

STATE OF SOUTH DAKOTA
APPLICATION FOR STATE-CERTIFIED GENERAL/RESIDENTIAL, LICENSED,
OR REGISTERED APPRAISER

| | |
|---|---|
| <p>INSTRUCTIONS: (Please type or print)</p> <ol style="list-style-type: none"> 1. Complete the information requested below and obtain notarization. 2. Attach a check or money order payable to the ^{Completed} Appraiser Certification Program. 3. All fees are non-refundable. <p>UPGRADE: Are you applying for an upgrade of your current certificate, license or registration? Y N</p> <p>Upgrade fee: \$200 + applicable application fee + \$40 National Registry fee (Applies to State-Registered Upgrade Application Only)</p> | <p><u>DO NOT WRITE IN THIS SPACE</u></p> <p>Date application recd _____</p> <p>Date application approved _____</p> <p>Date national exam results received _____</p> <p>Exam ID number _____</p> <p>Passed Gen/Resid/Licensed/Registered _____</p> <p>Certificate number _____</p> <p>Date issued _____</p> <p>Authorized signature _____</p> |
|---|---|

CERTIFICATE YOU ARE APPLYING FOR (Choose the type of appraiser certificate you are applying for and complete the appropriate application sections. All applicants must complete the "Applicant Data" section below.)

| | |
|---------------------------------------|---|
| State-Certified General Appraiser | Fees: Application \$400 National Registry \$ 40 |
| State-Certified Residential Appraiser | Fees: Application \$375 National Registry \$ 40 |
| State-Licensed Appraiser | Fees: Application \$350 National Registry \$ 40 |
| State-Registered Appraiser | Fees: Application \$210 |

APPLICANT DATA (MUST BE COMPLETED BY ALL APPLICANTS – TYPE OR PRINT IN INK)

| | |
|---|--|
| Applicant Name (Last, First, Middle) | Date of Birth (Month, Day, Year) |
| Name as You Wish It to Appear on Your Certificate | Driver License No. & State of Issuance |
| Resident Address (Street/P.O. Box, City, State, Zip Plus 4) | County |
| | Home Telephone Number |
| | Social Security Number |
| Business Name | Business Telephone Number |
| Business Address (Street/P.O. Box, City, State, Zip Plus 4) | E-Mail Address No Email Available |

SECTION I

Please choose either yes or no for each question in the appropriate section below.

(All applicants must complete)

YES NO

1. Have you ever had a real estate appraiser certificate or license disciplined with suspension, censure, reprimand, revocation, probation or any other method of discipline in South Dakota or any other state or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.

2. Have you ever been denied an appraiser certificate or license in South Dakota or any other state or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.

3. Are there any investigations, complaints, or disciplinary actions currently pending against you as a real estate appraiser or as a licensee or certificate holder in another regulated occupation, trade, or profession, in South Dakota or in any other state or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.

4. Have you ever been disciplined with suspension, denial, censure, reprimand, revocation, probation or any other method of discipline of a certificate or license by another regulated occupation, trade, or profession in this state or another state or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.

5. Have you been convicted or found guilty of **any** criminal offense other than a speeding violation? (e.g., DUI, disorderly conduct, simple assault, failure to show financial responsibility, etc.)

If yes, explain on page 10 of this application or attach a separate sheet.

6. Have you ever been convicted or pled guilty or nolo contendere to a misdemeanor involving moral turpitude or to a felony before a court of competent jurisdiction in this or any other state?

If yes, explain on page 10 of this application or attach a separate sheet.

7. Do you hold a real estate appraiser license or certificate in another state?

If yes, give state(s) and license or certificate number(s) on page 10.

8. Do you have a South Dakota Real Estate Commission broker license?

If yes, give number.

SECTION II – REQUIRED EDUCATION

STATE-REGISTERED APPRAISER – TOTAL HOURS REQUIRED: 75

| Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30 | | | |
|---|----------------|--------------|----------|
| Course Title | Date Completed | Course Hours | Provider |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

| Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30 | | | |
|---|----------------|--------------|----------|
| Course Title | Date Completed | Course Hours | Provider |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

| Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15 | | | |
|--|----------------|--------------|----------|
| Course Title | Date Completed | Course Hours | Provider |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

STATE-LICENSED APPRAISER – TOTAL HOURS REQUIRED: 150

Effective July 1, 2014. I have attached an original transcript verifying 30 semester credit hours of college-level education.

| Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30 | | | |
|---|----------------|--------------|----------|
| Course Title | Date Completed | Course Hours | Provider |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

| Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30 | | | |
|---|----------------|--------------|----------|
| Course Title | Date Completed | Course Hours | Provider |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

CONTINUED ON NEXT PAGE

SECTION II – REQUIRED EDUCATION (Continued)

STATE-LICENSED APPRAISER (Continued)

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Residential Market Analysis and Highest and Best Use – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Residential Appraiser Site Valuation and Cost Approach – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Residential Sales Comparison and Income Approaches – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Residential Report Writing and Case Studies – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED RESIDENTIAL APPRAISER – TOTAL HOURS REQUIRED: 200

Effective through June 30, 2014. I have attached verification of an associates degree or higher OR 21 semester credit hours covering collegiate level subject matter courses: English Composition; Principles of Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law.

