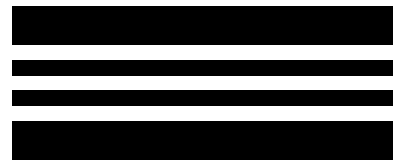


# Real Estate Appraisers Mass Appraisal Experience Log



Experience hours awarded to appraiser trainees working in assessment or mass appraisal must be compliant with USPAP Standards 5 and 6, (in some cases, USPAP Standards 1 and 2). The Mass Appraisal Experience Log is to be used for USPAP Standard 5 and 6 work product. If an applicant is also seeking credit for USPAP Standard 1 and 2 work product, that experience must be applied for using a Real Estate Appraisers Applicant/Trainee Experience Log.



Quantitative experience requirements may only be satisfied by time spent on the appraisal process. This consists of:

- analyzing factors that affect value;
- defining the problem;
- gathering and analyzing data;
- applying the appropriate analysis and methodology; and
- arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

The mass appraisal experience being submitted by the trainee and supervisor must be a part of, or the entirety of, a work product intended to be compliant with USPAP Standard 5 and 6.

Allowed hours are found in The Law Relating to Real Estate Appraisers under WAC 308-125-075. A link to the laws and rules can be found on the Department of Licensing Appraiser's webpage ([www.dol.wa.gov/business/appraisers](http://www.dol.wa.gov/business/appraisers)).

Check the following boxes as they apply to the office you worked in while gaining your experience; example, in the normal course of producing your mass appraisal work product and in connection with each property appraised, the following elements are part of your office's process:

1. Identification of the properties to be appraised. . . . .  Yes  No
2. Are market areas of consistent behavior that applies to properties defined? . . . . .  Yes  No
3. Is there clear identification of characteristics (supply and demand) that affect the creation of value in that market area? . . . . .  Yes  No
4. Is the model structure developed in such a way that it reflects the relationship among the characteristics affecting value in the market area? . . . . .  Yes  No
5. Is the model structure calibrated in a manner that determines the contribution of the individual characteristics affecting value? . . . . .  Yes  No
6. Are the conclusions reflected in the model applied to the characteristics of the properties being appraised? . . . . .  Yes  No
7. Is a review performed on the mass appraisal results? . . . . .  Yes  No

Entries must be chronological in order. If a trainee has multiple supervisors, separate appraisal logs shall be maintained and submitted for each supervisory appraiser.

## Real Estate Appraisers Mass Appraisal Experience Log

TYPE or PRINT Trainee name		Log date from	Log date to	Hours requested this page*
Trainee license number	Supervisor name	Supervisor license number	*Applicants must enter actual hours, subject to maximums state in RCWs and WACs	

1. **Trainee** must: Enter the hours worked under each task in the columns that apply. Total the hours in the final 2 columns.
2. **Trainee** must: Prepare a separate log for each Supervisor and have each Supervisor follow instruction #3 below.
3. **Supervisor:** For each parts of each assignment, Supervisor to indicate whether they: **P**-Had primary responsibility; **C**-Co-appraised; **R**-Reviewed and approved

Dates of appraisal task (mm/dd/yy)	Geographical area or project ID number	Type of appraisal task	Property types per WAC 308-125-075	Number of parcels	T=trainee S=supervisor	Exterior or site inspections	Land/Lot valuations	Interior inspections	Highest and best use analysis	Sales research and analysis	Nbhd description and analysis	Income analysis	Cost analysis	Model (CAMA) specification	Model (CAMA) calibration	Statistical analysis	Final review/reconciliation	Comments on scope of review and level of supervision	Actual hours worked*	Allowed hours*
Sample 01/15/15 – 04/0515	Sample NBHD 120	Sample Subdivisions	Sample SFRs 1.(a)	Sample 500	T	50	100			300	200					100	75	Trained on processes and reviewed analysis and work	825	3,000
					S	P	P			R	C					C/R	R			
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I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

I understand that any material misrepresentation shall be grounds for denial, suspension, revocation, and/or disciplinary action against my license.

**X**

Date and place signed

Trainee signature

**X**

Date and place signed

Supervisor signature