

RULES
OF
GEORGIA REAL ESTATE APPRAISERS BOARD

CHAPTER 539-1
SUBSTANTIVE REGULATIONS

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539-1-.15 Experience Requirements. Amended.

(1) All applicants for state licensed real property appraiser, state certified residential real property appraiser, or state certified general real property appraiser must have experience in real property appraisal activity as provided by 539-1-.16. Such experience must have been acquired prior to the filing of an application for state licensed real property appraiser, state certified residential real property appraiser, or state certified general real property appraiser. Real property appraisal activity (a) means both the act or process of valuation of real estate or real property and preparing an appraisal report and (b) includes fee and staff appraisals, ad valorem tax appraisals, review appraisals, appraisal analysis, highest and best use analysis, feasibility analysis/study, and market analysis/study. In order to count toward meeting the experience requirements for any classification, appraisal experience obtained after January 1, 1991, must be real property appraisal activity conducted in compliance with the Standards for Appraisals in Chapter 539-3 and experience must have been obtained while classified as an appraiser in this or another state.

(2) Applicants may not count work in the following areas toward

meeting the requirement for at least two years of experience:

(a) market value estimates as a real estate licensee in connection with the listing and/or sale of real estate;

(b) mass appraisals of real estate for ad valorem tax purposes (credit will be given for appraisals of individual parcels for such purposes);

(c) appraisals of businesses;

(d) appraisals of personal property; or

(e) a feasibility or market analysis except to the extent that the applicant estimated the market value or the market rent of a proposed real estate project.

(3) Reserved.

(4) Each applicant for state licensed real property appraiser, state certified residential real property appraiser, or state certified general real property appraiser shall verify his or her experience on forms as prescribed by the Board and by providing the documentation of experience required by 539-1-.16.

(5) The Board may, in addition to any other requirements for documenting experience, require an applicant to document experience by producing appraisal reports [if release of such report(s) is (are) approved by the applicant's client(s)], and file memoranda. Appraisal reports or file memoranda claimed as evidence to meet experience requirements should at a minimum contain the following:

(a) identification and description of the property being appraised;

(b) identification of the real property interest being appraised;

(c) statement of the purpose of the appraisal;

(d) definition of the value to be estimated;

(e) effective date of the appraisal and date of the report;

(f) description of the process of data collection, confirmation, and

reporting;

(g) assumptions and limiting conditions;

h) description of the information considered, appraisal procedures followed and the reasoning supporting the analysis, opinions, and conclusions;

(i) the appraiser's opinion of highest and best use;

(j) explanation of the exclusion of any usual valuation approaches;

(k) explanation of any departures from common standards of appraisal practice in effect at the time of the appraisal; and

(l) signed certification.

(6) The Board, at its option, may elect to accept documentation of experience other than that cited in paragraph (5) above including, but not limited to, the following:

(a) submission of a detailed log of appraisal activity;

(b) employer affidavits or interviews;

(c) client affidavits or interviews; and

(d) submission of business records.

Authority O.C.G.A. §§43-39A-3, 43-39A-10, & 43-39A-13.

539-1-.16 Appraiser Classifications and Their Education, Examination, and Experience Requirements. Amended.

(1) A state registered real property appraiser may perform appraisals on any type of property except when the purpose of the appraisal is for use in a federally related transaction. A registered appraiser may perform appraisal activity and sign an appraisal report as "appraiser" on real property involved in a federally related transaction if a qualified licensed or certified appraiser also signs the report and assumes full responsibility for the appraisal. In order to qualify as a state registered real property appraiser, an applicant must:

(a) have attained the age of 18 years old;

(b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of Code Section 43-39A-9;

(c) be a high school graduate or the holder of a general educational developmental equivalency diploma; and

(d) furnish evidence of having successfully completed at least 90 classroom hours of study in a Board approved course or courses which includes at least 15 classroom hours covering the Uniform Standards of Professional Appraisal Practice.

(2) A state licensed real property appraiser (a) may engage in any appraisal activity permitted a state registered real property appraiser; (b) may appraise properties in federally related transactions of non-complex one to four residential units having a transaction value less than \$1,000,000; (c) may appraise any other real estate having a transaction value less than \$250,000; and (d) such other appraisals in federally related transactions as may be approved by the federal financial institutions regulatory agencies. In federally related transactions, a state licensed real property appraiser may not appraise real estate wherein a development analysis/appraisal is necessary and utilized. In order to qualify as a state licensed real property appraiser, an applicant must:

a) have attained the age of 18 years old;

(b) be a resident of the state of Georgia, unless the applicant has fully complied with the provisions of Code Section 43-39A-9;

(c) be a high school graduate or the holder of a general educational developmental equivalency diploma;

(d) furnish evidence of having successfully completed at least 150 credit hours in a Board approved course or courses of study consistent with the provisions of 539-2-.03(2) which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;

(e) upon the filing of an application for examination, provide documentation on forms prescribed by the Board of at least 2,000 hours of experience, gained over a period of at least 12 months, in real estate appraisal activity. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and

(f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering

generally the matters confronting state licensed real property appraisers.

