

**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. Experience Logs may be also be computer generated following the form.
2. Entries must be made for each property claimed, as follows:

- ___ **DATE:** Indicate in chronological order the date of the report (Month, Day, Year). 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.
- ___ **PROPERTY ADDRESS:** Indicate the street address, city, state and zip code 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 the type of property, such as store, golf course, office building, etc.)
- ___ **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.
- ___ **SCOPE OF SUPERVISING APPRAISER'S REVIEW AND SCOPE OF SUPERVISING APPRAISER'S SUPERVISION:** Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. See attached sample completed Experience Log.
- ___ **PROPERTIES INSPECTED:** Enter the number of total actual hours to prepare the appraisal for each property that the trainee inspected with the supervising appraiser. If the trainee did not inspect the subject property, enter "0".
- ___ **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.
- ___ **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.
- ___ **PERCENTAGE OF TOTAL PROPERTIES WHERE APPLICANT INSPECTED PROPERTY:** Fill in the percentage of properties inspected by applicant by dividing the first column of the Grand Total by the last column of the Grand Total on the LAST PAGE of the Experience Log. The percentage must equal at least 75%.
- ___ **WORKFILES:** Indicate the name and address of the person(s) in possession of the workfiles of the appraisals listed on each page.
- ___ **DATE AND TRAINEE/APPLICANT SIGNATURE:** Trainee MUST date and sign each page as it is completed.
- ___ **SIGNATURE AND STATE CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser MUST sign AND provide his/her state certification number on each page of the Experience Log acknowledging approval of the information provided AS EACH PAGE IS COMPLETED BY TRAINEE. An electronic signature will not be accepted.

ARIZONA BOARD OF APPRAISAL

SAMPLE EXPERIENCE LOG

Date of Report	Property Address City, State, Zip	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
1/6/06	123 Oak Street Washington, DC 20005	1004	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with trainee, including physical inspection of subject property	7	7
6/7/06	455 Pine Street Washington, DC 20005	1004	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info., discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7	7
1/10/07	202 Spruce Street Washington, DC 20005	Multifamily	Neighborhood, subject and comp data research and analyses, cost/sales comparison, income approach, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	0	10
1/24/07	115 Pennsylvania Ave. Washington, DC 20005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30	30
8/14/07	200 S. Broadway Washington, DC 20005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales/comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40	40
1/10/08	300 Capitol Avenue Washington, DC 20005	Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40	40
2/12/08	144 Elm Avenue Washington, DC 20005	Golf Course	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process, including physical inspection of subject property with trainee	60	60
Page Total						184	194
Grand Total (Last Page of Experience Log Only)						184	194
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%						94	%

Workfiles for appraisals [listed on this page](#) are located at: Office of Stanley A. Supervisor, 111 Vine Avenue, Washington, DC 20005

3/10/08	<i>Thomas D. Trainee</i>	<i>Stanley A. Supervisor</i>	39999
Date	Signature of Trainee/Applicant	Signature of Supervising Appraiser	State Certification Number

(Revised 6/08)

