

13967, (eff 7-16-24)

CHAPTER Rab 300 APPRENTICE CLASSIFICATION, CERTIFICATE, AND LICENSE REQUIREMENTS

PART Rab 301 APPLICATION FOR APPRENTICE CLASSIFICATION, LICENSE, OR CERTIFICATE

Adopt Rab 301.01 through Rab 301.04, previously effective 2/2/13 (Document #10270) and expired 2/2/23, to read as follows:

Rab 301.01 Application Process and Classification Overview.

(a) A person wishing to become licensed shall submit the application forms specified in Rab 301.02, including the application fee and the annual federal registry fee required by Plc 1002.44.

(b) Applications for initial licensure shall be processed in accordance with Plc 304.06 through Plc 304.10.

(c) Individuals may apply for the following types of classification, licenses, and certificates issued by the OPLC:

- (1) Apprentice classification;
- (2) Licensed residential real estate appraiser;
- (3) Certified residential real estate appraiser; and
- (4) Certified general real estate appraiser.

Rab 301.02 Application.

(a) The applicant for licensure or certification as a real estate appraiser shall complete and submit the “Universal Application for Initial Licensure” required by Plc 304.01(a)(1).

(b) In addition to the application required by (a) above the applicant for real estate appraiser licensure or certification shall complete and submit the “Real Estate Appraiser Addendum to the Universal Application for Initial Licensure” by providing the following information:

- (1) List all names the applicant has ever been known by; and
- (2) A completed qualifying education course matrix requiring the following information:
 - a. Licensed residential appraiser courses:
 1. The hours completed, who provided, and the date completed for basic appraisal principles;
 2. The hours completed, who provided, and the date completed for basic appraisal procedures;

13967, (eff 7-16-24)

3. The hours completed, who provided, and the date completed for USPAP;
 4. The hours completed, who provided, and the date completed for residential market analysis and highest and best use;
 5. The hours completed, who provided, and the date completed for residential appraiser site valuation and cost approach;
 6. The hours completed, who provided, and the date completed for residential sales comparison and income approaches; and
 7. The hours completed, who provided, and the date completed for residential report writing and case studies;
- b. Certified residential appraiser course matrix:
1. The hours completed, who provided, and the date completed for basic appraisal principles;
 2. The hours completed, who provided, and the date completed for basic appraisal procedures;
 3. The hours completed, who provided, and the date completed for USPAP;
 4. The hours completed, who provided, and the date completed for residential market analysis and highest and best use;
 5. The hours completed, who provided, and the date completed for residential appraiser site valuation and cost approach;
 6. The hours completed, who provided, and the date completed for residential sales comparison and income approaches;
 7. The hours completed, who provided, and the date completed for residential report writing and case studies;
 8. The hours completed, who provided, and the date completed for statistics, modeling, and finance;
 9. The hours completed, who provided, and the date completed for advanced residential applications and case studies; and
 10. The hours completed, who provided, and the date completed for appraisal subject matter electives; or
- c. Certified general appraiser course matrix:
1. The hours completed, who provided, and the date completed for basic appraisal principles;

13967, (eff 7-16-24)

2. The hours completed, who provided, and the date completed for basic appraisal procedures;
3. The hours completed, who provided, and the date completed for USPAP;
4. The hours completed, who provided, and the date completed for general appraiser market analysis and highest and best use;
5. The hours completed, who provided, and the date completed for general appraiser site valuation and cost approach;
6. The hours completed, who provided, and the date completed for general appraiser sales comparison approaches;
7. The hours completed, who provided, and the date completed for general appraiser income approach;
8. The hours completed, who provided, and the date completed for general appraiser report writing and case studies;
9. The hours completed, who provided, and the date completed for statistics, modeling, and finance;
10. The hours completed, who provided, and the date completed appraisal subject matter electives[?].

(c) The applicant for licensure shall attach to the application all written documentation issued by the course provider that a passing grade was achieved on each course listed in (b) above.

(d) The applicant for licensure shall complete and submit the “Experience Log” for residential and commercial appraisals, including the following for each appraisal:

- (1) Certificate of license number;
- (2) Report type:
 - a. Apprentice appraiser;
 - b. Licensed residential;
 - c. Certified residential; or
 - d. Certified general;
- (3) The signature of the applicant;
- (4) The date the form was completed;
- (5) File number, or other reference information used by the applicant to retrieve the file in question;

13967, (eff 7-16-24)

- (6) Date of the appraisal;
- (7) Address of the property that was the subject of the appraisal;
- (8) The report type using the following:
 - a. For restricted use indicate by placing an “R” in the column; or
 - b. For appraisal report indicate by placing an “A” in the column;
- (9) The type of appraisal performed, from the following list:
 - a. Residential, single family;
 - b. Residential, 2 to 4 family;
 - c. Residential building lot;
 - d. Undeveloped commercial or industrial land;
 - e. Single occupant commercial, industrial property, or a combination of the 2;
 - f. Multiple occupant commercial, industrial, residential property, or any combination of the 3;
 - g. Other property types, providing a short description of each such type;
 - h. Feasibility study;
 - i. Market analysis;
 - j. Cash flow analysis;
 - k. Investment analysis;
 - l. Highest and best use study; or
 - m. Successfully completed approved “Practical Applications of Real Estate Appraisal” (PAREA) program[s] per the current AQB criteria effective 1/1/2022;
- (10) For each appraisal, indicate the number of hours the applicant contributed to the appraisal;
- (11) The estimated value stated in the appraisal report;
- (12) The client, except in the case of PAREA experience credits where there is not necessarily a client;
- (13) The credit hours requested to be granted toward the experience requirement; and

13967, (eff 7-16-24)

- (14) The total number of hours as of the date of the report.
- (e) On the “Experience Log” required by (d) above the applicant’s supervisor shall:
 - (1) For each portion of the assignment indicate whether they had:
 - a. The primary responsibility by placing a “P” for each appraisal assignment;
 - b. Co-appraised with the applicant by placing a “C” for each appraisal assignment; or
 - c. Reviewed and approved by placing an “R” for each appraisal assignment; and
 - (2) Provide the following information:
 - a. Their name;
 - b. Their license number;
 - c. Their signature; and
 - d. The date they signed the form.
- (f) The applicant for licensure shall sign and date the application in accordance with Plc 304.05.
- (g) Applicants for licensure shall pay the application fee specified in Plc 1002.44.
- (h) In addition to the application required by (a) through (f) above the non-resident applicant shall submit with their application for licensure a signed and dated “Irrevocable Uniform Consent to Service of Process” requiring the following information:
 - (1) Place the name of the company on the line provided in the following statement:

