



APPLICATION FOR INITIAL LICENSURE OR UPGRADE

INSTRUCTIONS

The following items must be submitted with your completed application form:

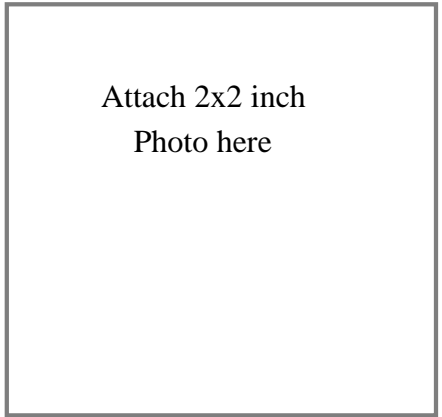
- Application Fee
 - 2"x2" Photograph
 - Personal History Questionnaire
- (Be sure to attach any applicable supporting documentation)*
- Three (3) Character References
 - Copy of Official College Transcript (*Licensed, Residential, General ONLY*)
 - Copies of Course Certificates of Completion
 - New Mexico State Jurisprudence Exam

APPLICATION FEES

Applications submitted without the proper fee will be deemed incomplete and will not be processed. *(Please Check One)*

- Trainee Registration \$200.00
- Licensed \$380.00
- Residential Certification \$380.00
- General Certification \$480.00

Payment must be for the **exact amount** by check or money order, payable to: **New Mexico Real Estate Appraisers Board** PLEASE
 NOTE: All application fees are non-refundable and include the ASC federal registry listing fee.



Application for: <i>(check only one)</i>	<input type="checkbox"/> Initial License	<input type="checkbox"/> Upgrade	<i>Please check box for type!</i>
Legal Resident of (State):	New Mexico		Other (specify):
Last Name:	First Name:	Middle Initial:	
Other names used or aliases:			
Date of Birth:	Driver's License (Number/State):		
Mailing Address:	City/State/Zip:		
Business Address:	City/State/Zip:		
Residence Address:	City/State/Zip:		
Telephone:	(Required)Email Address:		
<i>For Office Use Only: Confirm Information-</i>	<input type="checkbox"/> <i>Mailing</i>	<input type="checkbox"/> <i>Business</i>	<input type="checkbox"/> <i>E-mail</i>

APPLICATION FOR INITIAL LICENSURE OR UPGRADE

APPRAISER LICENSE HISTORY

Indicate below if you are currently or have ever held a real estate appraiser trainee registration, license or certification in New Mexico or any other state: (Please attach a copy of current licensure if any)

State	Trainee/Appraiser License #	From (Mo/Yr.)	To (Mo/Yr.)

EDUCATION HISTORY

Highest level of education completed:	<input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree or Higher		
School/ /College/University	City/State	From (Mo/Yr.)	To (Mo/Yr.)

EMPLOYMENT HISTORY

Describe all employment during the past five years. List present employment first (attach sheet if needed).

Employer	City/State	From (Mo/Yr.)	To (Mo/Yr.)



New Mexico Real Estate Appraisers Board
APPLICATION FOR INITIAL LICENSURE OR UPGRADE
PERSONAL HISTORY QUESTIONNAIRE

PLEASE ANSWER THE QUESTIONS BELOW AND ATTACH COPIES OF ALL APPLICABLE SUPPORTING DOCUMENTATION

- Yes No Have you ever had any disciplinary action taken against a trainee registration, appraiser license or certificate in New Mexico or in any other state (not previously reported to this Board)?

(Disciplinary action means any action that affects your legal ability to engage in appraisal practice and includes, but is not limited to suspension, probation, practice limitations, reprimand, admonition, censure, or revocation.)

If “Yes”, attach a copy of the licensing agency’s order, if applicable, and a detailed letter explaining the circumstances.

- Yes No

Have you ever had any disciplinary action taken against any other professional license you have held in New Mexico or in any other state (not previously reported to this Board)?

