

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	GPAR	10	5	2
Farm Tract (Summary)	1922-1	30	10	5
Narrative Reports				
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: <input type="checkbox"/> Summary <input type="checkbox"/> Restricted Use <input type="checkbox"/> 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	<input type="checkbox"/> Interior & Exterior Inspection of Subject <input type="checkbox"/> Exterior Inspection ONLY <input type="checkbox"/> Site Inspection <input type="checkbox"/> Market area analysis (zoning, etc.) <input type="checkbox"/> Highest & Best Use analysis <input type="checkbox"/> Research of Sale Comparables <input type="checkbox"/> Research of Rental Comparables <input type="checkbox"/> Sales Comparison Approach <input type="checkbox"/> Cost Approach <input type="checkbox"/> Income Approach <input type="checkbox"/> Final Reconciliation
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Description of work by Supervisor	<input type="checkbox"/> Interior & Exterior Inspection of Subject <input type="checkbox"/> Exterior Inspection ONLY <input type="checkbox"/> Site Inspection <input type="checkbox"/> Market area analysis (zoning, etc.) <input type="checkbox"/> Highest & Best Use analysis <input type="checkbox"/> Research of Sale Comparables <input type="checkbox"/> Research of Rental Comparables <input type="checkbox"/> Sales Comparison Approach <input type="checkbox"/> Cost Approach <input type="checkbox"/> Income Approach <input type="checkbox"/> Final Reconciliation <input type="checkbox"/> Desk Review <input type="checkbox"/> Field Review <input type="checkbox"/> Co-Appraised with Applicant
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Applicant's Signature _____	Supervisor's Signature _____
Certification/License or SSN _____	Certification No. _____