“The undersigned applicant for registration as an appraisal management company in New Hampshire (Print Name of Company) does hereby irrevocably consent, stipulate and agree that suits, actions and administrative proceedings may be commenced against such applicant in the courts and agencies of this State, by the service of any process authorized by the laws of this State on the Secretary of State and that service of such process upon said Secretary of State shall be taken and held in all courts to be as valid and binding as if the service had been made upon said applicant in the State of New Hampshire.”
 - (2) Name of agent for service of process, firm or individual;
 - (3) Title;
 - (4) Mailing address;
 - (5) Physical address;
 - (6) Business telephone number; and

13967, (eff 7-16-24)

(7) Sign and date below the following completed statement:

“I, _____ (Name), an authorized to act as an agent for service of process in the State of New Hampshire on behalf of _____ (Name of AMC), an entity organized and existing under the laws of the State of _____ (Current Resident State), for purposes of this application before the New Hampshire Joint Board to obtain an Appraisal Management Company Registration. The complete address within New Hampshire whereby I, on behalf of _____ (Name of AMC), may be served with process by the New Hampshire Office of Professional Licensing & Certification or their designee as follows: _____”

Rab 301.03 Apprentice Application.

(a) To be considered for an apprentice classification, the applicant shall complete and submit the “Universal Application for Initial Licensure” required by Plc 304.01(a)(1).

(b) In addition to the application required by (a) above the applicant shall submit the following:

(1) A detailed description relative to any conviction, whether by verdict or any plea, for a felony or misdemeanor as set forth in RSA 310-B:5-a that has not been annulled by a court of competent jurisdiction, including:

- a. The specific statute(s) violated;
- b. The court in which such conviction occurred;
- c. The date of the conviction;
- d. The sentence imposed by the court; and
- e. Whether the sentence has been fully served;

(2) The name of the certified individual who will agree to serve as the apprentice’s supervising appraiser;

(3) A written, signed, and dated letter acknowledgement from the supervising appraiser; and

~~[(13)]~~ **(4)** A signed and dated affirmation by the applicant that they:

- a. Understand[s] and accept[s] that the application shall be of a continuing nature;
- b. Shall notify the OPLC of and supply all changes in information submitted as part of the application prior to the issuance of a license or certificate; and
- c. Understand the types of misconduct for which disciplinary action can be initiated against them as set forth in RSA 310-B:5-a, and shall comply with the standards set forth in RSA 310-B:18-a.

13967, (eff 7-16-24)

(c) Nonresident applicants shall submit to the OPLC a signed and dated “Irrevocable Uniform Consent to Service of Process” form, as required in Rab 301.02(h).

(d) The applicant shall sign and date the application form, thereby indicating that the application in its entirety is accurate and complete to the best of their knowledge and belief.

(e) Applicants shall pay the application fee required by Plc 1002.44.

Rab 301.04 Additional Requirements.

(a) Each application for classification, licensure, or certification shall be of a continuing nature and it shall be the responsibility of the applicant to provide changes in information to the OPLC at any point up to the issuance of the classification, license, or certificate.

(b) Holders of classification, licenses, and certificates shall comply with the standards of practice and standards of conduct set forth in RSA 310-B. Disciplinary action shall be initiated by the board for misconduct by such persons as set forth in Rab 402 and RSA 310-B.

(c) Each applicant shall submit to the department of safety, division of state police, a notarized criminal record release authorization along with any required fee, with the board identified as the recipient of the record or records.

Readopt with amendment Rab 302.01, effective 6/23/21 (Document #13216), to read as follows:

PART Rab 302 QUALIFICATIONS

Rab 302.01 Experience Required.

(a) Candidates shall meet the experience requirements established by the AQB, in the “The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria”, effective 1/2022 and available as noted in appendix A.

(b) Each person who seeks to become a licensed or certified real estate appraiser shall accrue at least the minimum number of hours of experience within the minimum time period as specified in (c)-(e) below. No person who has accrued less than the minimum number of hours of experience or who has accrued experience in less than the minimum time period shall apply for licensure or certification. However, there shall be no maximum time period during which a candidate may accrue experience.

(c) Each person who seeks to become a licensed residential real estate appraiser shall accrue at least 1,000 hours which shall be accrued in no fewer than 6 months. However, experience hours in excess of the 1,000 may be accrued but shall not be applied toward licensure until the person has reached the end of the minimum 6-month period.

(d) Each person who seeks to become a certified residential real estate appraiser shall accrue at least 1,500 hours of appraisal experience in no fewer than 12 months. Experience hours in excess of the 1,500 may be accrued but shall not be applied toward licensure until the person has reached the end of the minimum 12-month period.

13967, (eff 7-16-24)

(e) Each person who seeks to become a certified general real estate appraiser shall accrue at least 3,000 hours of appraisal experience, of which at least 1,500 hours shall have been in non-residential appraisal work, obtained in no fewer than 18 months. Experience hours in excess of the 3,000 total hours and 1,500 hours of nonresidential appraisal work may be accrued but shall not be applied toward licensure until the person has reached the end of the minimum 18-month period.

Adopt Rab 302.02, previously effective 2/2/13 (Document #10270) and expired 2/2/2023, to read as follows:

Rab 302.02 General Criteria for Experience.

(a) Experience shall consist of verifiable time spent in performing tasks in accordance with:

- (1) “The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria”, effective 1/2022. This document shall be available as noted in Appendix A; and
- (2) The requirements of the then-current “Uniform Standards of Professional Appraisal Practice” (USPAP) adopted by the ASB, as required by RSA 310-B:18-a.

(b) Acceptable appraising experience shall include appraisal, appraisal review, and successfully completed approved PAREA programs for residential applicants only, per AQB criteria effective 1/1/2022 that:

- (1) Was obtained after January 30, 1989;
- (2) Conforms to Standards 1, 2, 3, and 4, of USPAP; and
- (3) Demonstrates proficiency in appraisal principles, methodology, procedures, and reporting conclusions.

(c) Appraisal experience may include, but shall not be limited to, the following types of appraisal activities:

- (1) Real property appraisals;
- (2) Real property appraisal review; and
- (3) Appraisal consulting assignments as defined by USPAP.

Readopt with amendment Rab 302.03, effective 6/21/21 (Document #13216), to read as follows:

Rab 302.03 General Educational Requirements for Certification.

