

IOWA REAL ESTATE APPRAISER EXAMINING BOARD

200 E GRAND, SUITE 350, DES MOINES, IA 50309

515-725-9021

www.state.ia.us/iapp

APPLICATION FOR CERTIFICATION

INSTRUCTIONS

1. Complete all information requested.
2. Include check, money order, or credit card information for license fee.
3. Attach your original examination pass notice.
4. Attach a copy of your log.
5. Certified Residential Appraiser applicant: Complete page 3 and attach course completion certificates.
6. Certified General Appraiser applicant: Complete page 4 and attach course completion certificates.
7. Verify with the Board that your college or university has mailed official transcripts for degree or course requirements and copies are on file with the Board office. Complete page 5 with minimum information.
8. Attach your original associate certificate and license.
9. Provide verification from the Board that you have successfully satisfied the work product review process.
10. Sign date, and notarize the application.

DESIGNATION (select one):

Certified Residential \$390*

Certified General \$390*

***Note:** Applicants applying for initial registration or certification within 12 months from their required renewal date of June 30th shall pay half the required fee. Applicants applying for initial registration or certification more than 12 months from their required renewal date shall pay the full fee. (Persons whose last names begin with the letters A through K shall renew in even-numbered years. Persons whose last names begin with the letters L through Z shall renew in odd-numbered years.)

GENERAL INFORMATION:

Name:	
Home Address:	Business Name and Address:
Birth Date:	
	Business Phone:
Phone:	Business Fax:
Currently registered as an associate appraiser with registration number:	

*Yes No Have you ever been convicted of a felony or misdemeanor criminal offense? (other than scheduled traffic violations - a conviction of operating while intoxicated [OWI] is not a scheduled traffic violation and must be disclosed) A "conviction" includes a guilty plea, a deferred judgment prior to discharge, and a finding of guilt by a judge or jury. If yes, attach a complete and detailed explanation of each conviction including the date of conviction, the name and location of the court, the nature of each charge (for example: felony, aggravated misdemeanor, etc.), the sentence imposed, and whether you have satisfied all terms of the sentence. All convictions must be disclosed regardless of the date when entered or whether the criminal record has been expunged.

*Yes No Are there criminal charges now pending against you? (other than scheduled traffic violations) If yes, attach a complete and detailed explanation of each charge including the date of arrest or charge, the arresting agency, the nature of each charge, the type of each charge (for example: felony, aggravated misdemeanor, etc.) and the name and location of the court. You will need to supplement this answer to provide the disposition of each pending charge once known.

*Yes No Have you ever been declared by a court of competent jurisdiction to have committed fraud?

*Yes No Have you ever been subject to disciplinary action by any state Board or similar licensing body, a governmental agency before which you practiced, or any professional organization of which you are a member?

***If you answered "Yes" to any of these questions please attach a complete explanation.**

ADDITIONAL COMMENTS (From previous sections on application - additional pages may be added):

Applicant must sign and acknowledge the following affidavit. Seal of notary is required.

STATE OF _____)
COUNTY OF _____)

I HEREBY CERTIFY that I have not violated the provisions of the license laws of any state other than violations revealed in this application. I FURTHER CERTIFY that I have reviewed and am familiar with and will be bound by the Iowa license law and rules of the Board, and that I personally completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date: _____
(IN BLUE INK)

Signature of Notary Public _____
(IN BLUE INK)

Subscribed and sworn before me this _____ day of _____, _____. My Commission Expires _____.

