Application for Temporary Practice Permit

For Licensed, Certified Residential, or Certified General Appraisers only

Georgia Real Estate Appraisers Board
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www.greab.state.ga.us

Important Information

Appraisers classified as Licensed or Certified in another state can obtain a temporary practice permit to perform an appraisal assignment for a single federally related transaction on property located in Georgia.
The appraiser's business must be of a temporary nature (i.e. one specific appraisal assignment).
The permit is valid for six (6) months from the issuance date, with an automatic six (6) month extension.
The fee for the temporary practice permit is $150.00. Apply by submitting this application

Once we receive your completed application, we will issue the permit within five (5) business days.

OR as an alternative:

Appraisers classified in another state can obtain a permanent reciprocal classification in Georgia that can be renewed yearly. The fee for the reciprocal classification is either $135.00 or $175.00.
Your first renewal will be the last day of your birth month in the calendar year following the issuance of the classification.
Apply by submitting the Appraiser Reciprocal Application found on our website www.greab.state.ga.us

Required Attachments

(1) Attach a Notarized Affidavit & a Secure and Verifiable Document as Outlined in the **Lawful Presence Verification form** on our website.

(2) Attach a non-refundable fee in the form of a **cashier's check or money order for $150.00** made payable to the Georgia Real Estate Appraisers Board.
The Board can not accept personal checks or business checks for this application.
Incomplete applications will be returned unprocessed and result in an additional $25.00 charge.

(3) You must be listed as active on the National Registry maintained by the Appraisal Subcommittee (www.asc.gov)

OR

Attach a certified appraiser history obtained from the state licensing board or regulatory agency in the state in which you are classified. This is NOT a copy of your wall certificate or pocket card.
The appraiser history must:
(1) Show that your classification is in good standing and is not lapsed or expired
(2) Have been issued within one year of this application

(4) Attach a Georgia Criminal Information Center report (GCIC) if you are a Georgia resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. *Any* incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence *not* reflected on the report.

This page is provided for instructional and informational purposes. Do not submit this page with your application.

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FOR OFFICE USE ONLY
PMD:
FEE:
RECD:
RETURN:
EDI:
Nat'l Registry Verified by and Date:
Temporary Practice #

Please type or clearly print your responses.

Incomplete applications will be returned unprocessed and charged an additional $25.00 fee.

Section A - Applicant Information

Name: _____

Social Security #: _____ Date of Birth: _____

Sex: _____ Male _____ Female

Residence Address: _____
Street Number Street Name

_____
City State Zip County

Business Address: _____
Street Number Street Name

_____
City State Zip County

Mailing Address: _____
Street Number Street Name *OR* PO Box

_____
City State Zip County

Telephone Numbers: Home: ( ) _____ Business: ( ) _____

Cell: ( ) _____ Fax ( ) _____

Email: _____

***** NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law.

Section B – Appraiser Classification Information

1. Appraiser Classification Number: _____

   State in which you hold the classification: _____

   Please indicate the type of classification that you hold:

   _____ State Licensed Real Property Appraiser

   _____ State Certified General Real Property Appraiser

   _____ State Certified Residential Real Property Appraiser

2. List other jurisdictions in which you hold an appraiser classification along with the type of classification held and the number of the classification:

   _____ _____ _____

   _____ _____ _____

   _____ _____ _____

Section C – Appraisal Assignment Information

1. List below the name of your client for this assignment:

   _____

2. List below the federal financial regulatory agency that regulates your client:

   _____

3. Describe below the property to be covered by this permit:

   (If applicable include the project name and the project address)

   _____

   _____

   _____

   _____

Section D – Convictions or Disciplinary Actions

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your permit. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

◯ **YES** ◯ **NO**

You must answer YES to this question even if:

(a) you have been pardoned for the criminal offense;

(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or

(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction ***AND*** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(B) For ***every*** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:

1) an explanation of the circumstances surrounding every conviction
2) whether you have made any required restitution
3) whether you have completed all conditions of your sentence
4) whether you are on parole or probation *(and the date it will end)*

(2) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

◯ **YES** ◯ **NO**

(3) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

◯ **YES** ◯ **NO**

If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

1) an explanation of the circumstances surrounding the disciplinary action
2) whether you have made any required payment
3) whether you have completed all conditions of your disciplinary action
4) whether your license is currently suspended or revoked

Failure to supply these documents will result in the Commission's returning the application unprocessed.

Section E – Certifications

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of a state real estate property appraiser in Georgia until I receive my temporary practice permit.

I hereby certify that I have read the Georgia Real Estate Appraiser Licensing and Certification Act (O.C.G.A. Chapter 43-39A: Rules and Regulations Chapter 539) and agree to abide by its provisions in all appraisal activity in the state of Georgia.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as a state real property appraiser within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Appraisers Board, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-39A-22 by promptly supplying any documents that any authorized investigator of the Board may request and by personally appearing at the Board's offices or other location in Georgia as the Board's investigator may request.

I hereby authorize a representative of the Georgia Real Estate Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Appraisers Board may require additional information in order to process the application.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

SIGNATURE: _____ **DATE:** _____