(a) Each applicant as a certified residential real estate appraiser shall hold:

- (1) An associate’s degree in the field of either business administration, finance, accounting, economics, or real estate;

13967, (eff 7-16-24)

(2) A bachelors degree or higher in any field of study; or

(3) A licensed residential real estate appraiser credential for a minimum of 5 years and have no record of any adverse and final disciplinary history during the 5 years preceding the application for certification when the applicant does not meet the education requirement in (1) or (2) above.

(b) Each applicant for certification as a general real estate appraiser shall hold at least a bachelor's degree, or higher, from a college or university accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

(c) Each applicant as a licensed residential real estate appraiser shall not be required to have any college level education.

(d) If the accredited college or university accepts the College-Level Examination Program® (CLEP) examination(s) and issues a transcript for the exam showing its approval, the board shall consider such examination result to be the equivalent of credit for the college course.

Adopt Rab 302.04 through Rab 302.08, previously effective 2/2/13 (Document #10270) and expired 2/2/2023, to read as follows:

Rab 302.04 Experience Hour Standards.

(a) Traditional method for applicants who are under the supervision of a licensed certified residential or certified general appraiser shall include:

(1) The number of hours of experience that a licensed or certified residential real estate appraiser applicant can claim shall be the actual number of hours required to complete each assignment;

(2) Reports prepared pursuant to (1) above shall, unless they are narratives, be on forms such as those developed by Fannie Mae, provided that all reports are made to comply with USPAP;

(3) The number of hours of experience that a certified general real estate appraiser applicant can claim shall be the actual number of hours required to complete each assignment; and

(4) The actual number of hours the applicant spent, up to a maximum of 40, in the preparation of feasibility studies, market analysis, cash flow analysis, investment analysis, and other appraisal consulting assignments, provided the reports conform to USPAP Standards if required by USPAP, shall be the number of credits awarded.

(b) A PAREA program that applies to applicants who are not under the supervision of a licensed certified residential or certified general appraiser and are approved by the AQB shall serve as an alternative to the traditional experience requirements as described in Rab 302.04(a) and shall:

(1) Be the PAREA program that is AQB approved and meets all required elements found in the PAREA section of the "Real Property Appraiser Qualification Criteria" as defined in Rab 302.01(a); and

13967, (eff 7-16-24)

(2) Not require that there be a client for an appraisal for that experience to qualify as an experience.

(c) Applicants using PAREA training as alternative experience shall submit a certificate of completion that is signed by an individual from the training program qualified to verify an applicant's successful completion.

(d) Applicants using PAREA training as alternative experience shall not:

(1) Receive partial credit for PAREA training; and

(2) Receive a certificate of completion until all required components of PAREA training have been successfully completed and approved by the program mentor.

Rab 302.05 Limitation for Certified General Real Estate Appraiser Applicants. Experience for certified general real estate appraiser applicants shall total 3000 hours and be earned as follows:

(a) No more than 1500 hours of the experience requirement shall be obtained from appraisals on single family residential, residential 2 to 4 family, residential building lot, or any written narrative appraisal report of a single-family property; and

(b) A minimum of 1500 hours shall be from nonresidential appraisal work.

Rab 302.06 Review Experience. Applicants may claim the actual time spent for reviews of appraisals prepared in compliance with USPAP Standard 3 and 4.

Rab 302.07 Assessor Experience. Experience as a real estate assessor shall not be substituted for real estate appraisal experience as required under this part.

Rab 302.08 Reports, Documentation, and Criteria.

(a) Experience shall be documented in the form of appraisal reports. Applicants presenting such experience documents shall be prepared to provide further substantiation to verify appraisal experience documentation, and its conformity to USPAP.

(b) To be credited with the requested hours appraisal, reports shall conform to USPAP.

Adopt Rab 302.10 through Rab 302.16, previously effective 2/2/13 (Document #10270), and expired 2/2/23, to read as follows:

Rab 302.10 Documentation of Formal Instruction Required. Evidence of formal instruction shall be submitted to the OPLC and shall consist of written documentation issued by the course provider, such as an official transcript, that a passing grade was achieved.

Rab 302.11 College Credit. Notwithstanding the provisions of Rab 302.09(a), appraisal courses completed at a college, university, junior college, or community college shall receive 15 hours of credit for each credit hour granted for the course by the college, university, junior college, or community college.

13967, (eff 7-16-24)

Rab 302.12 Qualified Course Credit. For the purposes of meeting the requirements of Rab 302.09:

- (a) Each course of instruction shall be for a duration of at least 15 hours;
- (b) To receive credit for a course taken, the applicant shall achieve a passing score on an examination that tests the subject area of the course of instruction;
- (c) Where the qualifying education course includes multiple topics identified within the required core curriculum, testing of each component shall be required and the applicant shall comply with (b) above for each such component; and
- (d) Each course of instruction shall be approved by the board pursuant to the criteria set forth in Rab 302.16.

Rab 302.13 Course Providers. For the purposes of meeting the requirements of Rab 302.09, formal instruction shall be provided by any of the following:

- (a) Colleges or universities;
- (b) Community or junior colleges;
- (c) Real estate appraisal or real estate related organizations, including but not limited to the appraisal sponsors of the Appraisal Foundation, or the National Association of Realtors® and its affiliates;
- (d) State or federal agencies or commissions;
- (e) Proprietary schools;
- (f) Providers offering courses approved by the board pursuant to Rab 302.16; or
- (g) The Appraisal Foundation or its boards.

Rab 302.14 Time Limitation. Each applicant shall have obtained at least 50% of their qualifying formal appraisal instruction within the 10 years prior to the submission of their application.

Rab 302.15 Course Content. The content of course instruction shall meet the minimum requirements of the AQB's Core Curriculum as detailed in their "Guide Note 1: AQB Guidance for Curriculum Content" in the "Real Property Appraiser Qualification Criteria and Interpretations of the Criteria", adopted January 2022, available as noted in Appendix A.

Rab 302.16 Standards for Approval of Courses. A course to be approved by the board shall comply with the following criteria:

- (a) The content of the course of instruction shall be within those subject areas set forth in Rab 302.15;
- (b) The course shall have been approved by the AQB's Course Approval Program (CAP);
- (c) Courses of instruction shall test competency in the subject area of the course through the use of a final examination;

13967, (eff 7-16-24)

(d) Final examinations shall consist of at least one hour of examination time for each 15 classroom hours of instruction; and

(e) Final examinations shall include questions that test the student’s knowledge of the subject area of the course of instruction. Course providers shall submit sample examination questions to the board that indicate such examinations test knowledge.

