

STATE OF IDAHO
BUREAU OF OCCUPATIONAL LICENSES
700 West State Street, P.O. Box 83720
Boise, Idaho 83720-0063
Phone 208-334-3233 Fax 334-3945
Website – www.ibol.idaho.gov E-mail - rea@ibol.idaho.gov

INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY EXAMINATION

If you are applying for licensure other than by reciprocity, please complete and submit the following for review by the Idaho Real Estate Appraiser Board. (DO NOT use this form if you are a licensed appraiser in another state).

Application Checklist for a Real Estate Appraiser License by Examination:

- ___ Complete and sign the application.
- ___ Complete and attach the Experience Log form and Experience Verification Affidavit.
- ___ Read and sign the Consent To Service of Process and Affidavit and have your signature notarized.
- ___ Review the Idaho Real Estate Appraiser Laws and Rules and complete the open book Idaho Jurisprudence Examination. The current laws and rules are on the web at www.ibol.idaho.gov.
- ___ Read and sign the Noncriminal Justice Applicant Privacy Statement form.
- ___ Enclose the application fee of \$250.00 AND the original license fee of \$140.00. Checks should be made payable to the Idaho Bureau of Occupational Licenses (IBOL). There is a \$20.00 fee for returned checks.
- ___ Attach a passport photograph of yourself taken within 6 months of the date of this application.
- ___ Enclose your certificates of completion for each of the required educational courses.

Upon receipt of your completed application, you will be sent a letter requesting the submittal of two (2) actual appraisal reports that we have selected from your experience log.

OTHER INSTRUCTIONS:

- If you answer Yes to question 7 or 8, regarding discipline or previous criminal charges, you must provide additional information, as indicated below each question on the application.
- Laws and Rules governing Real Estate Appraiser Licenses can be viewed at www.ibol.idaho.gov under the Real Estate Appraisers link.
- Please be sure to keep a copy of this application for your records.

NOTE: ANY PRACTICE OR SOLICITATION OF REAL ESTATE APPRAISING IN IDAHO PRIOR TO OBTAINING A VALID LICENSE IS UNLAWFUL AND MAY RESULT IN CRIMINAL PROSECUTION AND DENIAL OF LICENSURE.
§ 54-4103 and § 54-4119, Idaho Code.

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APPLICATION FOR LICENSURE BY EXAMINATION

I hereby make application for licensure as a Real Estate Appraiser in Idaho under the provisions of Title 54, Chapter 41, Idaho Code:

Licensed Residential **Certified Residential** **Certified General**

1. **Full Name** (Mr., Mrs., or Ms.) _____

2. **Business Address** _____
(This address is a public record) Street/PO Box City State Zip

3. **Mailing Address** _____
(Will be used as address of record if none provided above) Street/PO Box City State Zip

4. **Date of Birth** _____ **Place of Birth** _____ **Social Security No.** ____/____/____
mm-dd-yyyy

Attach a passport photograph of yourself taken within 6 months of the date of this application.

5. **Business phone** _____ **Other Phone** _____ **E-mail** _____
(The above phone number is public record) (The above fax number & e-mail is not public record)

6. **Have you ever held an appraiser license, certification, or registration in any other state?** **Yes** **No**
If Yes, please list the other state(s) and license number(s) _____

7. **Have you ever had a license, certification, or registration revoked, suspended or otherwise sanctioned?**
(If Yes, a copy of the charges and the final order must be received before your application will be processed.) **Yes** **No**

8. **Have you ever been convicted of any State or Federal felony?** **Yes** **No**
(If Yes, a detailed statement, a summary of the charges, the final order, any probation or parole documentation, and any other relevant information must be received before your application will be processed.)

9. **Have you completed the required appraisal coursework noted in law and rule?** **Yes** **No**
(See Rule 300, 350 & 400. Official proof of attendance documentation of all course work must be attached.)

