

REQUIREMENTS - REAL ESTATE APPRAISERS LICENSE

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

The three types of real estate appraiser licenses are as follows:

- (1) State Licensed Appraiser ("SLA")
- (2) Certified Residential Appraiser ("CRA")
- (3) Certified General Appraiser ("CGA")

SUMMARY OF LICENSE REQUIREMENTS

| Type of License | STATE LICENSED | CERTIFIED RESIDENTIAL | CERTIFIED GENERAL |
|---|--|--|--|
| SCOPE OF PRACTICE | Non-complex one to four family residential property appraisals having a transaction value up to but not including \$1,000,000. (HAR §16-114-70) | Appraisals of all residential property. (HAR §16-114-71(b)) | Appraisals for all real estate property types – residential and commercial. (HAR §16-114-71(a)) |
| COLLEGE LEVEL COURSE REQUIREMENTS | NONE | Associate degree or higher obtained from an accredited college or university. In lieu of the required degree, 21 semester hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra; Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law. | Bachelor's degree or higher obtained from an accredited college or university. In lieu of the required degree, 30 semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra; Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate Law; and two elective courses in accounting, geography, Ag-economics, business management, or real estate. |
| EDUCATION *Note: The USPAP course must have been completed within 2 years to application submission date. | 150 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP). | 200 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP). | 300 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP). |
| EXPERIENCE | 2,000 hours within a minimum of 2 years. | 2,500 hours within a minimum of 2 years. | 3,000 hours of which 1,500 hours must be in Nonresidential Appraisals within a minimum of 30 months. |
| EXAMINATION *Note: Successful completion of examination is valid for 2 years prior to application submission date. | Must have passed either the State Licensed or Certified Residential Examination after 2007. | Must have passed the Certified Residential Examination after 2007. | Must have passed the Certified General Examination after 2007. |
| REPUTATION | Must submit <u>3</u> notarized references from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness and financial integrity. | | |

(CONTINUED ON BACK)

All applicants for licensure must meet the following requirements:

- (1) Education;
- (2) Experience;
- (3) Pass an examination; and
- (4) Possess a reputation for honesty, truthfulness, fairness and financial integrity.

**COLLEGE LEVEL SLA
EDUCATION**

Not required.

CRA

Associate degree or higher obtained from an accredited college or university. In lieu of the required degree, 21 semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra; Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law.

CGA

Bachelor's degree or higher obtained from an accredited college or university. In lieu of the required degree, 30 semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra; Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate Law; and two elective courses in accounting, geography, Ag-economics, business management, or real estate.

ATTACH copy of diploma and/or transcripts.

REQUIRED CORE CURRICULUM

EDUCATION

SLA

| | |
|--|-----------------|
| Basic Appraisal Principles | 30 hours |
| Basic Appraisal Procedures | 30 hours |
| 15-hour National USPAP Course or its equivalent | 15 hours |
| Residential Market Analysis and Highest and Best Use | 15 hours |
| Residential Appraiser Site Valuation and Cost Approach | 15 hours |
| Residential Sales Comparison and Income Approaches | 30 hours |
| Residential Report Writing and Case Studies | <u>15 hours</u> |

SLA EDUCATION REQUIREMENTS

150 HOURS

CRA

| | |
|---|-----------------|
| Basic Appraisal Principles | 30 hours |
| Basic Appraisal Procedures | 30 hours |
| 15-hour National USPAP Course or its equivalent | 15 hours |
| Residential Market Analysis and Highest and Best Use | 15 hours |
| Residential Appraiser Site Valuation and Cost Approach | 15 hours |
| Residential Sales Comparison and Income Approaches | 30 hours |
| Residential Report Writing and Case Studies | 15 hours |
| Statistics, Modeling and Finance | 15 hours |
| Advanced Residential Applications and Case Studies | 15 hours |
| Appraisal Subject Matter Electives | <u>20 hours</u> |
| (May include hours over minimum shown above in other modules) | |

CRA EDUCATION REQUIREMENTS

200 HOURS

EDUCATION
(Cont'd)

CGA

| | |
|---|-----------------|
| Basic Appraisal Principles | 30 hours |
| Basic Appraisal Procedures | 30 hours |
| 15-hour National USPAP Course or its equivalent | 15 hours |
| Statistics, Modeling and Finance | 15 hours |
| General Appraiser Market Analysis and Highest and Best Use | 30 hours |
| General Appraiser Site Valuation and Cost Approach | 30 hours |
| General Appraiser Sales Comparison Approach | 30 hours |
| General Appraiser Income Approach | 60 hours |
| General Appraiser Report Writing and Case Studies | 30 hours |
| Appraisal Subject Matter Electives | <u>30 hours</u> |
| (May include hours over minimum shown above in other modules) | |

