



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
BOARD OF REAL ESTATE APPRAISERS**

EXAM APPLICATION

APPLICANT INFORMATION (please print)

FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	

CRIMINAL BACKGROUND DISCLOSURE

NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.

1. **Have you ever been convicted by any court of any crime? (circle one)** **NO** **YES**
 If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.
2. **Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)** **NO** **YES**
 If yes, enclose a detailed explanation and copies of all documents.
3. **Have you graduated from high school or received a GED? (circle one)** **NO** **YES**

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE	DATE
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**APPLICATION TO SIT FOR THE
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER EXAM (CR)**

X	CERTIFIED RESIDENTIAL APPRAISER (CR) EXAM	\$50
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Office Use Only:
4695
APPLICATION FEE 1446—\$50

Office Use Only
Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional & Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>

SIGNATURE	DATE
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INSTRUCTIONS TO COMPLETE AN

EXAM APPLICATION

TO SIT FOR THE CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER EXAM

1. Complete the appraiser exam application (one page)
2. Complete educational experience form and attach certificates of completion and transcripts as indicated below:
 - Must document associate degree **or** verification of passage of the following 21 semester credit hours of college courses:

English Composition

Finance

Statistics

Business or Real Estate Law

Principles of Economics

Algebra, Geometry, or higher mathematics

Computer Science

- Must document successful completion of core curriculum appraisal courses as indicated below:

All courses must have been approved by the Appraisal Foundation's Course Approval Program. A copy of the approved course list is available at: <https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009> under the education program tab, "AQB Approved Real Property Courses"

⇒ **Current RA** licensees must obtain the following 125 hours of QE in addition to their original trainee appraiser specific education:

15 QE Residential Market Analysis and Highest and Best Use

15 QE Residential Appraiser Site Valuation and Cost Approach

30 QE Residential Sales Comparison and Income Approach

15 QE Residential Report Writing and Case Studies

15 QE Statistics, Modeling and Finance

15 Advance Residential Applications and Case Studies

20 Appraisal Subject matter Electives

⇒ **Current AP** licensees must obtain the following 50 hours of QE in addition to their original trainee appraiser specific education:

15 QE Statistics, Modeling and Finance

15 Advance Residential Applications and Case Studies

20 Appraisal Subject matter Electives

3. Enclose check or money order payable to "Treasurer State of Maine" for \$50.00 as indicated on exam application. Alternatively, you may fill out the credit card portion of the application.

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4. You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: rlestateappr.board@maine.gov

Or you may mail your application through the U.S. Postal Service via, regular, priority, or express mail services to:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION
AUGUSTA ME 04333**

(Please note that the USPS will only deliver to the address above and will NOT deliver to our physical location)

If you wish to use an overnight mail service such as FedEx or UPS. Please use our physical location:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
76 NORTHERN AVENUE
GARDINER, ME 04345**

INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION

FOR A CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER UPGRADING FROM A TRAINEE OR LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

1. Complete the 2500 hour and 2 year minimum of experience requirement. If you have not submitted your monthly experience reports you should attach them with the license application
2. If you have not already submitted an exam application you should submit one with the license application.
3. Complete both pages of the appraiser license application
4. After your application has been reviewed, you will be requested by letter to submit 4 appraisal samples selected by the board. Appraisals must have been signed by you and a certified appraiser. Do not submit samples with your license application.
5. Enclose check or money order payable to "Treasurer State of Maine" for \$496.00 as indicated on the license application. Alternatively you may fill out the credit card portion of the license application.
6. You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: rleststateappr.board@maine.gov

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GARDINER, ME 04345**

**INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION
FOR A CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER
VIA RECIPROCITY WITH ANOTHER STATE**

1. Complete both pages of the appraiser license application
2. Enclose an original "Certificate of Good Standing" from current license state
3. Enclose 2 copies of 2 sample appraisals including the work files
 - Samples may be submitted electronically via email or on disk
4. Enclose check or money order payable to "Treasurer State of Maine" for \$496.00 as indicated on the license application. Alternatively you may fill out the credit card portion of the application.
5. You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: rlestateappr.board@maine.gov

