

APPLICATION FOR REGISTRATION, LICENSURE OR CERTIFICATION AS A COLORADO REAL ESTATE APPRAISER

RETURN TO: Board of Real Estate Appraisers **No Cash or Credit Accepted**
1560 Broadway Suite 925
Denver, CO 80202 Phone # (303) 894-2166

INSTRUCTIONS

- (1) **Read application, appraiser statutes and rules before proceeding. Fill out carefully. Type or print clearly. Each question must be answered and the necessary documentation provided. Attach additional pages as necessary. Unanswered questions will cause a delay in processing.**
- (2) **This application will not be accepted until the applicant has received a passing score on the appropriate examination and must be accompanied by:**
 - * **The correct non-refundable application fee. Make checks payable to Board of Real Estate Appraisers.**
 - * **Original certificate of passing score on the proper Colorado examination.**
 - * **Certificate of license history from other state(s), if applicable.**
 - * **Copies of course certification. Other documentation as required.**
 - * **Appraisal experience log, if applicable.**
- (3) **Effective January 1, 2007, Colorado law requires that only persons lawfully present in the United State (US) be issued a license, certificate, registration or permit. When requested, you must produce the valid identification. Acceptable types of identification are listed below:**

Secure and Verifiable Documents

1. Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired less than one year. (Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card, expired less than one year is considered acceptable.)
2. Out-of-state issued photo Driver's License or photo identification card, photo drivers permit expired less than one year.
3. Valid foreign passport with I-94 or valid Processed For 1551 stamps;
4. Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian drivers license or valid Canadian identification card.
5. Valid 1551 Resident Alien/Permanent Resident card. NO border crosser or USA B1/B2 Visa/BCC cards.
6. Valid 1688 Temporary Resident Card, 1688B and 1766 Employment Authorization Card.
7. Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
8. Tribal Identification Card with intact photo (U.S. or Canadian).
9. Certificate of Naturalization with intact photo.
10. Certificate of (US) Citizenship with intact photo.

APPLICATION FOR REGISTRATION, LICENSE OR CERTIFICATION AS A COLORADO REAL ESTATE APPRAISER

In compliance with Title 12, Article 61, Part 7, Colorado Revised Statutes, I hereby make application for a license authorizing me to engage in the business of: (Indicate the proper choice below)

- REGISTERED APPRAISER (CRS 12-61-706(1), Board Rule 1.12).
- LICENSED APPRAISER (CRS 12-61-706(1), Board Rule 1.13).
- CERTIFIED RESIDENTIAL APPRAISER (CRS 12-61-706(1), Board Rule 1.14).
- CERTIFIED GENERAL APPRAISER (CRS 12-61-706(1), Board Rule 1.15).

1. NOTICE: Licenses will be issued immediately upon approval. Issued licenses will need to be renewed by December 31 of the year of issue. The standard renewal fee will apply. For initial registrations, licenses and certifications issued before July 1 of any calendar year, the appraiser must complete 14 hours of continuing education as a condition of renewal before the initial registration, license or certification expires on December 31. For initial registrations, licenses and certifications issued on or after July 1 of any year, there is no continuing education requirement as a condition of renewal of such initial registration, license or certification. See Board Rule 7.1.

2. Name _____
(Last) (First) (Middle) (Former/Maiden)

Social Security No. _____ / _____ / _____ Date of Birth _____ / _____ / _____
(Month) (Day) (Year)

Place of Birth _____
(City) (State) (Country)

3. Residence Physical Address _____
(PO Box alone not sufficient) (Street)

_____ (City) (State) (Zip) (County)

P.O. Box for mailing purposes _____
(No.) (City) (State) (Zip) (County)

Residence Phone (_____) _____ Cellular Phone (_____) _____

4. Business Physical Address _____
(PO Box alone not sufficient) (Street)

_____ (City) (State) (Zip) (County)

P.O. Box for mailing purposes _____
(No.) (City) (State) (Zip) (County)

Business Phone (_____) _____ Fax Number (_____) _____

E-mail _____

5. Send official correspondence to: Residence Business

6. List all current or previous real estate appraiser registration(s), license(s) or certification(s):

None _____

or

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

Attach License History from most recent state of residence (except Colorado)

7. List all other current or previous **professional** registration(s), license(s) or certificate(s) (i.e., real estate, securities, insurance, etc.):

None _____

or

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

8. YES NO - Have any of the registration(s), license(s) or certification(s) listed in questions 6 and/or 7 been: denied, revoked, suspended, censured, disciplined, denied renewal, voluntarily surrendered or subject of an open investigation? (If you have ever had an open complaint, check the status of the complaint with the appropriate licensing agency before answering this question).
If yes, submit details including name of agency, dates, nature of alleged infraction and disposition.