CGA EDUCATION REQUIREMENTS

200 HOURS

The 15-hour course in the Uniform Standards of Professional Appraisal Practice (USPAP) must have been completed within two years prior to the application date and it is suggested that this course be completed last to avoid course expiration. USPAP courses must be taught by an Appraiser Qualifications Board (AQB) certified instructor. There are no time restrictions placed on the other courses. All qualifying education courses must be a minimum of 15 hours in length and the applicant must have successfully passed an examination related to the course.

Real estate appraiser courses are provided by individual course providers. A list of approved courses and contact information for course providers may be found on our website at www.hawaii.gov/dcca/areas/pvl. Applicants are responsible for contacting the individual course providers for the date and location of the courses. Distance education courses (Internet, CD Rom, correspondence courses, etc.) will not be credited toward qualifying education unless the course has received approval of the Appraiser Qualifications Board (AQB) through the Course Approval Program. A list of AQB approved distance learning courses is available at: www.appraisalfoundation.org under the AQB Course Approval Program. (HAR §16-114-114-21(a)(5)). Courses offered in another state may be approved for qualifying education credit, provided that the course has been approved as qualifying education in the state where the course was offered and it is a traditional classroom offering or is offered as a distance learning course and has received approval of the Appraiser Qualifications Board (AQB) through the Course Approval Program.

Applicants may also be granted qualifying education credit for courses completed at an accredited college or university, provided that the course relates to the above mandatory course topics. One semester hour is equal to 15 classroom hours and one credit hour for a quarter is equal to ten classroom hours. To receive qualifying education credit for courses completed at an accredited college or university, applicants must submit transcripts and a full course description, ie. course syllabus or college catalog descriptions. The college or university library should be able to provide this information. These college or university courses should cover the subtopics found in "A Guide for Understanding the 2008 Real Property Appraiser Qualification Criteria" Guide Note 1 (at www.appraisalfoundation.org) as it was the basis for developing the examination content. It is the applicant's responsibility to ensure that all subtopics were covered by the college course(s) used in lieu of the required appraiser specific education.

ATTACH transcripts and/or course completion certificates to the application form.

EXPERIENCE

Applicants must complete and SUBMIT the Employment and Experience History form (REA-03), Verification of Experience form (REA-13), and Experience Log (REA-12).

Applicants must SUBMIT a notarized "Verification of Experience" form (REA-13) from their employer(s) attesting to the fact that the applicant has completed the required number of hours of work experience and include dates of employment. Individuals gaining experience may not be supervised by a state licensed appraiser (SLA). **If you hold a current, active real estate appraiser's license in another state, please submit copies of your license in lieu of the "Verification of Experience" form verifying the period documented on your experience log. Copies of your license must cover the same time period indicated in the Experience Log.**

You may create your own spreadsheet to duplicate the Experience Log. Please ensure that all topics found in REA-12 are included in your spreadsheet. Please sign every page of your Experience Log.

After receipt of the Experience Log, the Appraisal Committee will randomly select a minimum of two narrative (or similar) reports. These reports will be reviewed to determine AQB criteria conformance and USPAP compliance. Applicants for CGA will be asked to submit commercial and residential narrative reports. Narrative reports will not be returned.

**EXAM
INFORMATION**

APPLICANTS MUST PASS THE STATE LICENSED OR CERTIFIED RESIDENTIAL OR CERTIFIED GENERAL EXAMINATION.

Apply to take the examination following the information provided in the "*ExPro Electronic Test Administration Candidate Handbook*". A copy of the candidate handbook containing all the information which candidates need to register and schedule an appointment is available at: www.pearsonvue.com or contact Pearson Vue (FKA Promissor) at 1-800-274-7488.

The prerequisite to sit for the examination is successful completion of the education requirement.

Successful completion of the examination is valid for a period of two years prior to application date. Passing exam scores prior to 2008 will not be accepted.

ATTACH a copy of your score report.

**REPUTATION
REQUIREMENT**

All applicants must SUBMIT three current notarized certificates (REA-05) from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Applicant must complete name and type of license applying for in top right corner.

Failure to complete all the requested information will delay the processing of your application.

