

NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

PO Box 1336 - Bismarck ND 58502-1336

Phone: (701) 222-2015

Website: www.ndappraiserboard.org

Email: jcampbell@bis.midco.net

In the matter of _____

CASE NO. _____

_____ **Do Not Write Above This Line** _____

I. INSTRUCTIONS FOR FILING ALLEGATIONS

This form should be used when filing allegations with the North Dakota Appraiser Board against a North Dakota Apprentice, Licensed or Certified appraiser. Please type or print clearly in pen or ink. Complete all applicable sections of this form fully and accurately, to the best of your knowledge and information. You should provide all information which you know or can discover with reasonable investigation.

The allegations, as received, are forwarded to the appraiser, who must provide a response within 20 days from receipt of notification. Board members are provided a copy of the allegations, as well as the appraiser's response to the allegations for Board review and consideration.

II. PRELIMINARY INFORMATION

The North Dakota Appraiser Board investigates allegations against North Dakota Apprentice, Licensed or Certified appraisers accused of violating laws, rules or standards of practice. If an appraiser is found by the Board to have violated the minimum Uniform Standards of Professional Appraisal Practice as established by the Appraisal Standards Board of the Appraisal Foundation for appraisers, the Board has the authority to take disciplinary action against the offending appraiser.

(ND Appraiser Rules and Regulations) Title 101-03.1-03-02 states:

"At any time prior to or after formal disciplinary proceedings have been instituted against an apprentice, licensed, or certified appraiser, the appraiser may submit to the board an offer of settlement whereby the appraiser agrees to accept sanctions in lieu of formal disciplinary action. Sanctions may include voluntarily surrendering the permit, suspension of the permit, probation, imposition of a monetary fine, a letter of reprimand, licensing or certification education courses, or a requirement that the appraiser submit work product for board review. If the board determines that the proposed settlement will adequately protect the public, the board may accept the offer and enter a decision consented to by the appraiser incorporating the proposed settlement."

1. YOUR INFORMATION:

Name(s): _____
Last First Middle

Address: _____

City, State, & Zip Code: _____

Telephone: _____ Email: _____

Name(s): _____
Last First Middle

Address: _____

City, State, & Zip Code: _____

Telephone: _____ Email: _____

Is this matter involved in a lawsuit filed or pending in court? _____ Yes _____ No

Physical Address of Appraised Property (if applicable):

Street Address

City

State

Zip Code

2. INFORMATION ABOUT THE APPRAISER(S) YOU ARE FILING YOUR ALLEGATIONS AGAINST:

1. Name: _____
Permit type, if known (check one): ___Apprentice ___Licensed ___Certified Residential ___Certified General

Company Name: _____

Company Address: _____

2. Name: _____
Permit type, if known (check one): ___Apprentice ___Licensed ___Certified Residential ___Certified General

Company Name: _____

Company Address: _____

III. VERIFIED ALLEGATIONS

On separate sheets of paper, detail in concise terms the facts giving rise to your allegations. It is important that you explain what occurred as completely as possible so that the Board and its representatives can have a full understanding of the nature of the allegations. Be specific as to date, times and places. Attach clear copies of ALL pertinent documents (appraisal reports, contracts, letters, etc.) which relate to the acts or occurrences and that either directly or indirectly relate to your grievance.

I (we) hereby certify that the information presented in and included with this document are true to the best of my (our) knowledge.

Dated this _____ day of _____, 20____.

Signature

Signature