APPLICATION FOR REAL ESTATE APPRAISER CERTIFICATION

State Form 45016 (R9 / 9-08)
Approved by State Board of Accounts, 2008

Reset Form

REAL ESTATE APPRAISER LICENSURE & CERTIFICATION BOARD
PROFESSIONAL LICENSING AGENCY
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Telephone : (317) 234-3009
E-mail: pla9@pla.IN.gov
www.pla.IN.gov

INSTRUCTIONS: Please completely fill in your PDF viewer or type.

* Your Social Security number is being requested by this state agency in accordance with I.C. 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

FOR OFFICE USE ONLY		
Application fee	Date fee paid (*month, day, year*)	Receipt number
Certificate number issued	Date license issued (*month, day, year*)	License obtained by

DO NOT WRITE ABOVE THIS LINE

TYPE OF CERTIFICATION

What type of license or certification are you applying for? (*Please check only one*) ☐ Certified residential appraiser ☐ Certified general appraiser

APPLICANT INFORMATION

Name of applicant (*first, middle, last, maiden or previous*)		Social Security number *
Current address (*number and street or rural route, city, state and ZIP code*)		
Permanent address *(if different from above, number and street or rural route, city, state and ZIP code*)		
Work telephone number ( )	Other telephone number *(cell or home)* ( )	E-mail address
Date of birth *(month, day, year)*	Place of birth *(city, state)*	

EDUCATIONAL REQUIREMENTS

Certified Residential: You must have 200 hours of pre-licensing education. In addition you must also have an Associate Degree or higher. In lieu of the required degree, you must have a minimum of twenty-one (21) semester hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra; Geometry or higher mathematics; Statistics; Introduction to Computers (Word Processing, Spreadsheets); and Business or Real Estate Law.

Certified General: You must have 300 hours of pre-licensing education requirements. In addition, you must have a Bachelors Degree or higher. In lieu of the required degree, you must have a minimum of thirty (30) semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers (Word Processing, Spreadsheets); Business or Real Estate Law; and two (2) elective courses in Accounting, Geography, Ag-economics, Business Management, or Real Estate.

Please include a copy of your transcript.

COLLEGE REQUIREMENTS

Certified Residential: ***(please check one of the following and submit an official unopened transcript with your application)***

☐ I have an Associates degree or higher.

☐ I have twenty-one semester hours in the necessary fields.

Certified General: ***(please check one of the following and submit an official unopened transcript with your application)***

☐ I have a Bachelors degree or higher.

☐ I have thirty semester hours in the necessary fields.

COLLEGE COURSE REQUIREMENTS IN LIEU OF DEGREE

Directions: *If on the previous page you indicated that you are submitting your application with the necessary course hours instead of the required degree you must complete this page. Any applicant submitting their application with the required degree should proceed to the next page. Applicant must submit an official sealed transcript with this application.*

List the course number and course title of the coursework you have completed in the required content areas as they appear on your transcript. If the course titles as stated on your transcript do not clearly reflect the required content areas, you may be requested to provide additional supporting documents such as a course syllabus, or course catalogue.

Certified Residential College Requirements: In lieu of the required degree, you must have twenty-one (21) semester hours or it equivalent covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra; Geometry or higher mathematics; Statistics; Introduction to Computers (Word Processing, Spreadsheets), and Business or Real Estate Law.

Certified General College Requirements: In lieu of the required degree you must have a minimum of thirty (30) semester credit hours or its equivalent covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra; Geometry or higher mathematics; Statistics; Introduction to Computers (Word Processing, Spreadsheets); Business or Real Estate Law; and two (2) elective courses in Accounting, Geography, Ag-economics, Business Management, or Real Estate. Please indicate in the Subject Matter section what courses are electives.

NAME OF EDUCATIONAL INSTITUTION	COURSE NUMBER	COURSE TITLE	SUBJECT MATTER	COURSE HOURS
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
				Semester hours _____ or Equivalent hours _____
			Please total your semester or equivalent hours	

☐ I am a Certified Residential Applicant and have a minimum of twenty-one (21) Semester or Equivalent Hours.

☐ I am a Certified General Applicant and have a minimum of thirty (30) Equivalent Semester Hours.

PRE-LICENSING EDUCATION

Please record you pre-licensing education. Attach a separate sheet of paper if additional space is needed. Mark additional sheet as "Addendum" and staple to this application.

COURSE TITLE	SPONSOR	NUMBER OF HOURS	MONTH / YEAR COMPLETED
TOTAL HOURS: Certified Residential must have 200 hours of pre-licensing education hours. Certified General must have 300 hours of pre-licensing education.			

PROFESSIONAL LICENSES HELD IN INDIANA AND OTHER STATES

Do you currently hold or have you ever held a professional license or certification in Indiana or another state? ☐ Yes ☐ No

(If yes, list all states below, including Indiana, in which you have held license / certification / registration / permit to practice any state regulated profession.)

