is reserved for staff and/or Board Members **ONLY**. They may adjust hours more or less than claimed.
  - **Description of work by Appraiser**: Mark all boxes that apply. The boxes reflect the “significant contribution” by the appraiser/applicant. If the appraiser has NOT signed the Certification, they must be clearly identified in the report by name along with their *specific* task(s) in the assignment.
  - **Description of work by Supervisor**: This refers to the scope and level of review performed by the “*signing*” supervising appraiser. There are three additional boxes indicating “Desk Review”,

“Field Review”, and “Co-Appraised with Applicant”. Each page of the log should reflect the same supervising appraiser. If the applicant is supervised by more than one appraiser, a new page must be used.

- **Applicant’s Signature**: The applicant must sign each page as it is completed.
- **Certification/License or SSN**: The applicant must indicate their current appraisal credential in this space. If the applicant has **no** appraisal credential then they must include their Social Security Number in the space provided.
- **Supervisor’s Signature**: The supervising appraiser must sign each page that pertains to the work that they supervised.
- **Certification No.**: The supervising appraiser must provide their appraisal credential number. Supervisors with multi-state licenses should indicate their Illinois credential if they have one. If they have no Illinois credential then they should indicate another credential followed by the state or jurisdiction.

The Appraisal Board may request copies of the workfile. The applicant should have taken appropriate steps to retrieve their workfile. However, IDFPR cannot retrieve workfile contents on behalf of the applicant. USPAP is clear as to access to workfiles:

**“An appraiser must have custody of his or her workfile, or make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile**

## REAL ESTATE APPRAISER EXPERIENCE CREDIT GUIDE MATRIX

Form Reports	Form I.D.	Hours	Review with Field Inspection Hours	Review without Field Inspection Hours
URAR	1004	10	5	2
Individual Condominium Unit Appraisal Report	465/1073	10	5	2
Exterior-only Individual Condominium Unit Appraisal Report	1075	7	5	2
Individual Cooperative Interest Appraisal Report	2090	10	5	2
Exterior-only Individual Cooperative Interest Appraisal Report	2095	7	5	2
Exterior-only Inspection Residential Appraisal Report	2055/2065	7	5	2
Desktop Underwriter Qualitative Analysis Appraisal Report (Interior Inspection)	2065	10	5	2
Employee Relocation Summary Report	ERC	15	5	2
Small Residential Income Report	1025	20	5	3
Manufactured Home Appraisal Report	1004C	10	5	2
Mobile Home Report		7	5	2
General Purpose Residential Report	GPAP	10	5	2
Farm Tract (Summary)	1922-1	30	10	5
<b>Narrative Reports</b>				
Land Appraisal – Single Lot		10	3	2
Single Family Residence		10	5	2
2 to 4 Unit		25	5	2
Subdivision Analysis		40	5	3
Land: acreage		20	5	3
Multi-Family (existing) 5 to 12 units		20	5	3
Multi-Family (existing) 13 to 48 units		40	10	5
Multi-Family (existing) greater than 48 units		50	15	7
Multi-Family (proposed) 5 to 12 units		30	7	3
Multi-Family (proposed) 13 to 48 units		50	15	7
Multi-Family (proposed) greater than 48 units		50	15	7
Commercial/Industrial (existing or proposed) Single User		30	5	3
Commercial/Industrial (existing) Multi-Tenant		40	7	5
Commercial/Industrial (proposed) Multi-Tenant		50	10	7

- **Restricted** reports are allowed one-half of summary reports and need to be reported on a separate log.
- **Self-Contained** reports must be listed separately for additional credit hours.
- ALL special reports where more hours than this form provides must be separately listed – with the hours requested.



# Supplemental Appraisal Experience Log

Last Name First (PRINTED)

Page \_\_\_\_\_ of \_\_\_\_\_

List appraisals for which experience credit is requested. The appraisals are to be listed in chronological order with each year starting on a separate page by appraisal type. Appraisal Logs completed incorrectly will be returned for your correction or reformatting. List ONLY the number of actual experience hours worked on each appraisal. Travel TO and FROM an appraisal assignment will NOT be accepted. Mark the boxes that apply.