(3) A state certified residential real property appraiser (a) may perform appraisals on any property which a state registered real property appraiser or state licensed real property appraiser may appraise; (b) may appraise one to four residential units without regard to transaction value or complexity; and (c) such other appraisals in federally related transactions as may from time to time be approved by the federal financial institutions regulatory agencies. In federally related transactions, a state certified residential real property appraiser may not appraise real estate wherein a development analysis/appraisal is necessary and utilized. In order to qualify as a state certified residential real property appraiser, an applicant must:

(a) have attained the age of 18 years old;

(b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of O.C.G.A. Section 43-39A-9;

(c) hold an Associate degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five quarter hours each in English composition, economics, finance, higher mathematics, statistics, basic computer applications, and business or real estate law);

(d) furnish evidence of having successfully completed at least 200 credit hours in a Board approved course or courses of study consistent with the provisions of 539-2-.03(2) which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;

(e) upon the filing of an application for examination, provide documentation on forms described by the Board of at least 2,500 hours of experience, gained continuously over a period of at least 24 months, in real estate appraisal activity of which at least twenty-five percent must be in complex one to four unit residential appraisal work. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and

(f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering generally the matters confronting state certified residential real property

appraisers.

(4) A state certified general real property appraiser may appraise any type of property for any purpose. In order to qualify as a state certified general real property appraiser, an applicant must:

(a) have attained the age of 18 years old;

(b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of Code Section 43-39A-9;

(c) hold a bachelor's degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five quarter hours each in English composition, micro economics, macro economics, finance, higher mathematics, statistics, basic computer applications, business or real estate law, and two courses in accounting, geography, economics, business management, or real estate.);

(d) furnish evidence of having successfully completed at least 300 credit hours in a Board approved course or courses consistent with the provisions of 539-2-.03(2) which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;

(e) upon the filing of an application for examination, provide documentation on forms prescribed by the Board of at least 3,000 hours of experience, gained continuously over a period of at least 30 months, in real estate appraisal activity of which at least fifty percent must be in non-residential appraisal work. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and

(f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering generally the matters confronting state certified general real property appraisers.

(5) Exceptions. Any appraiser who holds an active classification as an appraiser in Georgia on June 30, 2005, and who seeks a different classification shall have until December 31, 2007, to meet the requirements for that classification that were in effect on June 30, 2005. All other Applicants for an appraiser classification after June 30, 2005, must meet the

requirements in effect July 1, 2005.

(6) Reserved

(7) Every appraiser with an active classification must complete fourteen classroom hours of continuing education instruction for each year of the appraiser's renewal period. In every two consecutive renewal periods, every appraiser with an active classification must successfully complete a Board approved course in the Uniform Standards of Professional Appraisal Practice of at least seven hours.

(8) No hours of credit shall be awarded for any education course which an applicant or appraiser completes solely by taking and passing an examination.

(9) State registered real property appraisers classified after March 1, 2004, shall be given credit for their first one thousand hours of appraisal experience only if it is earned in appraisal assignments performed under the direct supervision of a supervising appraiser.

(a) For the purpose of this rule, "supervising appraiser" means a state certified general real property appraiser, a state certified residential real property appraiser, or a state licensed real property appraiser provided that the state licensed real property appraiser has accumulated at least the qualifying appraisal experience defined in paragraph (3)(e) of this rule.

(b) In order for the experience to qualify for credit, the supervising appraiser supervising such state registered real property appraiser shall for each appraisal:

1. accept responsibility for supervising the state registered real property appraiser by signing the appraisal report and certifying that it complies with generally accepted appraisal procedures and is in compliance with the standards required by the federal financial institutions regulatory agency that regulates the financial transaction for which the appraisal assignment was undertaken;

2. review the report before signing it; and

3. personally inspect along with the state registered real property appraiser each property appraised until such time as the supervising appraiser determines that the state registered real property appraiser is competent in

inspecting properties. The Board will deem a registered appraiser to have demonstrated competence in inspecting residential properties after having performed at least twenty inspections of one to four family residential properties in the presence of a supervising appraiser while performing an appraisal assignment.

(c) The supervising appraiser and the supervised state registered real property appraiser shall jointly maintain an appraisal log that shall include at least the following information for each appraisal performed:

1. the address of the property appraised;
2. the type of property appraised;
3. the date of the value estimate;
4. a notation of whether the supervising appraiser inspected the property along with the state registered real property appraiser;
5. a description of the work performed by the state registered real property appraiser and the scope of the review and supervision of the supervising appraiser;
6. the actual number of hours worked on the assignment by the state registered real property appraiser; and
7. the signature and state classification number of each appraiser.

(d) The supervising appraiser and the state registered real property appraiser must each comply with the requirements of 43-39A-18(b)(12) to retain for a period of five years the original or a true copy of each appraisal report prepared or signed by each appraiser and all supporting data assembled and formulated by the appraisers in preparing each such appraisal report.

(e) A state registered real property appraiser may work with more than one supervising appraiser.

(f) At the time of supervising a state registered real property appraiser, the supervising appraiser must be in good standing and must not have received a suspension or revocation of an appraisal classification within the last five years.

(g) Experience credit shall be given only for experience earned while the applicant has a classification in this or another state.

(10) Notwithstanding any other provision of this rule, any licensed or certified residential appraiser seeking to earn experience credit for a higher appraisal classification may perform appraisal activity and sign an appraisal report as “appraiser” on real property involved in a federally related transaction that may require a higher classification if an appraiser holding the higher classification required to do the appraisal also signs the report and assumes full responsibility for the appraisal.