GENERAL INFORMATION/INSTRUCTIONS

- Copies of the Real Estate Appraisers laws, Chapter 466K, HRS and administrative rules, Chapter 114, HAR and Chapter 436B, HRS, the Professional and Vocational Licensing Act are posted on our website at: www.hawaii.gov/dcca/areas/pvl. Look under "Real Estate Appraisers".
- Mail all required forms to:
Real Estate Appraisers
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801
Phone: (808) 586-3000
Toll free voice access numbers for the neighbor islands:
Kauai - 274-3141 Ext. 6-3000
Maui - 984-2400 Ext. 6-3000
Hawaii - 974-4000 Ext. 6-3000
Molokai - 1-800-468-4644 Ext. 6-3000
Lanai - 1-800-468-4644 Ext. 6-3000
- Deliver to office location at:
335 Merchant St., Rm. 301
Honolulu, HI 96813
- Please keep the department informed of all address changes in writing.

APPLICATION FORM

Complete the attached form using a typewriter or print **legibly** in black ink. Answer all questions and sign the application form.

- Failure to provide all the requested information will delay the processing of your application.**

SOCIAL SECURITY NUMBER

Your social security number is used to verify your identity for licensing purposes and for compliance with the below laws. For a license to be issued you must **provide your social security number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your social security number to our agency:

FEDERAL LAWS:

42 U.S.C.A. §666(a)(13) requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and

If you are a licensed health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the social security number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

HAWAII REVISED STATUTES ("HRS"):

§576D-13(j), HRS requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4) HRS which states that an applicant for license shall provide the applicant's social security number if the licensing authority is authorized by federal law to require the disclosure (and by the federal cites shown above, we are authorized to require the social security number).

FEES

ATTACH the non-refundable application fee of **\$25**. Make check payable to: COMMERCE & CONSUMER AFFAIRS.

Upon approval of your application, you will be sent a notice that the following license fees will be due.

For license issued in the first year of the biennium
(Even-numbered years), pay\$245
(License/Certificate fee-\$100 + Compliance Resolution Fund-\$70 + Annual Registry Fee-\$50 + 1/2 renewal-\$25)

For license issued in the second year of the biennium
(Odd-numbered years), pay\$160
(License/Certificate fee-\$100 + Compliance Resolution Fund-\$35 + Annual Registry Fee-\$25)

Note: *One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.*

(CONTINUED ON BACK)

**FEES
(Cont'd)**

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

Instructions for "Yes" Answers to Questions (4) through (8) of the Application for License (REA-01)

The following documentation must be submitted with the license application. Applications for license will not be considered without this material.

1. Questions 4, 5 and 6 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license. If your answer is "yes" to one or more of these questions, you must **SUBMIT** the following:
 - i. A statement signed by you explaining the circumstances; and
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.
2. If your application indicates a criminal conviction, you must **submit** the following:
 - i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
 - ii. A copy of the court order, verdict, and terms of sentence; and
 - iii. If applicable, a copy of the terms of probation and/or parole and a notarized statement from your probation or parole officer as to your compliance with the court orders;
 - iv. A current criminal history record check in your name, which you may obtain from the Hawaii Criminal Justice Data Center. Contact the Department of the Attorney General, Hawaii Criminal Justice Data Center, Kekuanao'a Building, 465 S. King Street, Rm. 101, Honolulu, HI 96813. Ph: (808) 587-3100 or visit their website at: www.hawaii.gov/hcjdc to request a "Criminal History Record Check" form.
3. If you have any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you, you must submit the following:
 - i. A statement signed by you explaining the circumstances and current status, and if no payment arrangement has been made, the reason;
 - ii. A resume of employment and business activities; and
 - iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

Note: If your criminal conviction occurred in a state or states other than Hawaii, a current criminal history record check will be required from each state **AND** Hawaii. Contact the local authority or board in each state for their forms, instructions and fees on obtaining criminal history record checks.

**ABANDONMENT
OF APPLICATION**

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

**BIENNIAL
RENEWAL**

All licenses and certificates will expire on **December 31 of each odd-numbered year.** To renew, you are required to submit a completed renewal application, fees, proof of required completed continuing education hours, and proof of completion of a USPAP course within the 2 years prior to renewal.