Date of Report		Address of Subject	City	State	Client Name
Year	Month				

Indicate the Report Type:  Summary  Restricted Use  Self-Contained

Type of Property	Site Area (Sq.Ft. or Acres)	Primary Improvement GLA	Hours Claimed	(Board Use Only) Adjusted Hours

Description of work by Appraiser  
 Interior & Exterior Inspection of Subject  Exterior Inspection ONLY  Site Inspection  
 Market area analysis (zoning, etc.)  Highest & Best Use analysis  
 Research of Sale Comparables  Research of Rental Comparables  
 Sales Comparison Approach  Cost Approach  Income Approach  Final Reconciliation

Description of work by Supervisor  
 Interior & Exterior Inspection of Subject  Exterior Inspection ONLY  Site Inspection  
 Market area analysis (zoning, etc.)  Highest & Best Use analysis  
 Research of Sale Comparables  Research of Rental Comparables  
 Sales Comparison Approach  Cost Approach  Income Approach  Final Reconciliation  
 Desk Review  Field Review  Co-Appraised with Applicant

Date of Report		Address of Subject	City	State	Client Name
Year	Month				

Indicate the Report Type:  Summary  Restricted Use  Self-Contained

Type of Property	Site Area (Sq.Ft. or Acres)	Primary Improvement GLA	Hours Claimed	(Board Use Only) Adjusted Hours

Description of work by Appraiser  
 Interior & Exterior Inspection of Subject  Exterior Inspection ONLY  Site Inspection  
 Market area analysis (zoning, etc.)  Highest & Best Use analysis  
 Research of Sale Comparables  Research of Rental Comparables  
 Sales Comparison Approach  Cost Approach  Income Approach  Final Reconciliation

Description of work by Supervisor  
 Interior & Exterior Inspection of Subject  Exterior Inspection ONLY  Site Inspection  
 Market area analysis (zoning, etc.)  Highest & Best Use analysis  
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Date of Report		Address of Subject	City	State	Client Name
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 Research of Sale Comparables  Research of Rental Comparables  
 Sales Comparison Approach  Cost Approach  Income Approach  Final Reconciliation  
 Desk Review  Field Review  Co-Appraised with Applicant

Applicant's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Certification/License or SSN \_\_\_\_\_

Certification No. \_\_\_\_\_





**CERTIFICATION FOR NONRESIDENT CONSENT**

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL  
REGULATION  
Division of Professional Regulation  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, IL 62786  
217/785-9300

**NONRESIDENT CONSENT**

In accordance with the Illinois Real Estate Appraiser Licensing Act of 2002, this consent form must be completed by all applicants applying for Illinois appraiser licensure, if the applicant is not a resident of Illinois.

<b>1. NAME: LAST            FIRST            MIDDLE</b>  	<b>2. DATE OF BIRTH</b>  _____ / _____ / _____ Month   Day   Year	<b>3. SOCIAL SECURITY NUMBER</b>  _____ - _____ - _____
<b>4. ADDRESS: STREET, CITY, STATE, ZIP CODE</b>  (P.O. Boxes are not acceptable)	<b>5. CHECK THE BOX THAT INDICATES YOUR IL APPLICATION RANK:</b>  <input type="checkbox"/> <b>ASSOCIATE REAL ESTATE TRAINEE APPRAISER (557)</b> <input type="checkbox"/> <b>CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER (556)</b> <input type="checkbox"/> <b>CERTIFIED GENERAL REAL ESTATE APPRAISER (553)</b>	
<b>6. MAIDEN OR GIVEN NAME:</b>	<b>7. BUSINESS ADDRESS: STREET, CITY, STATE, ZIP CODE (IF DIFFERENT THAN ABOVE)</b>  	
<b>8. OFFICE TELEPHONE NUMBER:</b>  (____) _____	<b>9. HOME TELEPHONE NUMBER:</b>  (____) _____	

I do 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.

I hereby certify to conduct my practice according to the standards of practice of the Uniform Standards of Professional Appraisal Practice, the Illinois Real Estate Appraiser Licensing Act of 2002 and the Administrative Rules thereto.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date