Adopt Rab 303.01 through Rab 303.04, previously effective 2/2/13 (Document #10270) and expired 2/2/23 renumbering Rab 303.05 as Rab 303.04, to read as follows:

PART Rab 303 EXAMINATIONS

Rab 303.01 Prerequisite Educational Requirements. Each applicant for licensure, or certification shall meet the prerequisite educational requirements set forth in Rab 302.09 to be qualified to sit for the uniform state certification or licensing examination approved by the AQB, offered, and administered by the testing provider approved by the AQB, and graded according to AQB standards.

Rab 303.02 Prerequisite Experience Requirements.

(a) Each applicant for licensure, or certification shall possess the prerequisite amount of experience as set forth in Rab 302.01 to sit for the uniform state certification or licensing examination approved by the AQB, offered and administered by the provider approved by the AQB, and graded according to AQB standards.

(b) There shall be no maximum time limit during which experience may be obtained however at least 25% of the experience requirement shall have been met in the 2 years prior to the submission of the application.

Rab 303.03 Examination Required.

(a) A passing score on the uniform state certification or licensing examination shall be achieved in order to qualify for any classification, license, or certificate described in Rab 301.01(e).

(b) The examination shall be the Uniform State Appraiser Examination developed by the Appraiser Foundation or approved by the AQB.

Rab 303.04 Examination Deadlines. A new applicant not currently licensed or certified in another jurisdiction, shall have up to 24 months, after approval by the OPLC, to take and pass an AQB approved qualifying examination for licensure or certification. Successful completion of the examination shall be valid for a period of 24 months.

PART Rab 305 APPRENTICE CLASSIFICATION

Adopt Rab 305.01, previously effective 2/2/13 (Document #10270), and expired 2/2/23, to read as follows:

Rab 305.01 Responsibilities of Apprentice.

13967, (eff 7-16-24)

(a) The holder of an apprentice classification document issued by the OPLC and identifying the person as a real estate appraiser apprentice shall work only under the direct supervision of a supervising appraiser. Only an individual who meets the requirements of Rab 305.02(e) and who has acknowledged in writing that they agree to perform the responsibilities of a supervisor set forth in Rab 305.02 shall be accepted by the OPLC as a supervising appraiser.

(b) Prior to commencing any work as an apprentice, the holder of an apprentice classification shall inform the OPLC in writing of the identity of any individuals who have agreed to serve as a supervising appraiser for the apprentice. The holder of an apprentice classification shall inform the OPLC in writing within 7 days of any individual previously designated as a supervising appraiser ceasing to agree to perform the responsibilities of a supervising appraiser, or if any individual not previously designated as a supervising appraiser agreeing to supervise the work product of the apprentice.

(c) The holder of an apprentice classification shall have the following duties and responsibilities:

(1) The apprentice shall maintain and submit to the OPLC upon application for classification renewal a log which meets the requirements set forth in Rab 305.03;

(2) The apprentice shall ensure that the log is available during normal work hours for immediate inspection by the board or the OPLC;

(3) When performing appraisal assignments, the apprentice shall carry on their person the classification document issued by the OPLC identifying the holder as a real estate appraiser apprentice; and

(4) To comply with the Competency Rule of USPAP.

(d) In the event a supervising appraiser can no longer provide direct supervision to an apprentice and the apprentice does not have another supervising appraiser, the apprentice shall return the classification document within 30 days to the OPLC. However, the OPLC shall reissue the classification document to the apprentice when the apprentice has obtained a new supervising appraiser.

(e) The apprentice appraiser shall not have no more than 2 supervising appraisers.

(f) The apprentice shall complete an AQB approved course specifically oriented to the responsibilities of supervisory and apprentices commencing on and after January 1, 2015.

Readopt with amendment Rab 305.02, previously effective 2/2/13 (Document #10270), as amended effective 8/23/14 (Document #10659), and as amended effective 6/23/15 (Document #10856), and expired 2/2/13 in paragraphs (a), (b), (c), and (f) and subparagraph (e)(3), so that Rab 305.01 reads as follows:

Rab 305.02 Responsibilities of Supervising Appraiser.

(a) An appraiser who agrees to serve as a supervising appraiser to an apprentice shall acknowledge in writing to the OPLC that they agree to perform all responsibilities set forth in (b) below.

(b) A supervising appraiser shall have the following duties and responsibilities in directly supervising the apprentice:

13967, (eff 7-16-24)

- (1) The supervisory appraiser shall at all times be responsible for and provide direct supervision of the work performed by the apprentice by:
 - a. Accepting responsibility for the appraisal report by signing and certifying that the report complies with USPAP;
 - b. Reviewing and signing the apprentice appraiser's appraisal report(s);
 - c. Personally inspecting each appraised property with the apprentice appraiser until the supervising appraiser determines the apprentice appraiser is competent, in accordance with the Competency Rule of USPAP for the property being appraised; and
 - d. Ensuring the apprentice appraiser demonstrates that they have sufficient geographic competence to appraise the subject property;
 - (2) The supervisory appraiser shall, at least once a month, sign the log required to be kept by the apprentice pursuant to Rab 305.03;
 - (3) The supervisory appraiser shall set forth on the signed log their certification number;
 - (4) The supervisory appraiser shall make available to the apprentice copies of any appraisal report in which the apprentice's work product has been utilized or in which the apprentice made professional contribution;
 - (5) The supervisory appraiser shall immediately notify the OPLC, in writing, in the event that they cease to perform the responsibilities set forth in this section;
 - (6) The supervisory appraiser shall complete an AQB approved course specifically oriented to the responsibilities of supervisory appraiser and apprentices commencing on and after January 1, 2015; and
 - (7) The supervisory appraiser shall keep copies of all apprentice appraiser reports for the longer of:
 - a. A period of at least 5 years; or
 - b. At least 2 years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last.
- (c) "Directly supervise" for purposes of this section, means to:
- (1) Personally review the work product of the apprentice;
 - (2) Approve and sign each appraisal report including work product prepared by the apprentice or in which the apprentice has made a professional contribution and to sign all such reports and certify that all such reports have been independently and impartially prepared in compliance with USPAP, these rules, and RSA 310-B; and

13967, (eff 7-16-24)

(3) Identify the apprentice by name in the certification section and summarizing within the report the extent of the assistance provided by the apprentice appraiser if they do not sign the appraisal report.

(d) A supervisory appraiser shall be a New Hampshire certified appraiser in good standing for the preceding 3 years in any jurisdiction in which they hold licensure or certification, with a minimum of 3 years' experience as a New Hampshire certified appraiser.

