

Notice Regarding Standards Rule 2-2(b)(vii): Scope of Work and Significant Appraisal Assistance

Effective immediately, all appraisal reports submitted to the department must comply with Standards Rule 2-2(b)(vii), which requires a summary of the scope of work used to develop the appraisal.

According to the Comment section of this rule:

When any portion of the work involves significant real property appraisal assistance, the appraiser must summarize the extent of that assistance. The signing appraiser must also state the name(s) of those providing the significant real property appraisal assistance in the certification, in accordance with Standards Rule 2-3.

Similar requirements are also outlined in Standards Rules 2-2(a) and 2-2(c).

If significant appraisal assistance is provided by an individual who does not sign the report, the report must include a detailed summary of that assistance. This summary must appear either within the body of the report or in a clearly labeled addendum. The following must be included:

- The provisional appraiser's full name and license number
- A specific description of the tasks performed by the provisional appraiser (e.g., interior and/or exterior inspection, development of the sales comparison approach, reconciliation of values, report writing, photography, etc.)

Generic statements such as "John/Jane Doe, RSP#xxx contributed to the development of this assignment" are not sufficient. The summary must clearly identify the nature and extent of the work performed.

The addendum must be prominently and conspicuously labeled as Significant Appraisal Assistance. Any additional certifications must also be included in all versions of the report, including those submitted to the client.

Appraisals that do not meet these requirements will not be accepted toward the accumulation of appraisal experience hours for license upgrade.

Significant Appraisal Assistance Acknowledgment

By signing below, both the sponsor and the provisional appraiser acknowledge that they have read and understood the requirements outlined above and agree to comply with Standards Rule 2-2(b)(vii) in all applicable appraisal reports.

Sponsor Name: _____

License Number: _____

Signature: _____ **Date:** _____

Provisional Appraiser Name: _____

License Number: _____

Signature: _____ **Date:** _____

Please complete this acknowledgement and return it to the Department either with your initial application or within ten (10) business days upon receipt if adding an additional sponsor.

Feel free to contact me with any questions you may have.

Sincerely,

Debbie Yanosy

Real Estate Examiner / Appraisal