



## APPRAISAL EXPERIENCE LOG INSTRUCTIONS

*All experience claimed by an applicant MUST be submitted on the Appraisal Experience Log form prescribed by the Board.  
This form should NOT be altered in any manner.*

- ◆ **Applicant Name and Number:** Your name and the license number under which the experience was performed.
- ◆ **Supervisory Appraiser Name and Number:** The name and the certification number for the supervisory appraiser under whose supervision the experience was performed.
- ◆ **Report Date:** The completion date of the appraisal assignment.
- ◆ **Subject Location:** The physical address or legal description of the assignment property.
- ◆ **Type of Property:** The type of property appraised. For example:
  - Single-family residential – SFR
  - Multi-family residential – MFR
  - Farm Ranch – FR
  - Unimproved – U
  - Commercial – C
  - Industrial – I
  - Office – O
- ◆ **Actual Applicant Hours:** An hour of experience is 60 minutes of verifiable time expended in one or more areas of acceptable experience.
- ◆ **Applicant/Supervisor Check Boxes:** For each portion of the appraisal report, indicate whether it was developed by the:
  - **Applicant Only** – check the “Developed by Applicant” box
  - **Supervisor Only** – check the “Developed by Supervisor” box
  - **Co-developed by the Applicant and Supervisor** – check *both* the “Developed by Applicant” and “Developed by Supervisor” boxes
  - **Applicant and reviewed by the Supervisor** – check *both* the “Developed by Applicant” and “Reviewed by Supervisor” boxes

◆ **Before you submit your experience, be certain that:**

- the log is complete - incomplete logs cannot be processed
- a separate log is submitted for experience performed under each supervisory appraiser
- every page is signed and dated by both you and your supervisory appraiser
- all entries are in chronological order by report date
- an Appraisal Experience Certification accompanies your Appraisal Experience Log(s)

**ACCEPTABLE EXPERIENCE MUST:**

1. Comply with USPAP;
2. Be verifiable and be supported by adequate written reports or file memoranda;
3. Have been performed when the applicant had legal authority; and
4. Comply with the acceptable categories of experience as per the AQB experience criteria.