

How Do I...

Utilize the Non-Traditional Client Scope of Work option?

Because some Trainees may not have the ability or the opportunity to sign some appraisal assignments, the Division offers a Non-Traditional Client option.

Remember, **no less than 50%** of submitted appraisal experience **MUST** contain signed certifications by the Trainee. Applicants may not populate their Logs with “**significant contribution**” work, exclusively.

What is the difference between a **Client** and a **Non-Traditional Client**?

"Client" means the party or parties who engage an appraiser, by employment or contract, in a specific assignment. If an appraisal management company is the party engaging the appraiser, the appraisal management company is considered the client.

"Non-traditional client" means the Division or an approved practicum course provider.

Applicants must select a property that was NOT the subject of a previous assignment submitted on their Log. *Example: Do NOT resubmit a report that already appears on your Log where you provided **significant contribution**, only now you're re-submitting it as a signed report.*

If you choose to name the Department as a client, you will need to name the **Division of Real Estate** as the *client* and *intended user*. All such reports will be limited in format to a **GPAR** or a **narrative**. No URARs. No Condo forms. No 1025 forms. Only a **GPAR** or a **narrative**. You must amend or supplement the existing SOW in any **GPAR** with:

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum:

- (1) perform a complete visual inspection of the interior and exterior areas of the subject property,
- (2) inspect the neighborhood,
- (3) inspect each of the comparable sales from at least the street,
- (4) research, verify, and analyze data from reliable public and/or private sources, and
- (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is **for license upgrade**.

INTENDED USER: The intended user of this appraisal report is the **Division of Real Estate**.

The Board does **NOT** want to see any references to **Fannie Mae, MPS, FHA, VA**, specific lender or any AMC guidelines. **UAD** formatting will **NOT** be accepted.

If they see it, your report will be rejected.

January 1, 2017