

**ARIZONA BOARD OF APPRAISAL
EXPERIENCE LOG**

NAME: _____

Upon receipt of the application, not less than three (3) appraisal reports will be selected by staff from the Experience Log and requested in writing from the applicant. The addendum or certification page of each report should contain trainee's name and specify how trainee significantly contributed to the report. The applicant must claim appraisal experience on the Experience Log as prescribed by the Board. The Experience Log must be filled out according to the instructions below. Include in the Experience Log only appraisal reports which can be supported and are documented.

INSTRUCTIONS FOR COMPLETING THE EXPERIENCE LOG:

1. Type or print all information in ink only.
2. Entries must be made for each property claimed, as follows:

- ___ **DATE:** Indicate in chronological order the month and year of each appraisal report claimed (i.e.1/2007). Use only one date for each appraisal. Duplications will not be accepted. Experience must have been acquired within ten years immediately preceding the filing of the application.
- ___ **STREET ADDRESS/CITY/STATE:** Indicate the street address, city and state location of the appraised property. Trainee should list sufficient information so that the report can be retrieved for the review by the Board.
- ___ **TYPE OF PROPERTY:** For residential appraisals, indicate the residential form number, i.e., 1004. **Forms 704, 1004D, 1075, 2000, 2000A, 2055 (EXTERIOR ONLY), 2065, 2070, 2075, and 2095 are not acceptable. Form 2055 with an interior inspection is acceptable (before 11/2/05); however, a cost approach must be in trainee's work file, and must be submitted with the appraisal report.** For nonresidential appraisals, indicate "N".
- ___ **WORK PERFORMED BY TRAINEE:** Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.
- ___ **INSPECTION:** Indicate whether trainee inspected the property. Supervising appraiser must personally supervise the entire physical inspection of each appraised property with the trainee.
- ___ **SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER:** Indicate how trainee was supervised by supervising appraiser.
- ___ **ACTUAL TIME:** Indicate the actual contribution time trainee spent in preparation of the report in increments of quarter hours; i.e., one quarter hour (15 minutes) is .25; one half hour (30 minutes) is .50 and three quarters hour (45 minutes) is .75; one and one quarter hour is 1.25. The time spent driving to and from an appraisal assignment ("drive time") may qualify as appraisal experience if it is considered to be a part of the appraisal process.
- ___ **SIGNATURE AND STATE LICENSURE/CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser must sign each page of the Experience Log acknowledging approval of the information provided. An electronic signature will not be accepted. **OBTAIN AS EACH PAGE IS COMPLETED.**
- ___ **PAGE TOTAL:** The actual time must be totaled on each page.
- ___ **GRAND TOTAL:** Indicate the grand total of all actual experience hours on the LAST PAGE of the experience log.
- ___ **WORKFILES:** Indicate the name and address of the person(s) in possession of the workfiles of the appraisals listed on each page.
- ___ **SUPERVISING APPRAISER:** Print the name, address, and license/certificate number of the supervising appraiser(s) for the appraisals listed on each page.
- ___ **APPLICANT NAME AND DATE SUBMITTED:** Print trainee's name and fill in the date trainee submitted the Experience Log on each page.

ARIZONA BOARD OF APPRAISAL EXPERIENCE LOG

| DATE 00/0000 | STREET ADDRESS/CITY/STATE | TYPE OF PROPERTY (RESIDENTIAL FORM # OR N=NONRESIDENTIAL) | WORK PERFORMED (SIGNIFICANT CONTRIBUTION) BY TRAINEE | INSPECTED (Y=YES N=NO) | SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER | ACTUAL WORK HOURS |
|--|---------------------------|--|--|------------------------------|--|-------------------------|
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| | | | | | | |
| SIGNATURE OF SUPERVISING APPRAISER <i>FOR THIS PAGE</i> | | | | | | |
| Page Total | | | | | | |
| Grand Total (Last Page of Experience Log Only) | | | | | | |

Workfiles for appraisals *listed on this page* are located at: _____

Print name and state licensure/certification number of supervising appraiser(s) *for this page*: _____

Applicant name *for this page*: _____ Date submitted: _____
(Revised 2/08)