9. ANSWER ALL OF THE FOLLOWING (**DO NOT INCLUDE MISDEMEANOR TRAFFIC VIOLATIONS, MUNICIPAL CODE VIOLATIONS OR PETTY OFFENSES.**)

Have you:

- a. Yes* _____ No _____ (Initial one) been convicted or pleaded Nolo Contendere to any felony or misdemeanor?
- b. Yes* _____ No _____ (Initial one) been incarcerated or in custody, or placed on parole, probation or any other type of court ordered supervision in a criminal case?
- c. Yes* _____ No _____ (Initial one) agreed to a deferred sentence or a deferred judgment with respect to any felony or misdemeanor or are currently subject to the terms of a deferred prosecution?

*If you answer yes to either a, b, or c above, you must list below the nature of each charge or conviction. **You must also obtain and submit** the ADDENDUM TO THE APPLICATION FOR A REAL ESTATE

APPRAISER LICENSE, form AAA. Failure to submit the supplemental information required by form AAA will suspend processing of your application.

Nature of Charge or Conviction

1. _____
2. _____
3. _____
4. _____

IMPORTANT: Failure to disclose any required information (other than Misdemeanor Traffic, Municipal Code Violations or Petty Offenses) is grounds for denial or revocation of a license. Use additional sheets if necessary.

10. RECORD OF EXAMINATION:

State: _____ Type: _____ Dates: _____

Attach **original** examination report. A passing score on an examination is valid for two years from the examination date. See Board Rule 4.3.

11. _____ (Initial) I certify that I have read, understand, and agree to abide by C.R.S. 12-61-701, et seq., Rules of the Colorado Board of Real Estate Appraisers and the Uniform Standards of Professional Appraisal Practice.

12. RECORD OF REAL ESTATE APPRAISAL EDUCATION

INSTRUCTIONS FOR ALL APPLICANTS:

- All applicants should complete Chart 12A by listing all appraiser core education courses that have been completed. See Board Rules 2.1, 2.2, 2.3 and 2.4 and the AQB Criteria for the required courses. Attach additional pages in the same format if necessary.
- Applicants must attach evidence of course completion for each course the applicant lists on Chart 12A. Copies are acceptable.
- Only list courses of at least 15 hours in duration and that had an examination.
- Only list real estate appraisal courses.
- Do not list courses which are repetitive in subject matter or level of instruction.
- Copies of course certificates that were submitted with previous applications have not been retained. Copies of such certificates must be submitted with each application.
- In addition to Chart 12A, applicants for the Certified Residential Appraiser credential must complete Chart 12B.
- In addition to Chart 12A, applicants for the Certified General Appraiser credential must complete Chart 12C.

ADDITIONAL INSTRUCTIONS FOR APPLICANTS WHO COMPLETED ANY OF THEIR EDUCATION AFTER 12/31/2007:

- Applicants must include with their application properly completed education matrix forms for each course listed on Chart 12A, clearly indicating the number of education hours applicable to each of the real estate appraisal education module requirements as set forth in the Required Core Curriculum and Guide Note 1 of the 2008 Real Property Appraiser Qualification Criteria adopted by the Appraiser Qualifications Board of the Appraisal Foundation. Applicants should obtain the completed education matrix forms from their course providers for each course listed on Chart 12A and provide the completed education matrix forms with their application.
- Qualifying education courses begun on or after January 1, 2008 must have been approved through the Course Approval Program of the Appraiser Qualifications Board of the Appraisal Foundation, unless written approval was received in advance from the Director of the Colorado Division of Real Estate. See Board Rule 3.21. Applicant should only list courses on Chart 12A that are consistent with this rule.

CHART 12B

(To Be Completed By Applicants for Certified Residential Appraiser Credential)

PLEASE CHECK ONLY ONE:

_____ I am not required to meet the 2008 AQB criteria for college course work because I completed all of my education for this application on or before 12/31/2007.

_____ I have met the 2008 AQB criteria for college course work because I hold an Associate Degree, or higher, from an accredited college, junior college, community college or university as indicated below. Applicant must list below each Associate Degree, or higher, from an accredited college, junior college, community college or university and attach a copy or copies of such degree(s).

College or University

Type of Degree

_____ I have met the 2008 AQB criteria for college course work because I successfully passed all of the required collegiate subject matter courses from an accredited college, junior college, community college or university as indicated below. Applicant must list below the hours successfully completed for such courses and attach a copy of applicant's college transcript(s) proving that applicant has successfully passed the following collegiate subject matter courses from an accredited college, junior college, community college or university:

English composition	_____	hours
Principles of Economics (micro or macro)	_____	hours
Finance	_____	hours
Algebra, Geometry or Higher Mathematics	_____	hours
Statistics	_____	hours
Computer Science	_____	hours
Business or Real Estate Law	_____	hours

TOTAL HOURS _____

Note: The total hours of equivalent college courses in lieu of an Associate Degree is 21 semester hours (32 quarter credit hours) or its equivalent for the certified residential appraiser credential. If an accredited 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) accepts the College-Level Examination Program (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.

CHART 12C

(To Be Completed By Applicants for the Certified General Appraiser Credential)

PLEASE CHECK ONLY ONE:

_____ I am not required to meet the 2008 AQB criteria for college course work because I completed all of my education for this application on or before 12/31/2007.

