

Puerto Rico Real Estate Appraisers Examination Board

**Appraisal Experience Log
For License / Certification**

Name: _____ License EPA# _____ Certification # _____

Check One:

- State Licensed Appraiser**
- State Certified Residential Appraiser**
- State Certified General Appraiser**

Report Date M/D/Yr	Property Address	PROPERTY TYPE				Property Type ⁽¹⁾	A - Applicant S - Supervisor ^(2 & 3)	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbdg Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Approach	VII. Cost Approach	VIII. Sales Comparison Approach	IX. Final Reconciliation	X. Other (please attach explanation)	APPRaisal HOURS ⁽⁴⁾
		Residential 1-4 Units	Residential 5+Units	Non-Res Improved	Vacant Land													
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												

Instructions:

1. Report Type: Use codes for each property type according to table included on Page-2 (L1...L3, G-1...G-12).
2. Applicant Appraisers (A) must indicate to which portions of the assignment they contributed by putting an "X" in Columns I thru X
3. Supervisors (S) must indicate for each portion of the assignment, whether they: **P** - Had **P** Primary Responsibility **C** - Co-appraised or **R** - Reviewed & Approved
4. Indicate number of hours-credit based on type of property according to table included on Page-2. Number of hours requested must relate to work performed by Applicant Appraiser.
5. Prepare a separate log for each Supervisor & have each Supervisor follow instructions 3 & 4 above. Only Certified Residential or Certified General Appraisers can supervise applicants.

Subtotal Hours on this Page _____
TOTAL HOURS OF ALL PAGES _____

6. **Applicant's Signature:** _____ **Supervisor's Signature** _____ **Supervisor's Certification #** _____

TABLA DE HORAS CREDITOS PARA ASPIRANTES A CERTIFICACION

CODIGO	HORAS CREDITOS	TIPO DE EVALUACIÓN
L1	15	Residencia unifamiliar, condominio y otras viviendas de familia individual
L2	20	2 – 4 Unidades de vivienda de familia
L3	10	Terreno vacante
G1	30	Unidades en condominio o apartamentos incluyendo 5 unidades
G2	60	Condominios o apartamentos de más de 5 unidades
G3	30	Terreno vacante zonificado para negocios, comercial, industrial; unidad de desarrollo planificado, familia múltiple, familia individual que acomodará más de una unidad y agricultura
G4	30	Industrial hasta e incluyendo 10,000 pies cuadrados
G5	60	Industrial sobre 10,000 pies cuadrados
G6	30	Espacio para oficina hasta e incluyendo 2,000 pies cuadrados
G7	60	Espacio para oficinas sobre 2,000 pies cuadrados
G8	30	Espacio para venta al detal hasta e incluyendo 2,000 pies cuadrados
G9	60	Espacio para venta al detal sobre 2,000 pies cuadrados
G10	60	Tasaciones de propiedades especiales
G11	60	Propiedad agrícola en operación o especializada
G-12	10 - 150	Otros. Solicitantes pueden suministrar a la Junta otros tipos de revisión que no estén dentro de las categorías anteriores para obtener créditos adicionales de experiencia.

Todas las tasaciones sometidas para horas crédito están sujetas a auditoria, a discreción de la Junta. Los informes sometidos deben ser copia idéntica al original preparado para el cliente, incluyendo las firmas originales de los evaluadores responsables de los mismos. Para **CERTIFICACION GENERAL** se requiere un mínimo de 50% de experiencia bajo los códigos G3 a G12 y se requerirán cinco (5) reportes narrativos. No es compulsorio presentar tasaciones bajo los códigos L1 a L3 para Certificación General. Para **CERTIFICACION RESIDENCIAL** las horas crédito deben ser 100% bajo los códigos L1 a L3 y se requerirán cinco (5) reportes de tasación.

EXAMPLE:

Puerto Rico Real Estate Appraisers Examination Board							Appraisal Experience Log For License / Certification										Page ____ of ____		
Name: <u>Juan Solicitante</u> License# <u>EPA 000</u> Certification # <u>N/A</u>																	Rev. 03/2014		
Check One:																			
<input type="checkbox"/> State Licensed Appraiser																			
<input type="checkbox"/> State Certified Residential Appraiser																			
<input checked="" type="checkbox"/> State Certified General Appraiser																			
		PROPERTY TYPE																	
Report Date M/D/Yr	Property Address	Residential 1-4 Units	Residential 5+Units	Non-Res Improved	Vacant Land	Property Type ⁽¹⁾	A - Applicant (2 & 3)	S - Supervisor (2 & 3)	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbhhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Approach	VII. Cost Approach	VIII. Sales Comparison Approach	IX. Final Reconciliation	X. Other (please attach explanation)	APPRaisal HOURS ⁽³⁾
1/1/14	123 Any Street City, PR	X				L-1	A	X	X	X	X	X	-	X	X	X	-		15
							S	R	R	R	R	R		R	R	R			
2/1/14	456 Other Street City, PR			X		G-5	A	X	X	X	X	X	-	X	X	-	-		45
							S	R	R	R	R	R	P	C	C	P	-		
3/1/14	789 Main Street City, PR				X	G-3	A	X	-	X	X	X			X	X			30
							S	R	-	R	R	R	-	-	R	R	-		
							A												
							S												
							A												

In property #2, the Supervisor had [P] Primary Responsibility for developing the Income Approach and Co-Appraised [C] with the applicant the Cost Approach and the Sales Comparison Approach. **Only one (1) appraiser may claim credit for having [P] Primary Responsibility for a particular section of the valuation process.** Therefore, the applicant appraiser requested credit for 45 Hours (out of 60 Hours for G-5 code), equivalent to 75% of the work performed. Further, the Applicant Appraiser has requested 100% credit hours for property #1 and #3 since the Supervisory Appraiser [R] Reviewed and Approved his/her work.

There is no specific hour credit allocation for each section of the appraisal (I to X). The Applicant Appraiser (A) and the Supervisory Appraiser (S) must determine their shared responsibility based on level of supervision required for each assignment. The Applicant Appraiser cannot request credit hours for sections on which the Supervisory Appraiser had [P] Primary Responsibility. However, the Applicant Appraiser may request credit for properties that have been [C] Co-Appraised. In that case, only one appraiser may request experience for the same property.

Questions?: Please send us an email to junta.evaluadores@gmail.com

Thanks.