



(a) If the Board fails to approve this Order, it shall be of no force or effect on either party, and it shall not be admissible for any purpose in further proceedings in this matter.

(b) If the Board approves this Order, it shall fully dispose of all issues in this case.

**IT IS THEREFORE ORDERED:**

**A. Education**

Respondent shall complete the following educational courses by December 31, 2004:

- (1) a 15-hour tested USPAP course;
- (2) a 30-hour pre-approved classroom course on the three approaches to value.
- (3) Certificates of completion shall be forwarded to the Board

**B. Probation**

1. Respondent shall be on probation until further order of the Board. The probationary period shall start the first day of the first full month after the Board signs this Consent Order.
2. While on probation, Respondent, at Respondent's expense, shall submit two appraisals per month to a review appraiser pre-approved by the Board. The review appraiser shall prepare written reports to the Board which describe Respondent's compliance with USPAP and any other appraisal standards which are applicable to the appraisal at issue. Review appraiser shall comply with USPAP Standard Three. Respondent may select which appraisals shall be submitted to desk review each month. The appraisals selected shall not be submitted to the client until after Respondent has submitted the appraisal to desk review, has received the desk review report, and has made any changes identified by the desk reviewer.
3. For each reviewed appraisal, Respondent shall submit to the Board the appraisal in the form initially submitted to the review appraiser, the desk review report, the final appraisal as submitted to the client (noting any changes or amendments which were made as a result of the reviewer's comments), and Respondent's work file. Such documents shall be submitted to the Board no later than 10 calendar days after the final appraisal has been issued to the client.
4. While on probation, Respondent shall submit a monthly log of her appraisals to the Board office no later than the 10<sup>th</sup> day following each calendar month.
5. Respondent may apply to be released from probation after she: (a) has successfully completed all education requirements of this Consent Order, (b) has successfully subjected at least 6 appraisals to desk review, and (c) the Board has received all of the documents described in paragraph 3. The Board shall release Respondent from desk review if (1) she has complied with the terms of the Consent Order, and (2) the review reports do not reveal

significant USPAP violations (taking into consideration the potential that the appraisals may improve as desk review progresses). If the desk review reports do reveal significant USPAP violations, the probation shall continue for at least another 4 months before Respondent may again apply to be released from probation.

6. This settlement shall not preclude the Board from filing additional changes if one or more of the appraisals submitted for desk review demonstrate probable cause to take such an action on an appraisal that was issued to the public. Respondent agrees Board review of desk review reports or appraisals subject to desk review shall not constitute "personal investigation" or otherwise disqualify a Board member from acting as a presiding officer in any subsequent contested case.
7. Until released from the desk review process, Respondent agrees she shall not act as a review appraiser and shall not co-sign appraisals with any other associate or certified appraiser. Respondent shall not supervise the work product of an associate appraiser or unlicensed appraiser until released from desk review.

**AGREED AND ACCEPTED:**

**The Respondent**

**The Iowa Real Estate Appraiser  
Examining Board**

  
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Linda J. Hintz

  
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By: Richard Koestner, Vice Chair

Date

7-21-2004

Date

7/28/04