

## **Reporting Appraisal Experience Hours / Maximum Hours Allowed:**

ND Appraiser Rules outline appraisal experience as follows:

*Adequate experience will be determined by the actual hours spent on an assignment, subject to a maximum established by the board.*

*(1) Maximum hours are based on the types of appraisals performed and the types of properties appraised.*

*(2) Types of appraisals performed include standard appraisal, review appraisal, and condemnation appraisal.*

*(a) A standard appraisal is the process of developing an appraisal using those methods commonly accepted by real estate appraisers as constituting the appraisal process and preparing a written appraisal report or file memorandum describing the appraisal and reporting the estimate of value. The appraisal process consists of an analysis of factors that affect value, definition of the problem, gathering and analyzing data, applying the appropriate value approaches and methodology, arriving at an opinion of value, and correctly reporting the opinion of value in compliance with the uniform standards of professional appraisal practice.*

*(b) A review appraisal is the process of critically reviewing an appraisal report prepared by another appraiser and preparing a separate written report or file memorandum setting forth the results of the review process. The review appraiser reviews the report and forms an opinion as to the adequacy of the report, the appropriateness of the methods used by the appraiser, and the reasonableness of the appraiser's conclusions. A review appraiser may or may not perform a field review. A field review includes inspecting the subject and comparables to verify data, to determine the appropriateness of the comparables selected and adjustments made, and to assist in determining the reasonableness of the value estimate.*

*Review appraisal experience must conform to standard three of the uniform standards of professional appraisal practice. Review appraisal experience should be given credit to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisers practicing under applicable uniform standards of professional appraisal practice standards.*

*(c) A condemnation appraisal is an appraisal of real property for condemnation purposes, including situations where a partial taking is involved and the appraiser must develop both a before taking value estimate and an after taking value estimate. The appraiser uses those methods commonly accepted by real estate appraisers as constituting the appraisal process including a field inspection and preparation of a written appraisal report or file memorandum describing the appraisal and reporting the before and after value estimates.*

*(3) Types of property appraised may include the following:*

*(a) Land may include farms of one hundred acres [40.47 hectares] or more in size, undeveloped tracts, residential multifamily sites, commercial sites, industrial sites, and land in transition.*

*(b) Residential multifamily, five-12 units may include apartments, condominiums, townhouses, and mobile home parks.*

*(c) Residential multifamily, thirteen-plus units may include apartments, condominiums, townhouses, and mobile home parks.*

*(d) Commercial single-tenant may include office building, retail store, restaurant, service station, bank, and daycare center.*

*(e) Commercial multitenant may include office building, shopping center, and hotel.*

*(f) Industrial may include warehouse and manufacturing plant.*

*(g) Institutional may include rest home, nursing home, hospital, school, church, and government building.*

*(4) The number of allowable hours assigned for each appraisal type are assigned by the board .....*

The following chart reflects the allowable hours approved by the Board for the various types of property. However, **the applicant should claim the actual hours spent completing the assignment.** Document your work file to substantiate the number of hours spent on an assignment.

**Licensed and Certified Residential:**

<b>Type of Property Appraised</b>	<b>Full Appraisals</b>	<b>Review Appraisals</b> (With field review & separate report)	<b>Review Appraisals</b> (Without field review & separate report)	<b>Condemnation Appraisals</b>
<b>Single Family</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>12</b>
<b>Multi-Family</b> (2-4 Units)	<b>16</b>	<b>8</b>	<b>3</b>	<b>24</b>
<b>Vacant Lot</b> (1-4 units)	<b>4</b>	<b>2</b>	<b>1</b>	<b>6</b>
<b>Farm</b> (Homestead-less than 100 acres)	<b>16</b>	<b>8</b>	<b>3</b>	<b>24</b>

**Certified General:**

<b>Type of Property Appraised</b>	<b>Full Appraisals</b>	<b>Review Appraisals</b> (With field review & separate report)	<b>Review Appraisals</b> (Without field review & separate report)	<b>Condemnation Appraisals</b>
<b>Land</b> (Point value may be doubled if all 3 approaches to value are used)	<b>24</b>	<b>12</b>	<b>5</b>	<b>36</b>
<b>Residential Multi-Family</b> (5-12 units)	<b>48</b>	<b>24</b>	<b>10</b>	<b>72</b>
<b>Residential Multi-Family</b> (Add 16 hrs for proposed project)	<b>64</b>	<b>32</b>	<b>13</b>	<b>96</b>
<b>Commercial Single-Tenant</b>	<b>48</b>	<b>24</b>	<b>10</b>	<b>72</b>
<b>Commercial - Multi-Tenant (Add</b>	<b>80</b>	<b>40</b>	<b>32</b>	<b>120</b>
<b>Industrial or Institutional</b>	<b>64</b>	<b>32</b>	<b>13</b>	<b>96</b>