TYPE OF LICENSE / CERTIFICATE/ REGISTRATION / PERMIT	STATE	LICENSE NUMBER	DATE ISSUED *(month, day, year)*	STATUS

APPLICANT INFORMATION

If you answer "Yes" to any question numbers 1 through 4, explain fully in a signed and notarized statement, including all related details. Include the violation, location, date, disposition, and court records. Letters from attorneys are not accepted in lieu of your statement. Falsification of any of the following is grounds for permanent revocation of a license or permit issued pursuant to this application.

1. Have you ever been convicted of, pled guilty, or nolo contendre to any offense, misdemeanor, or felony in any state, or by the Federal courts, or any agency of government, or are criminal charges now pending against you? *(except for minor violations of traffic laws resulting in fines.)* ☐ Yes ☐ No
2. Have you ever been denied a license, certification, registration, or permit to practice real estate, appraising, or any other profession in this or any other state? ☐ Yes ☐ No
3. Has any complaint been filed against you in the State of Indiana, or in any other state, regarding any professional license you currently hold or have previously held or have you practiced real estate or appraising without a license? ☐ Yes ☐ No
4. Has disciplinary action ever been taken against you regarding any professional license, certification, registration, or permit that you currently hold or have held? ☐ Yes ☐ No
5. Do you agree to promptly return your license certificate and pocketcard if and when required by the Board and to conform to all relevant statutes and to the administrative rules promulgated by the Board? ☐ Yes ☐ No

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete and correct.

Signature of applicant	Date signed (*month, day, year*)

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize, request, and direct any person, firm, officer, corporation, association, organization or institution to release to the Indiana Professional Licensing Agency, or the Real Estate Appraiser Licensure and Certification Board, any files, documents, records or other information pertaining to the undersigned requested by the Agency, or the Board, or any of their authorized representatives, in connection with processing my application for licensure.

I hereby release the aforementioned persons, firms, corporations, associations, organizations and institutions from any liability with regard to such inspection or furnishing of any such information.

I further authorize the Indiana Professional Licensing agency, or the Real Estate Appraiser Licensure and Certification Board, to disclose to the aforementioned persons, firms, officers, corporations, associations, organizations, and institutions any information, which is material to my application, and I hereby specifically release the Indiana Professional Licensing Agency, and the Board from any and all liability in connection with such disclosures.

I hereby swear or affirm that I have read the above statements and agree to same.

Signature of applicant	Date signed (*month, day, year*)

EXPERIENCE SUMMARY SHEET										
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW						
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT			
	I			II			III			
		Hours			Hours			Hours		Total Hours
RESIDENTIAL										
Page 1 - Residential (Forms)										
Page 2 - Residential (Right-of-way)										
Other (Submit Documentation)										
TOTAL RESIDENTIAL										
GENERAL										
Page 3 - General (Land, Multifamily)										
Page 4 - General (Multifamily 13+, Proposed Commercial, Industrial)										
Page 5 - General (Right-of-way)										
Other (Submit Documentation)										
TOTAL GENERAL										
TOTAL RESIDENTIAL AND GENERAL										

EXPERIENCE CREDIT REPORTING										
RESIDENTIAL / FARM FORM APPRAISALS										
FORM NAME	FORM NUMBER / NAME	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
WORK PERFORMED					WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
		I			II			III		
		No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
Uniform Residential Appraisal Report URAR	URAR		4.5			2.5			2	
Individual Condominium Unit Appraisal Report										
Interior & Exterior Inspection	465/1073		4.5			2.5			2	
Exterior only Inspection	1075		3			2.5			2	
Individual Cooperative Interest Appraisal Report										
Interior & Exterior Inspection	2090		4.5			2.5			2	
Exterior only Inspection	2095		3			2.5			2	
Quantitative Analysis Appraisal Report	2055									
Interior & Exterior Inspection			4.5			2.5			2	
Exterior only Inspection			3			2.5			2	
Qualitative Analysis Appraisal Report	2065									
Interior & Exterior Inspection			3			2.5			2	
Exterior only Inspection			2.5			2.5			2	
Land Appraisal (Narrative)	N/A		4			2.5			2	
Employee Relocation Council Summary	ERC		7			2.5			2	
Small Residential Income Property Report	1025		5.5			2.5			2	
Manufactured Home Appraisal Report	72/1004C		4.5			2.5			2	
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Non Categorized Residential Appraisal										
Appraisal Report - Farm Tract	1922-1									
1. SELF-CONTAINED										
a. 3 approaches			15			7.5			3.75	
b. 2 approaches			12			6			3	
c. 1 approach			9			4.5			2.25	
2. SUMMARY										
a. 3 approaches			12			6			3	
b. 2 approaches			9			4.5			2.25	
c. 1 approach			6			3			1.5	
3. RESTRICTED										
a. 3 approaches			9			4.5			2.25	
b. 2 approaches			6			3			1.5	
c. 1 approach			3			1.5			0.75	
Page 1 Total										