(e) For the purpose of (d) above, being in good standing shall require that all of the following are true:

(1) The certified appraiser is not currently subject to a board-approved consent agreement, order or any other state or jurisdiction-imposed sanction that affects the certified appraiser's eligibility to practice and that results in prohibition of supervision within the last 3 years;

(2) The certified appraiser is not subject to a summary order or final order that includes terms that affect the certified appraiser's eligibility to practice and that results in prohibitions of supervision; and

(3) The appraiser's certificate or license is not suspended or revoked.

(f) No supervisory appraiser shall supervise more than 3 apprentices at one time.

Adopt Rab 305.03, previously effective 2/2/13 (Document #10270), and expired 2/2/23, to read as follows:

Rab 305.03 Real Estate Appraiser Apprentice Log for Traditional Model.

(a) The apprentice and supervisory appraiser shall maintain the "Experience Log" jointly and ensure it is accurate, current, and complies with the requirements of the apprentice appraiser's credentialing requirements.

(b) The "Experience Log" shall include each appraisal assignment in which the apprentice participates and include at least the following:

(1) The date of the appraisal report was signed;

(2) File number, or other reference information used by the applicant to retrieve the appraisal;

(3) The type of appraisal report performed;

(4) The address of the appraised property;

(5) Name of the client;

(6) A description of work performed;

(7) The number of actual work hours by the apprentice on the assignment; and

13967, (eff 7-16-24)

(8) The signature and certification number of the supervisory appraiser. If applicable, separate appraisal logs shall be maintained for each supervising appraiser.

(c) The apprentice shall set forth within the “Experience Log”, for each assignment, information indicating whether the apprentice was involved in obtaining, calculating, or preparing the following:

- (1) Land or site inspections and descriptions;
- (2) Building inspections and descriptions;
- (3) Neighborhood descriptions and analysis;
- (4) Highest and best use analysis;
- (5) Research of comparable sales and analysis;
- (6) Cost analysis;
- (7) Income analysis for income properties;
- (8) Meaningful sales analysis;
- (9) Correlation of data into final value; and
- (10) Any other components of the appraisal process.

Adopt Rab 307.01 through Rab 307.03, previously effective 2/2/13 (Document #10270) and expired 2/2/23, to read as follows:

PART Rab 307 TEMPORARY PRACTICE

Rab 307.01 Purpose. The purpose of this part is to permit appraisers certified or licensed in another state but not certified or licensed in this state to engage in limited temporary appraisal practice in this state when the properties to be appraised are part of federally related transactions as defined in RSA 310-B:2, IX.

Rab 307.02 “Assignment” means one or more real estate appraisals and resulting written appraisal reports that are the subject of a single contract to provide an appraisal.

Rab 307.03 Issuance of Temporary Practice Permit. The OPLC shall issue a temporary practice permit as described in Rab 307.04 to an appraiser who is not certified or licensed in this state but is currently certified or licensed in another state when:

- (a) The property or properties to be appraised under the temporary practice permit are part of a federally related transaction;
- (b) The appraiser’s business is of a temporary nature; and
- (c) The appraiser is personally eligible for and applies for such a permit pursuant to Rab 307.06.

13967, (eff 7-16-24)

Adopt Rab 307.05 through Rab 307.07, previously effective 2/2/13 (Document #10270) and expired 2/2/23, to read as follows:

Rab 307.05 Rights and Obligations of Holders of Temporary Practice Permits.

(a) Holders of temporary practice permits shall comply with RSA 310-B, the rules of the board, and all other applicable laws while engaged in appraisal practice within the state.

(b) Holders of temporary practice permits shall develop their appraisals and issue their appraisal reports in conformance with USPAP.

(c) The board shall take disciplinary action against a holder of a temporary practice permit for any act or omission for which the board would take action against an appraiser licensed or certified by the board.

(d) Following disciplinary action against a holder of a temporary practice permit, the board shall forward to the regulatory body of the state that issued the underlying certification or license a copy of the evidence upon which the disciplinary action was based and a copy of the decision and order of the board.

Rab 307.06 Temporary Practice Permit Application Procedure.

(a) Application for a temporary practice permit shall be made by submitting prior to beginning any appraisal in New Hampshire:

- (1) A completed “Temporary Practice Permit Application” as further described in Rab 307.07;
- (2) The documents specified in Rab 307.08; and
- (3) The permit fee in the amount and form specified in Plc 1002.44.

(b) Within 5 business days of its receipt of the materials described in and submitted pursuant to (a) above, the OPLC shall either deny the permit application in writing or issue a temporary practice permit bearing a temporary practice number.

(c) A temporary practice permit shall be granted only if:

- (1) The application was timely and complete; and
- (2) The applicant paid the required fee.

Rab 307.07 Application Form. The applicant shall complete and submit the following applications to be considered for a temporary license:

(a) The “Universal Application for Initial Licensure” required by Plc 304.01(a)(1); and

(b) The “Real Estate Appraisers Addendum to the Universal Application for Initial Licensure for Temporary Permit” requiring the following information:

- (1) List all names the applicant has been known by;

13967, (eff 7-16-24)

- (2) The name of the applicant’s client;
- (3) The name of the contact person for the client;
- (4) The addresses, including city, county, and state, of the properties to be appraised;
- (5) The types, whether industrial building, farmland, or the like, of the properties to be appraised;
- (6) Whether the properties to be appraised are part of a federally-related transaction;
- (7) Whether the appraisals sought to be permitted are under a single contract with a single client; and
- (8) The estimated time required to complete the applicant’s assignment.

Readopt with amendment Rab 308.01, effective 7/18/19 (Document #12826), cited and to read as follows:

PART Rab 308 REGISTRATION OF APPRAISAL MANAGEMENT COMPANIES

Rab 308.01 Appraisal Management Company Requirements.

(a) Appraisal management companies offering appraisal services in New Hampshire shall meet the requirements established pursuant to RSA 310-B:12-b through RSA 310-B:12-u.

(b) Each appraisal management company shall designate one controlling person who is an employee of the appraisal management company that will be the designated contact for all communication between the OPLC and the appraisal management company.

(c) No appraisal management company applying for a certificate of registration shall:

- (1) Be owned by or employ any person to perform job functions related to the ordering, preparation, performance, or review of appraisals who has had an appraiser license or certificate in this state or in any other state, refused, denied, cancelled, surrendered in lieu of revocation, or revoked, unless such license or certificate was subsequently granted or reinstated; and
- (2) Be more than 10 percent owned by a person who has been convicted of, or entered a plea of nolo contendere to, a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or any crime involving fraud, misrepresentation, or moral turpitude.