Effective July 1, 2014. I have attached an original transcript verifying a bachelor’s degree or higher.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Residential Market Analysis and Highest and Best Use – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Residential Appraiser Site Valuation and Cost Approach– Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

CONTINUED ON NEXT PAGE

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED RESIDENTIAL APPRAISER (Continued)

Core Curriculum Content: Residential Sales Comparison and Income Approaches – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Residential Report Writing and Case Studies – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Statistics, Modeling and Finance – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Advanced Residential Applications and Case Studies – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: Appraisal Subject Matter Electives (May Include hours above required hours in other modules) – Hours Required: 20

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 20 | |

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED GENERAL APPRAISER – TOTAL HOURS REQUIRED: 300

Effective through June 30, 2014. I have attached verification of a bachelors degree or higher OR 30 semester credit hours or its equivalent covering subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate law; Two elective courses in accounting, geography, ag-economics, business management, or real estate.

Effective July 1, 2014. I have attached an original transcript verifying a bachelor’s degree or higher.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

Core Curriculum Content: General Appraiser Market Analysis And Highest and Best Use – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Statistics, Modeling and Finance – Hours Required: 15

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 15 | |

CONTINUED ON NEXT PAGE

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED GENERAL APPRAISER (Continued)

Core Curriculum Content: General Appraiser Sales Comparison Approach – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: General Appraiser Site Valuation And Cost Approach – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: General Appraiser Income Approach – Hours Required: 60

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 60 | |

Core Curriculum Content: General Appraiser Report Writing and Case Studies – Hours Required 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

Core Curriculum Content: Appraisal Subject Matter Electives (May Include hours above required hours in other modules) – Hours Required: 30

| Course Title | Date Completed | Course Hours | Provider |
|--|----------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| Total Hours Required for this Content: | | 30 | |

SECTION III EMPLOYMENT (MOST RECENT FIRST - LIST FOR PRECEDING FIVE (5) YEARS)

| | |
|------------------------------|------------------------------|
| 1. Employer Name | Telephone Number |
| Address | |
| Employment Dates (From - To) | Full Time Part Time |
| 2. Employer Name | Telephone Number |
| Address | |
| Employment Dates (From - To) | Full Time Part Time |
| 3. Employer Name | Telephone Number |
| Address | |
| Employment Dates (From - To) | Full Time Part Time |
| 4. Employer Name | Telephone Number |
| Address | |
| Employment Dates (From - To) | Full Time Part Time |

**APPRAISAL SUBCOMMITTEE
AUTHORIZATION FOR RELEASE OF SOCIAL SECURITY NUMBER**

Choose one:

_____ I hereby **authorize** the Department of Labor and Regulation to release my Social Security Number to the Appraisal Subcommittee for use as the unique identifying number for the National Registry of Real Estate Appraisers.

_____ I **do not authorize** the Department of Labor and Regulation to release my Social Security Number to the Appraisal Subcommittee for use as the unique identifying number for the National Registry of Real Estate Appraisers.

EXPERIENCE

For each year that hours are claimed, complete the schedule below, starting with the most current year. Indicate by year a minimum of 3,000 hours of experience (50 percent non-residential) for certified general, 2,500 hours of experience (50 percent residential) for certified residential, and 2,000 hours of experience for licensed. The Department may verify experience by requiring copies of appraisal assignments to be reviewed for compliance with the applicable laws, rules, and uniform standards and/or an appraisal assignment log.

NOTE: Please be advised that you must include all appraisal assignments (residential and non-residential) performed during the years claimed for experience credit.

RES=Residential MF=Multifamily COMM=Commercial IND=Industrial AGR=Agriculture

(1-4 Units) (5 Plus Units)

| Year | NUMBER OF ASSIGNMENTS | | | | HOURS OF EXPERIENCE | | | | Total Hours |
|--------|-----------------------|----|------------|-----|---------------------|----|------------|-----|-------------|
| | RE | MF | COMM & IND | AGR | RE | MF | COMM & IND | AGR | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Totals | | | | | | | | | |

SECTION IV

ADDITIONAL COMMENTS (From previous sections on application)

AFFIDAVIT

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of my application. I further acknowledge that any certificate I may obtain on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein.

I will furnish additional information or documentation as may be deemed necessary by the South Dakota Department of Labor and Regulation for the verification of the information I have disclosed in this application.

I will not hold myself out as a state-certified general, state-certified residential, state-licensed, or state-registered appraiser until the license or certificate authorizing me to do so is in my possession.

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

| | | |
|---|--|-----------------------|
| MUST BE SIGNED IN PRESENCE OF NOTARY | Applicant Signature | Date of Signature |
| Notary Public Embosser Seal or Rubber Stamp | Subscribed and sworn before me, this _____ day of _____ 20____ | |
| | Notary Public Signature | My Commission Expires |
| | Notary Public Name (Typed or Printed) | |

This completed application together with the appropriate application fees and any supporting documents should be submitted to:

Appraiser Certification Program
Department of Labor & Regulation
308 S. Pierre St. Pierre, SD 57501

Application is only valid for 90 days.