APPLICATION FOR LICENSE/CERTIFICATE - REAL ESTATE APPRAISER

| | | |
|---|---------------------|--------|
| Legal Name (First, Middle) | | (Last) |
| Other Names Used (include maiden name): | | |
| Residence Address (Include apt. no., city, state & zip code) | | |
| Mailing Address (ONLY if different from residence) | Social Security No. | |
| Business Address (to be posted on National Registry via Internet) | Phone No. (days) | |

| | | |
|--|-----------------------------------|----------------|
| FOR OFFICE USE ONLY | <input type="checkbox"/> Approved | Initials/date: |
| | <input type="checkbox"/> Denied | |
| | Effective date | License No. |
| <p>Indicate type of license/certificate you are applying for:</p> <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential Appraiser <input type="checkbox"/> State Certified General Appraiser | | |

Circle appropriate answers. If response is "YES" to questions 4, 5, 6, 7 and/or 8, refer to the instructions for additional documents that must be submitted with this application.

- 1) Are you at least 18 years of age? YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
- 3) Have you ever held an appraiser or any other license? YES NO
(Type/Lic No: _____ Status: _____ State: _____)
- 4) Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? YES NO
- 5) Have you been employed by any business whose license was suspended, revoked, or otherwise subject to disciplinary action? YES NO
- 6) Are you now under investigation or are there any disciplinary proceedings or actions taken or pending against you by any jurisdiction? YES NO
- 7) Have you ever had or are there pending any lawsuits, tax liens, or any other type of judgement or lien against you? YES NO
- 8) In the past 20 years, have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO

Affidavit of Applicant:

I certify that the statements, answers and representations made in this application and the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license or certificate and is a misdemeanor (Sections 710-1017 and 436B-19, Hawaii Revised Statutes and Section 16-114-49, Hawaii Administrative Rules).

I also appoint the Director of the Department of Commerce and Consumer Affairs to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. Service upon the Director shall have the same force and validity as if personally served upon me, and the Director's authority shall remain in force as long as the liability remains outstanding.

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

| | | |
|---------------------------|-----------|-----------|
| Appl..... | 691 | \$25 |
| Lic/Cert | 692 | \$100 |
| CRF | 696 | \$35/\$70 |
| Annual Registry Fee | 919 | \$25/50 |
| 1/2 Ren | 690 | \$25 |
| Service Charge | BCF | \$25 |

EDUCATION - REAL ESTATE APPRAISERS

Applicant's Name _____
 (Type or Print)

LIST ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT.
SUBMIT COURSE COMPLETION CERTIFICATES AND/OR TRANSCRIPTS.

- Do not list:
- Courses that do not meet the requirements of HAR §16-75-21.
 - Courses that are less than 15 hours in length.
 - Courses for which an examination was not successfully passed.
 - Distance learning courses that are not Appraisal Foundation approved.
 - Courses taken to meet continuing education credit requirements.

| | COURSE NAME | COURSE PROVIDER | NO. OF HOURS | CORE CURRICULUM | HI INDEX NO. (If appropriate) |
|----|-------------|-----------------|--------------|-----------------|-------------------------------|
| 1 | | | | | |
| 2 | | | | | |
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| 4 | | | | | |
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| 14 | | | | | |
| 15 | | | | | |

Education must cover all core curriculum for the respective license type listed below. In the Core Curriculum column above, specify the course(s) that cover each core curriculum area by entering the courses listed below as labeled (A, B, C, etc.).

| <u>CORE CURRICULUM</u> | <u>COURSES required for:</u> |
|---|-------------------------------------|
| (A) Basic Appraisal Principles (30 hrs) | SLA, CRA, CGA |
| (B) Basic Appraisal Procedures (30 hrs) | SLA, CRA, CGA |
| (C) 15-hour National USPAP course or equivalent (15 hrs) | SLA, CRA, CGA |
| (D) Residential Market Analysis and Highest & Best Use (15 hrs) | SLA, CRA |
| (E) Residential Appraiser Site Valuation and Cost Approach (15 hrs) | SLA, CRA |
| (F) Residential Sales Comparison and Income Approaches (30 hrs) | SLA, CRA |
| (G) Residential Report Writing and Case Studies (15 hrs) | SLA, CRA |
| (H) Statistics, Modeling and Finance (15 hrs) | CRA, CGA |
| (I) Advanced Residential Applications and Case Studies (15 hrs) | CRA |
| (J) Appraisal Subject Matter Electives (20 hrs) | CRA |
| (K) General Appraiser Market Analysis and Highest & Best Use (30 hrs) | CGA |
| (L) General Appraiser Site Valuation and Cost Approach (30 hrs) | CGA |
| (M) General Appraiser Sales Comparison Approach (30 hrs) | CGA |
| (N) General Appraiser Income Approach (60 hrs) | CGA |
| (O) General Appraiser Report Writing and Case Studies (30 hrs) | CGA |
| (P) Appraisal Subject Matter Electives (30 hrs) | CGA |