(d) Applicants for appraisal management company registration shall provide, or cause to be provided, on the “Appraisal Management Company (AMC) Application” supplied by the OPLC the following information:

- (1) AMC’s name as filed with the secretary of state’s office;

13967, (eff 7-16-24)

- (2) AMC’s New Hampshire license number, if applicable;
- (3) Names under which the company is doing business in any other state, if applicable;
- (4) The company’s business addresses;
- (5) The contact person’s full legal name, email address, and telephone numbers;
- (6) The employer identification number (EIN);
- (7) The name and address of the company’s agent if the person is not a corporation that is domiciled in this state;
- (8) Yes or no to the question “Is the AMC located in New Hampshire?”;
- (9) Yes or no to the questions “Is the AMC owned by a federally regulated depository institution?”;
- (10) Yes or no to the question “Is the company a single state company?”
- (11) Yes or no to the question “Is the company a multi-state company?”;
- (12) Name, address, and email address of one controlling person designated as the main contact for all communication between the AMC and the board;
- (13) The names, and addresses, of any individual, corporation, partnership, or other business entity that owns 10 percent or more of the AMC;
- (14) If a company is wholly owned by another corporation list names and titles of the CEO or head of the AMC and the corporation, partnership, or other business entity they represent;
- (15) Indicate yes or no to the following:
 - a. “Does the AMC require an appraiser completing appraisals at its request to comply with USPAP including the requirements for geographic and product competence?”;
 - b. “The AMC is not owned and does not employ any person to perform job functions related to the ordering, preparation, performance, or review of appraisals who has had an appraiser license or certificate in this state or in any other state, refused, denied, cancelled, surrendered in lieu of revocation, or revoked? If no, was the license or certificate reinstated?”;
 - c. “Does the AMC have an owner holding more than 10 percent of the entity who has been convicted of, or entered a plea of nolo contendere to, a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or any crime involving fraud, misrepresentation, or moral turpitude?”;
 - d. “Will the AMC maintain a detailed record of each service request that it receives and the appraiser that performs the residential real estate appraisal services for the AMC?”;

13967, (eff 7-16-24)

- e. “Will the AMC have a system and process in place to verify that an individual being added to the appraiser panel of the AMC holds a license in good standing in this state?”;
- f. “Does the AMC have a system in place to verify that only licensed or certified appraisers are used for federally related transactions?”;
- g. “The AMC has a system or process to require that appraisals are conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the Truth in Lending Act, including the requirement that fee appraisers be compensated at a customary and reasonable rate when the appraisal management company is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.”;
- h. “Has the AMC ever has been subject to any disciplinary action taken by any other real estate appraisal licensing entity and, if yes, attach a detailed description of any and all action(s)?”;
- i. “Has the entity for which the application is submitted ever been convicted of a crime and, if yes, attach a detailed description of such conviction and copies of relevant court documents?”;
- j. “Does the AMC for which the application is submitted have any criminal charges pending in any jurisdiction or country and, if yes, attach a detailed description of the charges including copies of the charging documents.”;
- k. “I give permission to the board or OPLC to examine books and records and will provide such records upon request.”
- l. “I will only employ appraisers duly certified or licensed by the OPLC to perform appraisals within the state, and I will verify such licensure prior to issuing an appraisal assignment.”;

(16) The applicant’s dated signature below the following statement:

“I attest that the information contained in this form is true and accurate to the best of my knowledge and belief and acknowledge that the provision of false information in the application is a basis for disciplinary action by the board.”; and

(17) The application fee required by Plc 1002.44.

(e) Each applicant shall complete and submit the “Appraisal Management Company (AMC) National Registry Eligibility and Fee Calculation Sheet” providing the following information:

- (1) Name;
- (2) Business address;
- (3) Business telephone number;

13967, (eff 7-16-24)

- (4) E-mail address of the business;
- (5) Employer identification number;
- (6) Indicate whether the employer is a single state company or a multi-state company;
- (7) Answer yes or no to the following questions:
 - a. “Does the AMC oversee a panel of 16 or more certified or licensed appraisers in only this state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?”;
 - b. “Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?”;
 - c. “Is this a federally regulated AMC?”;
 - d. “Does the AMC have any owner, in whole or in part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any state?”;
 - e. “Has each credential referred to in question 4 been reinstated?”; and
 - f. “Does the AMC have an owner of 10% or more who:
 1. Has been a defendant in any lawsuit involving claims of gross negligence, fraud, misrepresentation, mismanagement of funds, conversion, breach of fiduciary duty, breach of conduct, or deceit?”;
 2. “Has been found by any civil court to have failed to account to a client or customer for money or property collected for or on behalf of the client or customer”; or
 3. “Has been charged with, indicted for, or convicted of, or entered a plea to, any criminal offense (felony, gross misdemeanor, or misdemeanor), other than traffic violations, in any state or federal court?”;
- (8) Under the fee calculation indicate the following:
 - a. Indicate how many appraisers, on the AMC’s panel, performed appraisals in connection with a covered transaction in New Hampshire between the period of October 1st of the previous year and September 30th of the current year; and
 - b. Times the total number calculated in a. above by \$25.00 and that is the total amount due with the “Appraisal Management Company (AMC) Application”; and
- (9) The controlling person shall sign and date the form under the following statement:

13967, (eff 7-16-24)

I, _____ (Print Name of Designed Controlling Person) attest that the panelist information reported on this document is true and correct to the best of my knowledge and belief and acknowledge that the provision of false information in the application is a basis for disciplinary action by the board.

(f) If the appraisal management company is not domiciled in New Hampshire, then it will need to complete and submit an irrevocable uniform consent to service of process, described in Rab 301.02(h).

(g) The applicant shall submit the application fee required by Plc 1002.44.

(h) Each individual who owns 10 percent or more of the appraisal management company shall submit to the department of safety, division of state police, a notarized criminal record release authorization along with any required fee, with the board identified as the recipient of the record or records.

(i) Applicants for appraisal management company registration shall be of good moral character, as evidenced by:

(1) The past disciplinary history with this board of any individual that owns 10% or more of the appraisal management company. If the appraisal management company is wholly owned by another company, the past disciplinary history of the CEO or head of that company;

(2) The answers to questions Rab 308.01(d)(15), as provided on the “Appraisal Management Company (AMC) Application” form; and

(3) Any criminal offender record reports obtained pursuant to (e) above.