EXPERIENCE CREDIT REPORTING									
RESIDENTIAL - RIGHT OF WAY APPRAISALS									
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
	I			II			III		
	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
A. PROPERTY TYPE - RESIDENTIAL LAND									
1. Long Form									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		20			10			5	
2. Short Form									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		10			5			2.5	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
B. PROPERTY TYPE - RESIDENTIAL IMPROVED SINGLE FAMILY									
1. Long Form									
a. 3 approaches		30			15			7.5	
b. 2 approaches		25			12.5			6.25	
c. 1 approach		20			10			5	
2. Short Form									
a. 3 approaches		25			12.5			6.25	
b. 2 approaches		20			10			5	
c. 1 approach		15			7.5			3.75	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
C. PROPERTY TYPE - RESIDENTIAL 2 - 4 FAMILY									
1. Long Form									
a. 3 approaches		35			17.5			8.75	
b. 2 approaches		30			15			7.5	
c. 1 approach		25			12.5			6.25	
2. Short Form									
a. 3 approaches		30			15			7.5	
b. 2 approaches		25			12.5			6.25	
c. 1 approach		20			10			5	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
Page 2 Total									

EXPERIENCE CREDIT REPORTING									
GENERAL CATEGORY									
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
	I			II			III		
	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
D. PROPERTY TYPE - LAND									
1. Self-Contained									
a. Subdivision		40			20			10	
b. = OR > 10 acres		18			9			4.5	
c. < 10 acres		10			5			2.5	
2. Summary									
a. Subdivision		35			17.5			8.75	
b. = OR > 10 acres		14			7			3.5	
c. < 10 acres		8			4			2	
3. Restricted									
a. Subdivision		30			15			7.5	
b. = OR > 10 acres		10			5			2.5	
c. < 10 acres		5			2.5			1.25	
E. PROPERTY TYPE - MULTI-FAMAILY EXISTING 5 - 12 UNITS									
1. Self-Contained									
a. 3 approaches		25			12.5			6.25	
b. 2 approaches		20			10			5	
c. 1 approach		15			7.5			3.75	
2. Summary									
a. 3 approaches		20			10			5	
b. 2 approaches		15			7.5			3.75	
c. 1 approach		10			5			2.5	
3. Restricted									
a. 3 approaches		15			7.5			3.75	
b. 2 approaches		10			5			2.5	
c. 1 approach		5			2.5			1.25	
F. PROPERTY TYPE - MULTI-FAMILY EXISTING 13+ UNITS									
1. Self-Contained									
a. 3 approaches		40			20			10	
b. 2 approaches		35			17.5			8.75	
c. 1 approach		30			15			7.5	
2. Summary									
a. 3 approaches		35			17.5			8.75	
b. 2 approaches		30			15			7.5	
c. 1 approach		25			12.5			6.25	
3. Restricted									
a. 3 approaches		30			15			7.5	
b. 2 approaches		25			12.5			6.25	
c. 1 approach		20			10			5	
G. PROPERTY TYPE - MULTI-FAMILY PROPOSED 5 - 12 UNITS									
1. Self-Contained									
a. 3 approaches		35			17.5			8.75	
b. 2 approaches		30			15			7.5	
c. 1 approach		25			12.5			6.25	
2. Summary									
a. 3 approaches		30			15			7.5	
b. 2 approaches		25			12.5			6.25	
c. 1 approach		20			10			5	
3. Restricted									
a. 3 approaches		25			12.5			6.25	
b. 2 approaches		20			10			5	
c. 1 approach		15			7.5			3.75	
Page 3 Total									