Or you may mail your application through the U.S. Postal Service via, regular, priority, or express mail services to:

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DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
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LICENSE APPLICATION

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one) NO YES			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES			
If yes, enclose a detailed explanation and copies of all documents.			
3. Have you graduated from high school or received a GED? (circle one) NO YES			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**LICENSE APPLICATION FOR A
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER (CR)**

CHECK ONE	LICENSE TYPE	TOTAL FEES
X	CERTIFIED RESIDENTIAL APPRAISER (CR)	\$496

Office Use Only:
4695
1446—\$50
1421—\$425 (RA)
1421—\$425 (AP, CR, CG)
1421—\$100 (TL)
2619—\$21

Office Use Only
Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	

APPLICANT NAME _____

CHARACTER REFERENCES

LIST THREE (3) PERSONS YOU HAVE KNOWN FOR AT LEAST ONE YEAR, NOT RELATED TO YOU, WHO WILL ATTEST TO YOUR REPUTATION FOR HONESTY, TRUTHFULNESS, FAIR DEALING AND COMPETENCY. (ALL APPLICANTS MUST COMPLETE THIS SECTION.)

1. Name: _____ Phone: _____

Address: _____

Signature : _____

2. Name: _____ Phone: _____

Address: _____

Signature : _____

3. Name: _____ Phone: _____

Address: _____

Signature : _____

ARE YOU A MAINE RESIDENT? IF SO, YOU MAY SKIP THIS SECTION.
IF YOU ARE NOT A MAINE RESIDENT, YOU MUST FILL OUT THE INFORMATION BELOW

LEGAL RESIDENCE (city and state):

WHEREAS I have made application for a non-resident license to practice real estate appraisal in the State of Maine in accordance with the provisions of 32 M.R.S.A. §14034, 14035, 14036, 14037, or 14038, and

WHEREAS, pursuant to 32 M.R.S.A. §14024(1) it is necessary for a non-resident license applicant to file an irrevocable consent to service agreement with the Maine Board of Real Estate Appraisers;

NOW, THEREFORE, I hereby execute and file with the Maine Board of Real Estate Appraisers this irrevocable consent that actions may be commenced against me in the proper court of any county in the State of Maine in which a cause of action may arise or in which the Plaintiff may reside, by the service of any process or pleadings authorized by the laws of the State of Maine on the Maine Board of Real Estate Appraisers. Furthermore, it is hereby stipulated and agreed that service of the process or pleading on the Maine Board of Real Estate Appraisers shall be taken and held in all courts as valid and binding as if due service had been made upon me personally within the State of Maine.

IN WITNESS WHEREOF I have hereunto signed by name.

SIGNATURE

DATE

Frequently Asked Questions

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

- **Is a high school diploma or GED required?** Yes
- **How old do I need to be to obtain a license?** You must be at least 18 years old.
- **I currently hold a trainee license. Do I need a college degree to upgrade my license ?** The current licensing criteria does not require a college degree to upgrade to a licensed residential appraiser, but an associates degree is required to upgrade to the certified residential level and a baccalaureate degree is required to upgrade to the certified general level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of a degree the AQB will allow 21 semester hours for the associate degree and 30 semester hours for the baccalaureate degree. The specific college courses are listed at the Appraisal Foundation web site: <https://appraisalfoundation.sharefile.com/d/sfd8ab4c6bab49fdb>, in the "Real Property Appraiser Qualification Criteria".
- **What is the core curriculum requirement for the certified residential real property appraiser?**

30 hours basic appraisal principles
30 hours basic appraisal procedures
15 hours the 15-hour national USPAP course or its equivalent
15 hours residential market analysis & highest and best use
15 hours residential appraiser site valuation & cost approach
30 hours residential sales comparison & income approaches
15 hours residential report writing and case studies
150 hours TOTAL

More core curriculum information may be found at: <https://appraisalfoundation.sharefile.com/d/sfd8ab4c6bab49fdb>, in the "Real Property Appraiser Qualification Criteria".

- **Where can I find a list of AQB approved courses and providers?** The approved course list may be found on the Appraisal Foundation's web site:

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional & Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.