_____ I have met the 2008 AQB criteria for college course work because I hold a Bachelors Degree, or higher, from an accredited college or university as indicated below. Applicant must list below each Bachelors Degree, or higher, from an accredited college or university and attach a copy or copies of such degrees.

College or University

Type of Degree

_____ I have met the 2008 AQB criteria for college course work because I successfully passed all of the required collegiate level subject matter courses from an accredited college, junior college, community college or university as indicated below. Applicant must list below the hours successfully completed for such courses and attach a copy of applicant's college transcript(s) proving that applicant has successfully passed the following collegiate level subject matter courses from an accredited college, junior college, community college or university:

English composition	_____	hours
Micro Economics	_____	hours
Macro Economics	_____	hours
Finance	_____	hours
Algebra, Geometry or Higher Mathematics	_____	hours
Statistics	_____	hours
Computer Science	_____	hours
Business or Real Estate Law	_____	hours
Elective Course #1: _____	_____	hours
Elective Course #2: _____	_____	hours
TOTAL HOURS	_____	

Note 1: The two elective courses must be in two of the following areas: accounting, geography, agricultural economics, business management or real estate.

Note 2: The total hours of equivalent college courses in lieu of a Bachelors Degree is 30 semester hours (45 quarter credit hours) or its equivalent for the certified general appraiser credential. If an accredited 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) accepts the College-Level Examination Program (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.

13. SUMMARY OF APPRAISAL EXPERIENCE (Not applicable to applicants for Registered Appraiser)
 Applicants for Licensed, Certified Residential, or Certified General Appraiser must submit an Appraisal Experience Log **with required Signatures** (form BOREA-EXP or equivalent) as well as completing the grid below. Work samples selected from your experience log may be required to validate experience.

Note: Applicants whose appraisal experience does not include appraisal reports may submit, as an addendum, a detailed statement that explains appraisal experience in lieu of the grid.

Appraisal Types	Number of Appraisals and Hours by Year					
	YEAR _____		YEAR _____		YEAR _____	
	# Of Reports	# Of Hours	# Of Reports	# Of Hours	# Of Reports	# Of Hours
Single Family						
2-4 Units Residential						
Residential Reviews						
Residential Subtotal						
Retail						
Industrial/Manufacturing/Warehouse						
Farm/Ranch						
Multi-Family						
Office						
Vacant Land						
Other Non-Residential						
Non-Residential Reviews						
Non-Residential Subtotal						
Annual Total						

- A) Total of Residential Reports () Total of Residential Hours ()
 B) Total Non-Residential Reports () Total Non-Residential Hours ()

14. RECORD OF REAL ESTATE APPRAISAL EMPLOYMENT AND REFERENCES. List all real estate appraisal employment if any, including self-employment, beginning with most recent.

Employer: _____
Dates: from _____ to _____ Title _____
Business Address: _____
Contact Person: _____ Title _____ Phone _____

Employer: _____
Dates: from _____ to _____ Title _____
Business Address: _____
Contact Person: _____ Title _____ Phone _____

Employer: _____
Dates: from _____ to _____ Title _____
Business Address: _____
Contact Person: _____ Title _____ Phone _____

Employer: _____
Dates: from _____ to _____ Title _____
Business Address: _____
Contact Person: _____ Title _____ Phone _____

15. Effective January 1, 2007, Colorado law requires that only persons lawfully present in the United States (US) be issued a license, certificate, registration or permit. When requested, you must produce the valid identification.

Affidavit of Eligibility – Applications

Colorado law requires that only persons lawfully present in the United States (US) be issued a license, certificate, registration or permit. You must complete the affidavit below. When requested, you must produce the valid identification.

AFFIDAVIT OF ELIGIBILITY

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check 1, 2 or 3 below):

1. I am a US citizen.
2. I am not a U.S. citizen but am lawfully present in the U.S. as evidenced by one of the following, (check a, b or c):
 - a. I am a qualified alien as defined in 8 U.S.C. sec 1641.
 - b. I am a nonimmigrant under the “Immigration and Nationality Act”, Federal Public Law 82-414 as amended.
 - c. I am an alien who is paroled into the US under 8 U.S.C. sec. 1182 (d) (5).
3. I am a foreign national not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a).

Complete documentation must be provided upon request.

Section B: Secure and Verifiable document. All areas in this section must be completed.

1. Please refer to Attachment A for a list of acceptable secure and verifiable documents and enter the documentation you have _____.
2. Please enter the name of the state or the federal agency name where this was issued _____.
3. What is the document number _____?
4. What is the expiration date _____?

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and that the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

Signature

Date

PLEASE REVIEW APPLICATION FOR COMPLETENESS BEFORE SUBMITTING.

DO NOT WRITE IN THIS SPACE FOR BOARD USE ONLY

The Above Application

Approved

Disapproved

BY: _____
For the Board of Real Estate Appraisers