CERTIFIED RESIDENTIAL APPLICANTS

Basic Appraisal Principles (30 Hours)	Basic Appraisal Procedures (30 Hours)	Residential Appraiser Site Valuation & Cost Approach (15 hours)
A. Real Property Concepts and Characteristics	A. Overview of Approaches to Value	A. Site Valuation
1. Basic Real Property Concepts	B. Valuation Procedures	1. Methods
2. Real Property Characteristics	1. Defining the Problem	2. Case Studies
3. Legal Description	2. Collecting and Selecting Data	B. Cost Approach
B. Legal Consideration	3. Analyzing	1. Concepts & Definitions
1. Forms of Ownership	4. Reconciling & Final Value Opinion	2. Replacement/Reproduction Cost New
2. Public and Private Controls	5. Communicating the Appraisal	3. Accrued Depreciation
3. Real Estate Contracts	C. Property Description	4. Methods of Estimating Accrued Depreciation
4. Leases	1. Geographic Characteristics of Land/Site	5. Case Studies
C. Influences on Real Estate Value	2. Geologic Characteristics of Land/Site	Course Title:
1. Governmental	3. Location & Neighborhood Characteristics	Course Provider:
2. Economic	4. Land/Site Considerations for Highest & Best Use	Date(s) Taken:
3. Social	5. Improvements – Architectural Styles & Types of Construction	Residential Sales Comparison & Income Approaches (30 hours)
4. Environmental, Geographic & Physical	D. Residential Applications	1. Valuation Principles & Procedures – Sales Comparison Approach
D. Types of Value	Course Title:	2. Valuation Principles & Procedures – Income Approach
1. Market Value	Course Provider:	3. Finance & Cash Equivalency
2. Other Value Principles	Date(s) Taken:	4. Financial Calculator Introduction
E. Economic Principles	Residential Market Analysis and Highest & Best Use (15 Hours)	5. Identification, Derivation and Measurement of Adjustments
1. Classic Economic Principles	A. Residential Markets and Analysis	6. Gross Rent Multipliers
2. Application, Illustrations of Econ Principles	1. Fundamentals, Characteristics & Definitions	7. Partial Interests
F. Overview of Real Estate Markets, Analysis	2. Supply Analysis	8. Reconciliation
1. Fundamentals, Characteristics, Definitions	3. Demand Analysis	9. Case Studies & Applications
2. Supply Analysis	4. Use of Market Analysis	Course Title:
3. Demand Analysis	B. Highest and Best Use	Course Provider:
4. Use of Market Analysis	1. Test Constraints	Date(s) Taken:
G. Ethics & Appraisal Theory and Practice	2. Application of Highest and Best Use	Residential Report Writing & Case Studies (15 hours)
Course Title:	3. Special Considerations	1. Writing & Reasoning Skills
Course Provider:	4. Market Analysis	2. Common Writing Problems
Date(s) Taken:	5. Case Studies	3. Form Reports
15-Hour National USPAP (15 Hours)	Course Title:	4. Report Options & USPAP Compliance
Course Title:	Course Provider:	5. Case Studies
Course Provider:	Date(s) Taken:	Course Title:
Date(s) Taken:	Advanced Residential Applications & Case Studies (15 hours)	Course Provider:
Statistics, Modeling & Finance (15 hours)	1. Complex Property, Ownership & Market Conditions	Date(s) Taken:
1. Statistics	2. Deriving & Supporting Adjustments	Appraisal Subject Matter Electives (20 hours)
2. Valuation Models (AVMs & Mass Appraisal)	3. Residential Market Analysis	Attach and explain – may include overages
3. Real Estate Finance	4. Case Studies	
Course Title:	Course Title:	
Course Provider:	Course Provider:	
Date(s) Taken:	Date(s) Taken:	