EXPERIENCE LOG – REAL ESTATE APPRAISERS

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

Acceptable type of appraisal experience includes but is not limited to:

Applicant's Name _____
(Type or Print)

- | | |
|------------------------------|-----------------------------------|
| (1) Fee and Staff Appraisal | (5) Real Estate Counseling |
| (2) Ad Valorem Tax Appraisal | (6) Highest and Best Use Analysis |
| (3) Review Appraisal | (7) Feasibility Analysis/Study |
| (4) Appraisal Analysis | (8) Teaching of Appraisal Courses |

Experience obtained after January 1, 1991, shall comply with the Uniform Standards of Professional Appraisal Practice. Applicant's experience as documented below covers the period of _____ / _____ / _____ through _____ / _____ / _____.
month / day / year month / day / year

Number of hours documented below: _____
Residential Commercial TOTAL

List your experience and number of hours under the appropriate columns. Attach additional sheets if necessary. If requested, you must produce experience documentation in the form of appraisal reports or file memoranda.

| Address of Property Appraised | Location | Type of Property | Residential or Commercial | Type of Experience | Valuation Amount | Date Started | Date Completed | No. of Residential Hours | No. of Commercial Hours |
|-------------------------------|-----------------|------------------|---------------------------|--------------------|------------------|--------------|----------------|--------------------------|-------------------------|
| Sample: 1350 Aloha Drive | Honolulu, HI | Single Family | RES | Fee Appraisal | \$250,000 | 11/3/03 | 11/5/03 | 5 | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |

Subtotal _____

EMPLOYMENT AND EXPERIENCE HISTORY - REAL ESTATE APPRAISERS

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

Applicant's Name _____
(Type or Print)

List your employment history for the last five years beginning with your most recent position. Use additional sheets if necessary.

| | |
|---|--|
| <p>Name of Employer _____</p> <p>Address _____ Phone No. _____</p> <p>Date Started _____ Date Ended _____</p> <p>Job Title _____</p> | <p>Major Duties and Responsibilities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Name of Employer _____</p> <p>Address _____ Phone No. _____</p> <p>Date Started _____ Date Ended _____</p> <p>Job Title _____</p> | <p>Major Duties and Responsibilities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Name of Employer _____</p> <p>Address _____ Phone No. _____</p> <p>Date Started _____ Date Ended _____</p> <p>Job Title _____</p> | <p>Major Duties and Responsibilities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Affidavit of Applicant:</p> <p>I certify that the statements, answers and representations made in this application and the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license or certificate and is a misdemeanor (Sections 710-1017 and 436B-19, Hawaii Revised Statutes and Section 16-114-49, Hawaii Administrative Rules).</p> <p>_____ Date _____ Signature of Applicant _____</p> | |

CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

***This form must be filled out by individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Submit 3 certificates.**

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser in the State of Hawaii. We will appreciate your fair and honest assessment as requested below.

Please complete the following form and return it to the applicant for submittal to the Department of Commerce and Consumer Affairs.

| | |
|---|--------|
| <i>Applicant: Complete information in this double-lined block only</i> | |
| Indicate type of license/certificate applying for: <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential appraiser <input type="checkbox"/> State Certified General Appraiser | |
| Applicant Name (First- Middle) | (LAST) |

1a) How well do you know the applicant (circle)?

b) Length of acquaintance

c) Contacts with this person were through what kind of activity (circle "X")?

If through other kind of activity, indicate activity:

2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY

VERY WELL WELL SLIGHTLY NOT AT ALL

_____ yrs. _____ mos.

- X Associate worker
- X Lender (Financial Institution)
- X Professional society
- X Student in my class(es)
- X Social or community activities

3a) Do you have knowledge of the applicant's appraisal experience?.....

YES NO

b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

HIGH GRADE AVERAGE MEDIOCRE UNSATIS-FACTORY NO OPINION
X X X X X

4) Has applicant to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES NO
- b) Unprofessional conduct?..... YES NO
- c) Practicing under an assumed name? YES NO

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public, State of _____
My commission expires: _____

Signature

Print Name _____

Employer-Position _____

Phone No. _____

CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER

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***This form must be filled out by individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Submit 3 certificates.**

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| | |
|---|--------|
| <i>Applicant: Complete information in this double-lined block only</i> | |
| Indicate type of license/certificate applying for: <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential appraiser <input type="checkbox"/> State Certified General Appraiser | |
| Applicant Name (First- Middle) | (LAST) |

1a) How well do you know the applicant (circle)?

b) Length of acquaintance

c) Contacts with this person were through what kind of activity (circle "X")?

