



APPRAISAL EXPERIENCE LOG INSTRUCTIONS

Please carefully read these instructions before completing the Appraisal Experience Log. An incomplete form cannot be processed.

All experience claimed must be logged in chronological order.

Sponsor’s Name and Certification Number: Enter the name and TALCB certification number (including the suffix “G” or “R”) of your sponsoring certified appraiser who actively, personally, and diligently supervised and directed you for each specific appraisal assignment and who signed the appraisal report.

If you are submitting experience under more than one sponsor, please use a different page for each sponsor.

Type of Property: Use the property type codes below.

<u>Residential</u>		<u>Non-Residential</u>	
Single-family residential.....	1	Other living units such as	
Duplex.....	2	apartment projects, condominiums, etc.....	A
Tri-plex.....	3	Commercial.....	C
Four-plex.....	4	Industrial.....	I
Unimproved residential site.....	UR	Office.....	O
		Farm or ranch.....	FR
		Unimproved/undeveloped acreage not FR.....	U

Residential (“Res”) property is defined as an improved property having four or fewer living units, or an unimproved residential site for which the highest and best use is 1-4 family residential. When claiming a residential property, place a 1, 2, 3, or 4 in the “Type of Property” column to indicate the number of living units in the improved residential property appraised, or a “UR” to indicate an unimproved residential lot for which the highest and best use is 1-4 family residential.

Non-residential (Non-Res”) property is any property not defined above as residential property. When claiming a non-residential property, indicate the type of property by placing one of the non-residential property codes in the “Type of Property” column.

To be acceptable, real estate appraisal experience must:

1. Comply with USPAP
2. Be verifiable and be supported by adequate written reports or file memoranda;
3. Have been performed when a person had legal authority to appraise (e.g., TALCB certified, licensed or approved as an appraiser trainee, TREC broker, etc.).

The Appraiser Experience Affidavit, which you sign, states: “Being duly sworn, I certify to the best of my knowledge and ability that the following information is true and correct and represents verifiable acceptable experience for which I am responsible. The experience claimed conforms to the Texas Appraiser Licensing and Certification Act (the Act), the TALCB Rules, and appropriate provisions of the Uniform Standards of professional Appraisal Practice (USPAP).”

This document is available on the TALCB website at www.talcb.texas.gov



Appraiser Assignment Log (Please Print)

Applicant Name: _____

Certification, License or Trainee Authorization Number: _____

Sponsor/Supervisor Name: _____

Sponsor/Supervisor Certification or License Number: _____

Applicant only must:

1) Indicate to which portions of the assignment applicant contributed by putting an "X" in Columns I thru XI. (XI-put "X" in box where Sponsor/Supervisor contributed.)

2) Prepare a separate log for each Sponsor/Supervisor.

Report Type: Restricted Use=**R** Summary=**S** Self-Contained =**SC**

Report Date mm/dd/yyyy	Subject Location (address, city, state)	Report Type (see above)	Type of Property	Actual Applicant Hours		A=Applicant	S=Supervisory	R=Review	I. Site Inspection & Descriptions	II. Building Inspection and Descriptions	III. Neighborhood Description and Analysis	IV. Highest and Best Use Analysis	V. Research of Comp-Sales	VI. Income Analysis	VII. Cost Analysis	VIII. Sales Analysis	IX. Final Reconciliation	X. Subject Listing/Sales Analysis	XI. Other (please attach explanation)	XII. Work File Review	
				Res.	Non Res.																
						A															
						S															
						R															
						A															
						S															
						R															
						A															
						S															
						R															
						A															
						S															
						R															
				TOTAL																	

I certify that I have examined this document and that the information contained in it is true, correct, and complete.

Sponsor/Supervisor Signature: _____ Date Signed _____

Applicant Signature: _____ Date Signed _____

PRIVACY NOTICE

The following notice about certain information, laws, and practices is given in accordance with Chapter 559, Texas Government Code.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**