CERTIFIED GENERAL APPLICANTS

Basic Appraisal Principles (30 Hours)	Basic Appraisal Procedures (30 Hours)	Date(s) Taken:
A. Real Property Concepts and Characteristics	A. Overview of Approaches to Value	General Appraiser Income Approach (60 hours)
1. Basic Real Property Concepts	B. Valuation Procedures	A. Overview
2. Real Property Characteristics	1. Defining the Problem	B. Compound Interest
3. Legal Description	2. Collecting and Selecting Data	C. Lease Analysis
B. Legal Consideration	3. Analyzing	D. Income Analysis
1. Forms of Ownership	4. Reconciling & Final Value Opinion	E. Vacancy and Collection Loss
2. Public and Private Controls	5. Communicating the Appraisal	F. Estimating Operating Expenses and Reserves
3. Real Estate Contracts	C. Property Description	G. Reconstructed Income and Expense Statement
4. Leases	1. Geographic Characteristics of Land/Site	H. Stabilized Net Operating Income Estimate
C. Influences on Real Estate Value	2. Geologic Characteristics of Land/Site	I. Direct Capitalization
1. Governmental	3. Location & Neighborhood Characteristics	J. Discounted Cash Flow
2. Economic	4. Land/Site Considerations for Highest & Best Use	K. Yield Capitalization
3. Social	5. Improvements – Architectural Styles & Types of Construction	L. Partial Interests
4. Environmental, Geographic & Physical	D. Residential Applications	M. Case Studies
D. Types of Value	Course Title:	Course Title:
1. Market Value	Course Provider:	Course Provider:
2. Other Value Principles	Date(s) Taken:	Date(s) Taken:
E. Economic Principles	General Appraiser Market Analysis and Highest & Best Use (30 Hours)	General Appraiser Report Writing & Case Studies (30 hours)
1. Classic Economic Principles	A. Real Estate Markets & Analysis	A. Writing and Reasoning Skills
2. Application, Illustrations of Econ Principles	1. Market Fundamentals, Characteristics, Definitions	B. Common Writing Problems
F. Overview of Real Estate Markets, Analysis	2. Supply Analysis	C. Report Options and USPAP Compliance
1. Fundamentals, Characteristics, Definitions	3. Demand Analysis	D. Case Studies
2. Supply Analysis	4. Use of Market Analysis	Course Title:
3. Demand Analysis	B. Highest & Best Use	Course Provider:
4. Use of Market Analysis	1. Test Constraints	Date(s) Taken:
G. Ethics & Appraisal Theory and Practice	2. Application of Highest and Best Use	General Appraiser Site Valuation & Cost Approach (30 hours)
Course Title:	3. Special Considerations	A. Site Valuation
Course Provider:	4. Market Analysis	1. Methods
Date(s) Taken:	5. Case Studies	2. Case Studies
15-Hour National USPAP (15 Hours)	Course Title:	B. Cost Approach
Course Title:	Course Provider:	1. Concepts and Definitions
Course Provider:	Date(s) Taken:	2. Replacement/Reproduction Cost New
Date(s) Taken:	General Appraiser Sales Comparison Approach (30 hours)	3. Accrued Depreciation
Statistics, Modeling & Finance (15 hours)	A. Value Principles	4. Methods of Estimating Accrued Depreciation
1. Statistics	B. Procedures	5. Case Studies
2. Valuation Models (AVMs & Mass Appraisal)	C. Identification and Measurement of Adjustments	Course Title:
3. Real Estate Finance	D. Reconciliation	Course Provider:
Course Title:	E. Case Studies	Date(s) Taken:
Course Provider:	Course Title:	Appraisal Subject Matter Electives (30 hours)
Date(s) Taken:	Course Provider:	Attach and explain – may include overages

FORMAL EDUCATION INFORMATION: You must make arrangements for your college or university to mail official transcripts to the Board office at the following address (do not attach personal, internet-printed or student copies):

Iowa Real Estate Appraiser Examining Board
Attention: Appraiser Licensing
200 E GRAND, SUITE 350
DES MOINES, IA 50309

FORMAL EDUCATION RECORD (For applicants with an Associates Degree or higher):

Name and Address of Institution	Years Attended From To	Course of Study	Year Graduated	Certificate/ Degree/Diploma Received

SPECIFIC EDUCATION COURSE RECORD – CERTIFIED RESIDENTIAL REQUIREMENTS (For applicants who completed minimum requirements and do not hold a degree):

Name and Address of Institution	Dates Attended From To	Requirement & Specific Course Title	Final Grade
		English Composition:	
		Principles of Economics (Micro or Macro):	
		Finance:	
		Algebra, Geometry or higher mathematics:	
		Statistics:	
		Computer Science:	
		Business or Real Estate Law:	

SPECIFIC EDUCATION COURSE RECORD – CERTIFIED GENERAL REQUIREMENTS (For applicants who completed minimum requirements and do not hold a degree):

Name and Address of Institution	Dates Attended From To	Requirement & Specific Course Title	Final Grade
		English Composition:	
		Micro Economics:	
		Macro Economics:	
		Finance:	
		Algebra, Geometry or higher mathematics:	
		Statistics:	
		Computer Science:	
		Business or Real Estate Law:	
		Elective:	
		Elective:	

**** NOTICE ****

THIS PAGE WILL NOT BE ADDED TO FILE OR PART OF PUBLIC RECORD

CONFIDENTIAL INFORMATION

Privacy Act Notice: Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 252J.8(1) and 261.126(1), and Iowa Code § 272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

Social Security number _____ - _____ - _____

EMAIL: _____

METHOD OF PAYMENT

PAYMENT OPTION 1 -

Payment Enclosed, Check or Money Order made payable to "State of Iowa"

PAYMENT OPTION 2 -

Please bill my credit card \$ _____:

*** The charge will appear on your statement as Professional Licensing Bureau**

Discover Number _____ - _____ - _____ - _____

MasterCard Number _____ - _____ - _____ - _____

Visa Number _____ - _____ - _____ - _____

Expiration Month and Year: _____ / _____

X _____
Name of Cardholder (please print)

X _____
Signature