Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov



Real Estate Appraiser Board EXPERIENCE LOG

INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG

Complete Property Address

Enter the complete address of the property being appraised.

Month & Year

Enter the month and year of completion for the assignment(s) listed in the second column.

Assignment Identification

Enter a description for the type of assignment separately (commonly used acronyms are

acceptable).

Type of Property

Enter the appropriate **code number** for the type of property appraised.

Single family, residential with exterior inspection
 Single family, residential with full inspection
 Hotel, mote

3 Multi-family, 2 to 4 units 10 Office

4 Vacant lots, 1 to 4
5 Farms (non-income producing)
6 Multi-family, 5 or more units
11 Subdivision projects
12 Land
13 Other

7 Commercial

Property Value

Enter the appropriate **code number** for the dollar value of the property appraised.

1 \$ 0 - \$ 100,000 2 \$ 10,001 - \$ 250,000 3 \$ 250,000 - \$1,000,000 4 \$1,000,001 - \$5,000,000 5 over - \$5,000,000

Type of Involvement

Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.

1 Fee/staff appraiser, sole appraiser

2 Fee/staff appraiser trainee, co-signer

3 Ad valorem

4 Reviewer

5 Real estate consulting

Hours on Assignment(s)

Enter each appraisal assignment and the total number of hours spent on the assignment.

Total hours of Assignment Supervisor Signature/ Enter the total number of assignment hours for each page on the bottom of each page.

License Number

Description of work

Performed by the Traine

Supervisor's signature and license number must be on each page (only required for trainee applications and upgrade applications if you are working for another appraiser).

Performed by the Trainee/ Applicant All trainees applying for an appraiser license must complete columns I thru X.

Аррисані

Applicant's Name:	Page of _	

Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

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* State law requires every applicant for a license, certificat by the Commonwealth to provide a social security number	e, registration of er or a control n	or other authorization to engage in number issued by the Virginia Depa	a business, trad artment of Moto	de, profession of Vehicles.	or occupation issued	1	& Desc	ın & Descriptions	tion & A	st Use A		Sis	(A)	Sales Analysis	iliation	attache	
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Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	A - Applicant/Trainee	I. Site Inspection & Descriptions	II. Bldg. Inspection	III. Nbhd Description	IV. Highest & Best Use Analysis	V. Research of Comp	VI. Income Analysis	VII. Cost Analysis	VIII. Me	IX. Final Reconciliation	X. Othe	Hours on Assignment(s)
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Supervisor's Signature (must sign each page)

(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

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