APPENDIX A: Incorporation by Reference Information

Rule	Title	Obtain at:
Rab 302.01 (a) Rab 302.02 (a) (1)ab 302.15	The Real Property Appraisal Qualifications Criteria and Interpretations of the Criteria, revised January 2022	The Appraisal Foundation, 1155 15 th Street NW, Suite 1111, Washington, DC 20005. Telephone (202)347-7722. Downloadable version is free online at: http://www.appraisalfoundation.org/ E-mail: staff@appraisalfoundation.org

APPENDIX B

Rule	Specific State Statute which the Rule Implements
Rab 301	RSA 310-b:5 and RSA 310-b:24, 1
Rab 301.01-301.02	RSA 310-B:5, RSA 310-B:6, RSA 310-B:20; RSA 310-B:24,I; 12 USC 3338
Rab 301.03	RSA 310-B:5, RSA 310-B:6, I (a)
Rab 301.04	RSA 310-B:20; RSA 310-B:5, RSA 310-B:24, I

13967, (eff 7-16-24)

Rule	Specific State Statute which the Rule Implements
Rab 302.01 – Rab 302.02	RSA 310-B:9
Rab 302.03	RSA 310-B:9, RSA 310-B:24, I, 12 U.S.C. 3345
Rab 302.04 – Rab 302.08	RSA 310-B:9
Rab 302.09	RSA 310-B:8; RSA 310-B:24, VII
Rab 302.10 – Rab 302.17	RSA 310-B:8; RSA 310-B:24, VII
Rab 302.18 (repealed)	RSA 310-B:8; RSA 310-B:24, VII
Rab 303	RSA 310-B:7; RSA 310-B:24, III
Rab 305	RSA 310-B:6, I(a)
Rab 305.02 (d)	RSA 310-B:6, I(a), 12 U.S.C. 3345
Rab 305.02 (e) intro., (1) and (2)	RSA 310-B:6, I(a), 12 U.S.C. 3345
Rab 307.01-Rab 307.03 and Rab 307.05-Rab 207.07	RSA 310-B:12-a, RSA 310-B:24, I-a,
Rab 308.01	RSA 310-B:12-b; RSA 310-B:12-n; RSA 310-B:24, VII-a; 12 U.S.C. 3338

The federal Appraisal Subcommittee maintains the National Registry of AMCs. To be listed on the National Registry, an AMC must annually be determined to be eligible and submit a fee that may vary each year depending on various factors. Use this form to provide the required information.

- Submit this completed form via e-mail to licensing.commerce@state.mn.us.

AMC INFORMATION

Name		EIN
Business Address		
Business Telephone Number	Email Address for Business Use	

ELIGIBILITY DETERMINATION

For the purpose of questions 1 and 2, applicants applying for initial registration must oversee a panel of 16 or more appraisers for a single-state AMC and 25 or more for a multi-state AMC. For currently registered AMCs, the given year is the 12 months immediately prior to submitting this form.

- Does the AMC oversee a panel of 16 or more certified or licensed appraisers in only this state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?
 - Yes
 - No – If “No,” the AMC is not eligible as a single-state AMC; proceed to the next question.

- Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?
 - Yes
 - No – If the answer to questions 1 and 2 is “No,” the AMC is not eligible; proceed directly to the Certification section.

- Is this a Federally-regulated AMC?
 - Yes
 - No – If “Yes,” proceed directly to the Fee Calculation section.

- Does the AMC have any owner, in whole or in part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any state?
 - Yes
 - No – If “Yes,” attach a detailed written explanation including specific dates and copies of all letters of inquiry and resolution, and then proceed to question 5. If “No,” proceed to question 6.

5. Has each credential referred to in question 4 been reinstated?

Yes No – If “No,” the AMC is not eligible; proceed directly to the Certification section.

6. Does the AMC have an owner of 10% or more who:


- (a) has been a defendant in any lawsuit involving claims of gross negligence, fraud, misrepresentation, mismanagement of funds, conversion, breach of fiduciary duty, breach of conduct, or deceit;
- (b) has been found by any civil court to have failed to account to a client or customer for money or property collected for or on behalf of the client or customer; or
- (c) has been charged with, indicted for, or convicted of, or entered a plea to, any criminal offense (felony, gross misdemeanor, or misdemeanor), other than traffic violations, in any state or federal court?

Yes No – If “Yes,” attach a detailed written explanation including specific dates and copies of all letters of inquiry and resolution.

FEE CALCULATION

During the Fee Calculation Period of October 1st of the previous year and September 30th of the current year, how many appraisers, on the AMC’s panel, performed appraisals in connection with a covered transaction in New Hampshire?

NUMBER _____ × \$25 = TOTAL FEE

 **Do not send payment with this form.** The number of appraisers you entered multiplied by \$25 will be used as the basis for your National Registry Fee in the PULSE system when you renew your license.

CERTIFICATION

I _____ (Print name of designated controlling person) attest that the panelist information reported on this document is true and correct to the best of my knowledge and belief and acknowledge that the provision of false information in the application is a basis for disciplinary action by the board.

Signature of Controlling Person

Date

If you have questions, please contact the Licensing Division at:

E-mail licensing.commerce@state.mn.us
Telephone 651-539-1599
Website mn.gov/commerce

Real Estate Appraisers Board

Appraisal Management Company (AMC) Application

COMPANY INFORMATION:

Company Name: _____

DBA (If Applicable): _____

Company Names and License Numbers Previously Used: _____

Business Address: _____

Contact person's Full Legal Name: _____

Contact Persons Telephone Number: _____ E-mail Address: _____

Employer Identification Number: _____

Single State company: ___ or Multi-State Company: ___

Name and Address of Agent: _____

Is the AMC located in NH?: Yes ___ No ___

Is the AMC owned by a federally regulated depository institution? Yes ___ No ___

Name, Address, and e-mail address of one controlling person designated as the main contact for all communications between the AMC and the Board: _____

LIST NAMES AND ADDRESSES OF ANY INDIVIDUAL OR ANY CORPORATION, PARTNERSHIP, OR OTHER BUSINESS ENTITY THAT OWNS 10 PERCENT OR MORE OF THE APPRAISAL MANAGEMENT COMPANY

