

# NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

## "2017" RENEWAL APPLICATION

FOR NORTH DAKOTA STATE CERTIFIED,  
LICENSED, OR APPRENTICE APPRAISERS

For Office Use:

Date Received \_\_\_\_\_

CE Due: \_\_\_\_\_

Current Number of \_\_\_\_\_

CE hours: \_\_\_\_\_

Last USAP Taken: \_\_\_\_\_

### INSTRUCTIONS: (PLEASE TYPE OR PRINT)

1. Complete the information requested below and obtain notarization.
2. Attach a check or money order payable to the North Dakota Appraiser Board - All fees are non-refundable.
3. The annual renewal date is January 1 of each year.
4. Applications must be postmarked by 12/31/16. Applications postmarked after 12/31/16 are considered delinquent and a late filing fee of \$100/month will be charged.
5. Permits may be renewed up to 90 days after the date of expiration. Renewal applications postmarked April 1 of the current renewal year will not be processed and returned to applicant. The applicant who does not file a renewal application by April 1 is subject to all requirements governing new applicants.
6. If your "Continuing Education Summary" form indicates your continuing education is due 12/31/16, attach a copy of the completed form and verification for all continuing education courses/ seminars submitted for credit.
7. Your application is considered **COMPLETE** when continuing education requirements are met, the application is completed in its entirety, the application is notarized, and the renewal fee is attached.

(If your permit is currently on "Inactive Status", write "Inactive" on the  
"Current North Dakota Appraiser Number" line below, complete application and submit fee.)

**CURRENT NORTH DAKOTA APPRAISER NUMBER:** \_\_\_\_\_

Check ( ) the type of appraiser license/certificate that you are applying for renewal and complete the appropriate application sections.

### **SPECIFY CERTIFICATE/LICENSE RENEWAL:**

- ( ) STATE CERTIFIED GENERAL APPRAISER  
( ) STATE CERTIFIED RESIDENTIAL APPRAISER  
( ) STATE LICENSED APPRAISER  
( ) STATE APPRENTICE APPRAISER  
( ) INACTIVE STATUS

### **ANNUAL RENEWAL FEES:**

- Renewal Fee: \$350 + \$40 National Registry Fee (\$390)  
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Renewal Fee: \$350  
ANNUAL FEE: \$100

### APPLICANT DATA:

Applicant Name (Last, First, Middle)

Name as you wish it to appear on your pocket card

Resident Address (Street/P.O. Box)

City

State, Zip Code

County

Home Telephone Number

Business Name

Business Telephone Number

Business Street Address

(City, State, Zip Code)

County

(Business Mailing Address - if different - including Zip Code)

E-mail Address

**Please check either yes or no for each question in the appropriate box below.  
(All applicants must complete).**

1. Have you had your real estate appraiser certificate or license suspended, placed on probation, or otherwise disciplined in North Dakota or any other state in the past year? \_\_\_\_yes \_\_\_\_no ( If yes, please provide explanation).
  2. Are there any complaints currently pending against you as a real estate appraiser in North Dakota or any other state? \_\_\_\_yes \_\_\_\_no (If yes, please provide explanation).
  3. Have you been convicted or found guilty of any criminal offense other than traffic violations this past year? \_\_\_\_yes \_\_\_\_no ( If yes, please provide explanation).
  4. Do you hold a real property appraiser license or certificate in another state? \_\_\_\_yes \_\_\_\_no. If yes, list state(s) and license or certificate number. \_\_\_\_\_
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### AFFIDAVIT

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I affirm that I have read and agree to comply with all provisions of the North Dakota Appraiser License laws and rules. I acknowledge that my failure to make full and accurate disclosure of any information called for herein may result in the denial of my application. I further acknowledge that any license or certification I may obtain on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein.

I hereby declare under penalty of perjury that the foregoing answers and statements are true and correct.

\_\_\_\_\_  
Signature of Applicant  
(Must be signed in presence of Notary)

\_\_\_\_\_  
Date of Signature

SUBSCRIBED AND SWORN BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commission Expires

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

This completed renewal application, together with the appropriate renewal fees and all supporting documents should be submitted to:

North Dakota Appraiser Board  
PO Box 1336  
Bismarck ND 58502-1336