If through other kind of activity, indicate activity:

2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY

VERY WELL WELL SLIGHTLY NOT AT ALL

_____ yrs. _____ mos.

- X Associate worker
- X Lender (Financial Institution)
- X Professional society
- X Student in my class(es)
- X Social or community activities

3a) Do you have knowledge of the applicant's appraisal experience?.....

YES NO

b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

HIGH GRADE AVERAGE MEDIOCRE UNSATIS-FACTORY NO OPINION
X X X X X

4) Has applicant to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES NO
- b) Unprofessional conduct?..... YES NO
- c) Practicing under an assumed name? YES NO

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public, State of _____
My commission expires: _____

Signature

Print Name _____

Employer-Position _____

Phone No. _____

CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

***This form must be filled out by individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Submit 3 certificates.**

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser in the State of Hawaii. We will appreciate your fair and honest assessment as requested below.

Please complete the following form and return it to the applicant for submittal to the Department of Commerce and Consumer Affairs.

| | |
|---|--------|
| <i>Applicant: Complete information in this double-lined block only</i> | |
| Indicate type of license/certificate applying for: <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential appraiser <input type="checkbox"/> State Certified General Appraiser | |
| Applicant Name (First- Middle) | (LAST) |

1a) How well do you know the applicant (circle)?

b) Length of acquaintance

c) Contacts with this person were through what kind of activity (circle "X")?

If through other kind of activity, indicate activity:

2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY

VERY WELL WELL SLIGHTLY NOT AT ALL

_____ yrs. _____ mos.

- X Associate worker
- X Lender (Financial Institution)
- X Professional society
- X Student in my class(es)
- X Social or community activities

3a) Do you have knowledge of the applicant's appraisal experience?.....

YES NO

b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

HIGH GRADE AVERAGE MEDIOCRE UNSATIS-FACTORY NO OPINION
X X X X X

4) Has applicant to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES NO
- b) Unprofessional conduct?..... YES NO
- c) Practicing under an assumed name? YES NO

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public, State of _____
My commission expires: _____

Signature

Print Name _____

Employer-Position _____

Phone No. _____

VERIFICATION OF EXPERIENCE - REAL ESTATE APPRAISER

The applicant named below has applied for licensure as a Real Estate Appraiser. The rules require that an applicant for licensure must have worked for a specified number of hours, over a specified amount of time. The applicant must have utilized the appraisal process to earn experience credit. The appraisal process consists of an analysis of factors that bear upon value; definition of the problem; gathering and analyzing data; applying the appropriate value approaches and methodology; arriving at an opinion of value and reporting the opinion of value. To verify the applicant's appraisal experience, the applicant's employer/supervisor shall complete this form and mail it to: **Real Estate Appraiser Program, P.O. Box 3469, Honolulu, Hawaii 96801.**

PART I – TO BE COMPLETED BY APPLICANT

| | |
|------------------------------|-------------------------------|
| Name of Applicant: | Type of License Applying for: |
| Name of Employer/Supervisor: | Address of Employer: |

PART II – TO BE COMPLETED BY EMPLOYER/SUPERVISOR:

| | |
|--|--|
| 1. The applicant worked under my supervision from _____ to _____. (Provide specific dates of employment) | Total Yrs _____ Mos _____. Total Hours _____. |
| 2. During the time indicated above, I was licensed as a: <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Certified Residential Appraiser <input type="checkbox"/> Certified General Appraiser </div> Certificate No. _____ Date of Licensure _____ State _____ | |
| 3. What was the scope of your supervision? | |
| 4. Please describe the type of tasks performed by the applicant on appraisal assignments while under your supervision. | |
| 5. Other comments regarding the applicant: | |

I hereby certify that the statements and answers contained in this verification regarding the person named as applicant are true and correct to the best of my knowledge; and the statements given regarding myself are true and correct.

SIGN BEFORE A NOTARY PUBLIC

Subscribed and sworn to before me
 this _____ day of _____, 20 _____

 Signature of Supervisor/Employer

Notary Public, State of _____
 My Commission expires: _____

Date _____