10. **Have you met the experience requirements as noted in law and rule?** **Yes** **No**
(See Rule 300, 350, & 400. A complete experience log must be attached to this application together with the verification affidavit. You must complete and file the **Experience Verification Affidavit** with the application for licensure or certification. Attach additional affidavits as necessary to verify all appraisals for which you claim credit. All new applicants (not currently licensed or certified in Idaho) must obtain supervisory signatures certifying the accuracy of experience noted on the Appraisal Log.)

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APPLICATION FOR LICENSURE BY EXAMINATION

(continued)

11. Have you successfully passed the examination authorized by the Board in any other jurisdiction?

(Official documentation of your scores must be on file with the Board before your application can be processed.) Yes No

CONSENT TO SERVICE OF PROCESS and AFFIDAVIT

I hereby irrevocably consent, stipulate and agree that any service of process in any action against me arising out of my activities as a state licensed or certified real estate appraiser may be made by delivery of said process on the board.

I hereby certify under penalty of perjury that the responses provided above and those attached to this application are true and accurate to the best of my knowledge and belief and that I will furnish all additional information or documentation as may be deemed necessary for the verification of the information provided.

I further certify that I have reviewed and will comply with the Idaho Laws and Rules governing Real Estate Appraiser practice. I hereby authorize and direct any person, agency, firm, or other entity to release to, upon the request of the Bureau of Occupational Licenses or it's authorized representative, any information, report, communication, record, statement, recommendation, or disclosure that may have bearing on my eligibility for or maintenance of the license for which I am applying.

I understand that by signing this form I am authorizing the release of information about me that may otherwise be protected or confidential. Upon oath I certify that: (1) I am the applicant named in and who has signed this application; (2) I am a United States citizen or a legal permanent resident or I am otherwise lawfully present in the United States; (3) I have read and will conform to the Laws, Rules and ethical requirements governing the profession for which I am seeking a license or authority to practice; (4) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws, Rules or ethical requirements governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted to me; (5) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate or incomplete; (6) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Bureau of Occupational Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on my eligibility for or maintenance of the license or authority for which I am applying and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; (7) I authorize the Bureau of Occupational Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority issued or applied for in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof; and (8) every statement made and all information presented in this application and any addendum or other attachment submitted herewith is true and correct.

Signature of Applicant

State of _____, County of _____, ss.
Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____

IDAHO REAL ESTATE APPRAISER BOARD
STATE JURISPRUDENCE EXAMINATION
(page 1 of 3)

CAREFULLY READ EACH NUMBERED STATEMENT. BELOW EACH STATEMENT CHOOSE THE PHRASE THAT MOST CORRECTLY COMPLETES THE MEANING OF THE STATEMENT.

1. An Idaho Licensed Residential Appraiser may appraise:
 - a. any residence having a transaction value less than \$1,500,000.
 - b. any residential real property consisting of 1 to 6 residential units.
 - c. any single unit residence regardless of cost or complexity.
 - d. any single family residential real property having a transaction value less than \$250,000.

2. A Broker's Price Opinion is defined in part as:
 - a. a conclusion of a property's value that is prepared by an associate real estate broker.
 - b. a written analysis of real property value that is prepared by a real estate broker.
 - c. a written price opinion of the estimated price for a property that is prepared by a licensed real estate broker.
 - d. the estimated written market value of a residential property prepared by a real estate broker or an associate real estate broker.

3. The purpose of the Idaho Real Estate Appraisal Law is to:
 - a. insure that all appraisals are correct and lawful by requiring a license to practice.
 - b. allow those wishing to perform appraisals the opportunity to be professionally licensed.
 - c. provide licensure for those persons who regularly perform complex property appraisals.
 - d. safeguard life, health and property and to promote the public welfare.

