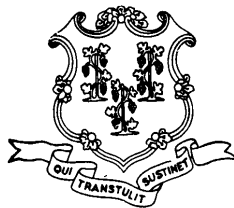


STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
450 Columbus Blvd
Hartford, CT 06103
Email: dcp.realestate@ct.gov
Web site: www.ct.gov/dcp



INSTRUCTIONS FOR REAL ESTATE APPRAISER APPLICANTS

Applicants for State Certified General Appraiser and State Certified Residential Appraiser

- Complete Applicant Information
- Educational Qualifications, applicant must include all required pre-licensing course certifications. For list of required courses please visit: www.appraisalfoundation.org
- Appraisal Employment History
- Appraisal Experience Log (Applicant must use attached sample.) Excel Spreadsheet is acceptable.
- Applicants must sign the Attestation, include \$45.00 application fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

Reciprocal Applicants for State Certified General Appraiser or State Certified Residential Appraiser

(You may only apply for a reciprocal license for the same type you currently hold)

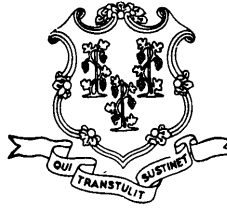
- Complete Applicant Information
- Sign Consent for Service of Process
- Applicants must sign the Attestation, include \$460.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

State Provisional Licensed Appraiser

- Complete Applicant Information
- Have sponsoring appraiser complete and sign application
- Attach course completed certificates of the 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses. In addition include course certificate for you and your sponsor for approved course in Supervisor/Provisional education.
- Applicants must sign the Attestation, include \$140.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

Reciprocal Provisional Licensed Appraiser

- Complete Applicant Information
- Have sponsoring appraiser complete and sign application
- Out of state applicants must sign the Consent for Service of Process
- Attach course completed certificates of the 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses. In addition include course certificate for you and your sponsor for approved course in Supervisor/Provisional education.
- Applicants must sign the Attestation, include \$140.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.



For Official Use Only

**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION**

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Hartford, CT 06103
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REAL ESTATE APPRAISER APPLICATION

Please check (✓) the license type for which you are applying:

- State Certified General Appraiser, \$45.00 Application Fee
- Reciprocal State Certified General Appraiser, \$460.00 Application and Initial License Fee
- State Certified Residential Appraiser, \$45.00 Application Fee
- Reciprocal State Certified Residential Appraiser, \$460.00 Application and Initial License
- State or Reciprocal Provisional Licensed Appraiser, \$140.00 Application and Initial License Fee

This application must be accompanied by a check or money order in the amount noted above. Checks should be made payable to "Treasurer, State of Connecticut." Please return completed application and fee to the above address.

PRIMARY EMAIL ADDRESS
Please list the primary email address to be used for all communication regarding this document, such as approval, rejection, and renewal notification:

Applicant Information

| | | | | |
|--|-------------------------|-----------|---------------|----------|
| First Name | Middle Initial | Last Name | | |
| Residence Street Address | Residence City | | State | Zip Code |
| Telephone Number | Social Security Number* | | Date of Birth | |
| Mailing Address (if different than above) | | | | |
| Street Address | City | | State | Zip Code |
| Have you ever had an appraisal license, certification or temporary permit refused, suspended or revoked in any State? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please submit explanation on additional sheet. | | | | |
| Have you had or are you under investigation for any disciplinary action in any jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please submit explanation on additional sheet. | | | | |
| Have you ever been convicted of a felony or a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud or other like offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide additional information including nature of crime and disposition. | | | | |
| Has applicant previously applied for a Real Estate Appraiser or Temporary certification or license in Connecticut? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please include previous license or certification number: _____ | | | | |
| Has applicant previously applied for or held a Real Estate Appraiser license in another jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list all: State: _____ License Number: _____ Type: _____ | | | | |

* The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to C.G.S. §17b-137a. If you choose not to disclose your Social Security Number your application can not be processed.

Applicants for Provisional and Reciprocal Provisional Licenses

Applicants must have his/her sponsoring appraiser provide their Connecticut certification information and sign below. All Provisional applicants MUST include course completion certificates of their 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses. In addition include course certificate for you and your sponsor for approved course in Supervisor/Provisional education.

| | | |
|--|--|--|
| Sponsor's Name | Date Certified in State of Connecticut | Sponsor's CT Certification or License Number |
| Have you been the subject of any disciplinary action in past 3yrs. in State of CT or any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach an explanation. | | |
| Sponsor's Signature | Date Signed | Sponsor's Email |

Educational Qualification Instructions

Include all required pre-licensing course certifications.

Please visit the Appraisal Foundation website at: www.appraisalfoundation.org for list of required courses.

Appraisal Employment History

| Appraisal Employment Name and Addresses | Number of Appraisals Completed | Total Time Years/Months | Total Hours of Appraisal Work |
|---|--------------------------------|-------------------------|-------------------------------|
| | | | |
| | | | |

Appraisal Experience Log

Complete the attached Appraisal Experience Log and enclose documentation relative to all appraisal experience. Total the hours on each page of your log. Include a grand total on the last page of your log. Logs must be signed and dated by applicant & sponsor quarterly at a minimum. The Appraisal Commission will review your Appraisal Experience Logs and will select a certain number of reports to review. Upon request the applicant shall submit the contents of each report chosen for review. Please do not send in Reports in with your application.

Consent for Service of Process for Reciprocal Applicants Only

The undersigned _____ county of _____

State of _____ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Appraisal Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Appraisal Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut. In accordance with Section 20-515(b) CGS.

I certify, under penalty of law (Section 53a-157b, a Class A Misdemeanor) that the information provided in this application is the truth to the best of my knowledge.

Signature of Applicant

Date

Attestation of this Application (All applicants must sign)

I certify, under penalty of law (Section 53a-157b, a Class A Misdemeanor) that the information provided in this application is the truth to the best of my knowledge.

Signature of Applicant

Date