Name	Address

NAME AND ADDRESS OF ONE CONTROLLING PERSON DESIGNATED AS THE MAIN CONTACT		
Name	Address	E-Mail

	ANSWER EACH QUESTION "YES" OR "NO"
Does the AMC require the appraiser completing appraisals at its request to comply with USPAP including the requirements for geographic and product competence.	<input type="checkbox"/> YES <input type="checkbox"/> No
The AMC is not owned and does not employ any person to perform job functions related to the ordering, preparation, performance, or review of appraisals who has had an appraiser license or certificate in this state or in any other state, refused, denied, cancelled, surrendered in lieu of revocation, or revoked? If no, was the license or certificate reinstated?	<input type="checkbox"/> YES <input type="checkbox"/> No
Does the AMC have an owner holding more than 10 percent of the entity who has been convicted of, or entered a plea of nolo contendere to, a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or any crime involving fraud, misrepresentation, or moral turpitude?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the AMC maintain a detailed record of each service request that it receives and the appraiser that performs the residential real estate appraisal services for the AMC?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the AMC have a system and process in place to verify that an individual being added to the appraiser panel of the AMC holds a license in good standing in this state?	<input type="checkbox"/> YES <input type="checkbox"/> No
Does the AMC have a system in place to verify that only licensed or certified appraisers are used for federally related transactions?	<input type="checkbox"/> YES <input type="checkbox"/> No
The AMC has a system or process to require that appraisals are conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the Truth in Lending Act, including the requirement that fee appraisers be compensated at a customary and reasonable rate when the appraisal management company is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.	<input type="checkbox"/> YES <input type="checkbox"/> No
Has the AMC ever has been subject to any disciplinary action taken by any other real estate appraisal licensing entity and, if yes, attach a detailed description of any and all action(s)?	<input type="checkbox"/> YES <input type="checkbox"/> No
Does the entity for which this application is submitted has any criminal charges pending against in any jurisdiction (USA or elsewhere)? If "yes" you must provide a detailed written explanation and attach copies of the charging documents.	<input type="checkbox"/> YES <input type="checkbox"/> No

I give permission to the board or OPLC to examine books and records and will provide such records upon request.	<input type="checkbox"/> YES <input type="checkbox"/> No
I will only employ appraisers duly certified or licensed by the OPLC to perform appraisals within the state, and I will verify such licensure prior to issuing an appraisal assignment.	<input type="checkbox"/> YES <input type="checkbox"/> No

I attest that the information contained in this form is true and accurate to the best of my knowledge and belief and acknowledge that the provision of false information in the application is a basis for disciplinary action by the board.

Signature

Date of Signing

Experience Log

Apprentice Appraiser Licensed Residential Certified Residential Certified General
 Certification or License Number: _____
 Signature: _____ Date: _____
 Hours Requested: This Page: _____ Running Total: _____

Applicants must enter actual hours and appraisal type, subject to title and maximums permitted under Rab. 302.04																			
Appraisal Date	File Number	Address of Property	Report Type	Type of Appraisal performed Single Family, Multi Family, etc...	Client	Est. Market Value	A-Apprentice	S-Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspections & Descriptions	III. NBHD Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (Please Attach Explanation)	Applicant Hours
							A	S											
							A	S											
							A	S											
							A	S											
							A	S											
							A	S											
							A	S											
							A	S											

Report Type: Restricted Use = R Appraisal = S

Apprentices Only Must:

- 1) Indicate to which portions of the assignment they contributed by putting an "x" in columns I thru X
- 2) Prepare a separate log for each month and have your supervisor follow instructions 3-7 below
- 3) For each portion of the assignment, supervisors must indicate whether they **P** – had Primary responsibility **C** – Co-appraised **R**- Review and Approved
- 4) Supervisor's Name: _____
- 5) Supervisor's lic/cert No.: _____
- 6) Supervisor's Signature: _____
- 7) Date Signed: _____

Real Estate Appraisers Board

Real Estate Appraiser Addendum to the Universal Application for Initial Licensure

List all names you have ever been known by: _____

SA - Licensed Residential Appraiser Course Matrix				
Core Curriculum Content	Hours Required in Rab 302.09	Hours Completed	Information on Courses Completed and Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
Residential Market Analysis and Highest & Best Use	15			
Residential Appraiser Site Valuation and Cost Approach	15			
Residential Sales Comparison and Income Approaches	30			
Residential Report Writing and Case Studies	15			

SB - Certified Residential Appraiser Course Matrix				
Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed and Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
Residential Market Analysis and Highest & Best Use	15			
Residential Appraiser Site Valuation and Coast Approach	15			
Residential Sales Comparison and Income Approaches	30			
Residential Report Writing and Case Studies	15			
Statistics, Modeling, and Finance	15			
Advanced Residential Applications and Case Studies	15			
Appraisal Subject Matter Electives	20			

SC - Certified General Appraiser Course Matrix

Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed and Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
General Appraiser Market Analysis and Highest & Best Use	30			
General Appraiser Site Valuation and Cost Approach	30			
General Appraiser Sales Comparison Approaches	30			
General Appraiser Income Approach	60			
General Appraiser Report Writing and Case Studies	30			
Statistics, Modeling, and Finance	15			
Appraisal Subject Matter Electives	30			

Real Estate Appraisers Board

**Real Estate Appraiser Addendum to the Universal Application for Initial Licensure for
Temporary Permit**

List all names you have ever been known by: _____

The name of the Client: _____

The name of the contact person for the client: _____

The address of the property(s) to be appraised (include the city, county, and state): _____

List the types, whether industrial building, farmland, etc. of the properties to be appraised: _____

Are the properties to be appraised part of a federally-related transaction: _____

Are the appraisals sought to be permitted under a single contact with a sing client: _____

Estimate the time required to compete the appraisal: _____



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

REAL ESTATE APPRAISERS BOARD
IRREVOCABLE UNIFORM CONSENT TO SERVICE OF PROCESS

This is to be completed if the person seeking registration is not a corporation that is domiciled in New Hampshire; the name and contact information for the company's Agent for Service of Process is required.

The undersigned applicant for registration as an appraisal management company in New Hampshire

Print Name of Company

does hereby irrevocably consent, stipulate and agree that suits, actions and administrative proceedings may be commenced against such applicant in the courts and agencies of this State, by the service of any process authorized by the laws of this State on the Secretary of State and that service of such process upon said Director shall be taken and held in all courts to be as valid and binding as if the service had been made upon said applicant in the State of New Hampshire.

Name of Agent for Service of Process (Firm or Individual)			
Title			
Mailing Address	City	State	Zip
Physical Address	City	State	Zip
Business Telephone Number			

I, _____ (Name), am authorized to act as an agent for service of process in the State of New Hampshire on behalf of _____ (Name of AMC), an entity organized and existing under the laws of the State of _____ (Current Resident State), for purposes of this application before the New Hampshire Joint Board to obtain an Appraisal Management Company Registration. The complete address within New Hampshire whereby I, on behalf of _____ (Name of AMC), may be served with process by the New Hampshire Office of Professional Licensing & Certification or their designee as follows:

Signature of Agent: _____ Date: _____