4. An Appraisal is defined in part as:
 - a. a written and notarized statement of minimum value which meets U.S. guidelines.
 - b. a conclusion relating to value of identified real estate.
 - c. any document which references cost, value, quality, or utility.
 - d. the act of assuming qualifying conditions relating to the minimum acquisition price of any commodity.

5. An Idaho Certified Residential Appraiser may appraise:
 - a. any multi-unit residence having a transaction value less \$1,500,000.
 - b. any 1 to 6 family residence having a transaction value less \$1,500,000.
 - c. any 1 to 4 family residence regardless of cost or complexity.
 - d. any residential real property having a transaction value less than \$1,000,000.

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IDAHO REAL ESTATE APPRAISER BOARD
STATE JURISPRUDENCE EXAMINATION
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6. All real estate appraisals completed in Idaho must:
- a. be in writing.
 - b. be in compliance with USPAP.
 - c. have all three approaches to value applied.
 - d. be physically inspected by the signing appraiser.
7. An Idaho licensed or certified Appraiser must:
- a. annually renew their license to practice as an appraiser.
 - b. obtain and document continuing education as a condition of licensure.
 - c. pay a reinstatement penalty for licenses renewed after the renewal date.
 - d. All of the above.
8. A Uniform Standards of Professional Appraisal Practice update course must be completed:
- a. every year.
 - b. every 2 years
 - c. every 7 years.
 - d. only prior to receiving initial licensure or certification.
9. An Idaho Certified General Appraiser may appraise:
- a. all types of real property in Idaho.
 - b. only commercial or industrial real property.
 - c. all types of real property in any state, territory or possession of the United States.
 - d. only real property having a transaction value more than \$10,000,000.
10. The Board of Real Estate Appraisers may suspend or revoke a license or certificate for:
- a. being negligent or incompetent in communicating an appraisal.
 - b. accepting an appraisal assignment contingent upon a predetermined value.
 - c. making any substantial misrepresentation, false promise or fraudulent representation.
 - d. All of the above.

(continued)

**IDAHO REAL ESTATE APPRAISER BOARD
STATE JURISPRUDENCE EXAMINATION
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Depreciation Analysis by Extraction Method

	Comp. 1	Comp. 2	Comp. 3
Sale Price:	\$205,000	\$215,000	\$217,000
Land Value:	48,000	50,000	54,500
Improv. Contributory Value:	157,000	165,000	162,500
Sale Date:	Feb-07	Mar-07	Feb-07
Est. Reconstruction Value:	\$179,000	\$182,500	\$184,000
Improvements:			
Less Contributory Value:	_____	<u>-165,000</u>	_____
Improvements:			
Accrued Depreciation:	<u>22,000</u>	_____	_____
Percent Depreciation:	_____	_____	<u>11.68%</u>
Effective Age (years):	9	8	9
Est. Depreciation per Year:	_____ %	<u>1.20%</u>	_____ %
Reconciled Annual Depreciation:	_____ %		

Subject Property:

Effective Age: 8 years

Subject Land Value: \$52,000

Est. Cost New, Improvements: \$183,000

Depreciation: - \$ _____

Value from Cost Approach: \$ _____

AFFIDAVIT

I hereby certify under oath that the responses provided above are my own, based on my personal review of the Idaho Laws and Rules governing the practice of real estate appraising.

Print Name

Signature

State of _____, County of _____, ss.

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

(seal)

Notary Public official signature
my commission expires _____

Submit all pages of this completed examination with your application.



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Bureau of Occupational Licenses on behalf of the Idaho Real Estate Appraiser Board that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. Collection of fingerprints of individuals seeking licensure under the Idaho Real Estate Appraiser Board Act is authorized by Idaho Code §54-4106. The ISP authority to collect fingerprints for criminal history checks is Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34) If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website.

http://www.isp.idaho.gov/identification/crime_history/FrequentlyAskedQuestions-CriminalRepository.html.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do__ do not__ want a copy of the Privacy Act Statement.

Signature of Applicant

Date

Printed Name of Applicant