EXPERIENCE CREDIT REPORTING									
GENERAL CATEGORY									
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
	I			II			III		
	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
H. PROPERTY TYPE - MULTI-FAMILY PROPOSED 13+ UNITS									
1. Self-Contained									
a. 3 approaches		50			25			12.5	
b. 2 approaches		45			22.5			11.25	
c. 1 approach		40			20			10	
2. Summary									
a. 3 approaches		45			22.5			11.25	
b. 2 approaches		40			20			10	
c. 1 approach		35			17.5			8.75	
3. Restricted									
a. 3 approaches		40			20			10	
b. 2 approaches		35			17.5			8.75	
c. 1 approach		30			15			7.5	
I. PROPERTY TYPE - COMMERCIAL / INDUSTRIAL EXISTING OR PROPOSED SINGLE USER									
1. Self-Contained									
a. 3 approaches		30			15			7.5	
b. 2 approaches		25			12.5			6.25	
c. 1 approach		20			10			5	
2. Summary									
a. 3 approaches		25			12.5			6.25	
b. 2 approaches		20			10			5	
c. 1 approach		15			7.5			3.75	
3. Restricted									
a. 3 approaches		20			10			5	
b. 2 approaches		15			7.5			3.75	
c. 1 approach		10			5			2.5	
J. PROPERTY TYPE - COMMERCIAL / INDUSTRIAL EXISTING MULTI-TENANT									
1. Self-Contained									
a. 3 approaches		50			25			12.5	
b. 2 approaches		40			20			10	
c. 1 approach		30			15			7.5	
2. Summary									
a. 3 approaches		40			20			10	
b. 2 approaches		30			15			7.5	
c. 1 approach		20			10			5	
3. Restricted									
a. 3 approaches		30			15			7.5	
b. 2 approaches		20			10			5	
c. 1 approach		10			5			2.5	
K. PROPERTY TYPE - COMMERICAL / INDUSTRIAL PROPOSED MULTI-TENANT									
1. Self-Contained									
a. 3 approaches		60			30			15	
b. 2 approaches		50			25			12.5	
c. 1 approach		40			20			10	
2. Summary									
a. 3 approaches		50			25			12.5	
b. 2 approaches		40			20			10	
c. 1 approach		30			15			7.5	
3. Restricted									
a. 3 approaches		40			20			10	
b. 2 approaches		30			15			7.5	
c. 1 approach		20			10			5	
Page 4 Total									

EXPERIENCE CREDIT REPORTING									
GENERAL - RIGHT OF WAY APPRAISALS									
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
	I			II			III		
	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
L. PROPERTY TYPE - MULTI-FAMILY R/W 5 - 12 UNITS									
1. Long Form									
a. 3 approaches		45			22.5			11.25	
b. 2 approaches		40			20			10	
c. 1 approach		35			17.5			8.75	
2. Short Form									
a. 3 approaches		40			20			10	
b. 2 approaches		35			17.5			8.75	
c. 1 approach		20			10			5	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
M. PROPERTY TYPE - MULTI-FAMILY R/W 13+ UNITS									
1. Long Form									
a. 3 approaches		50			25			12.5	
b. 2 approaches		45			22.5			11.25	
c. 1 approach		40			20			10	
2. Short Form									
a. 3 approaches		45			22.5			11.25	
b. 2 approaches		40			20			10	
c. 1 approach		35			17.5			8.75	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
N. PROPERTY TYPE - COMMERCIAL / INDUSTRIAL R/W SINGLE TENANT									
1. Long Form									
a. 3 approaches		60			30			15	
b. 2 approaches		50			25			12.5	
c. 1 approach		40			20			10	
2. Short Form									
a. 3 approaches		50			25			12.5	
b. 2 approaches		40			20			10	
c. 1 approach		30			15			7.5	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
(continued on next page)									

EXPERIENCE CREDIT REPORTING									
GENERAL - RIGHT OF WAY APPRAISALS *(continued)*									
WORK PERFORMED	APPRAISAL PERFORMED BY YOU			DOCUMENTARY REVIEW					
				WITH FIELD REVIEW AND SEPARATE REPORT			WITHOUT FIELD REVIEW AND SEPARATE REPORT		
	I			II			III		
	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours	No. Apps.	Hours Value	Total Hours
O. PROPERTY TYPE - COMMERICIAL / INDUSTRIAL R/W MULTI-TENANT									
1. Long Form									
a. 3 approaches		80			40			20	
b. 2 approaches		70			35			17.5	
c. 1 approach		60			30			15	
2. Short Form									
a. 3 approaches		70			35			17.5	
b. 2 approaches		60			30			15	
c. 1 approach		50			25			12.5	
3. Value Finding									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		8			4			2	
4. Waiver Valuation									
a. 3 approaches		N/A			N/A			N/A	
b. 2 approaches		N/A			N/A			N/A	
c. 1 approach		4			N/A			N/A	
Page 5 Total									

APPRAISAL LOG

	DATE OF APPRAISAL *(month, day, year)*	NAME OF CLIENT	PROPERTY ADDRESS		DESCRIPTION OF WORK PERFORMED BY THE TRAINEE / APPLICANT	SCOPE OF REVIEW & SUPERVISION BY THE SUPERVISING APPRAISER	WORK PERFORMED I, II OR III	PROPERTY TYPE RESIDENTIAL FORM NUMBER / NAME OR A-O	REPORT TYPE *(A-O ONLY)*	a., b. or c. *(A-O ONLY)*
			STREET	CITY						
1.										
2.										
3.										
4.										
5.										
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18.										
19.										
20.										
21.										
22.										
23.										
24.										

Signature of appraiser	Printed name of appraiser	License number
Signature of supervisor	Printed name of supervisor	License number