(Disciplinary action means any action that affects your legal ability to engage in that professional practice and includes, but is not limited to suspension, probation, practice limitations, reprimand, admonition, censure, or revocation.)

If “Yes”, attach a copy of the licensing agency’s order, if applicable, and a detailed letter explaining the circumstances.

- Yes No

Have you ever been denied a professional license of any type in New Mexico or in any other state?

If “Yes”, attach a detailed letter explaining the circumstances and copies of all supporting documentation.

- Yes No

Have you ever received a deferred prosecution or judgment, been convicted of, or pleaded guilty or nolo contendere to any criminal offense (not including traffic violations) in New Mexico or in any other state?

If “Yes”, attach a detailed letter explaining the circumstances and copies of all supporting documentation.

**New Mexico Real Estate Appraisers Board
APPLICATION FOR INITIAL LICENSURE OR UPGRADE**

Certificates of course completion are valid for 10 years from the date of course completion/ 5 years for Trainee. Appropriate original certificates of course completion must be attached in order to receive an examination approval form from the Board.

Required Courses	<u>TRAINEE</u> Hours		Month/Day/Year Completion
Basic Appraisal Principles	30	<input type="checkbox"/>	_____
Basic Appraisal Procedures	30	<input type="checkbox"/>	_____
15-Hr National USPAP	15	<input type="checkbox"/>	_____
Supervisor/Trainee Course for NM	4	<input type="checkbox"/>	_____

<u>Title</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
---------------------	---------------------	---

*These courses must be requested for each of the required courses listed above with documentation that the content covers the same subject matter as the required courses.

<u>Required Courses</u>	<u>Licensed Appraiser</u> Hours		<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/>	
Basic Appraisal Procedures	30	<input type="checkbox"/>	
Residential Market Analysis & Highest & Best Use	15	<input type="checkbox"/>	
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/>	
Residential Appraiser Site Valuation & Cost Approach	15	<input type="checkbox"/>	
Residential Sales Comparison & Income Approaches	30	<input type="checkbox"/>	
Residential Report Writing & Case Studies	15	<input type="checkbox"/>	

Equivalent Courses Requested*

<u>Title:</u>	<u>Hours:</u>	<u>Month/Day/Year Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

** Please submit your NM Appraiser Log with application. The Board will randomly select three properties for review and request files for the three selected properties. Once reviewed and approved, Board Administrator will mail you the NM Appraiser Approval card, which will allow you to schedule for the NM Appraiser Examination.



Certified Residential Appraiser Program

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, **attach an original transcript or certified letter** from an official of your accredited college or university verifying completed college-level education.

<u>Required Courses</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/>
Basic Appraisal Procedures	30	<input type="checkbox"/>
Residential Market Analysis & Highest & Best Use	15	<input type="checkbox"/>
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/>
Residential Appraiser Site Valuation & Cost Approach	15	<input type="checkbox"/>
Residential Sales Comparison & Income Approaches	30	<input type="checkbox"/>
Residential Report Writing & Case Studies	15	<input type="checkbox"/>
Statistics, Modeling & Finance	15	<input type="checkbox"/>
Advanced Residential Applications & Case Studies	15	<input type="checkbox"/>
Appraisal Subject Matter Electives	20	<input type="checkbox"/>

Equivalent Courses Requested*

<u>Title</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
_____		_____
_____		_____
_____		_____



**New Mexico Real Estate Appraisers Board
APPLICATION FOR INITIAL LICENSURE OR UPGRADE**

Certified General Appraiser Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, attach an original transcript or certified letter from an official of your accredited college or university verifying that you have at a minimum a four-year Bachelor's degree.

<u>Required Courses</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30 <input type="checkbox"/>	
Basic Appraisal Procedures	30 <input type="checkbox"/>	
General Appraiser Market Analysis & Highest & Best Use	15 / <input type="checkbox"/> 30	
15-Hr National USPAP or its Equivalent	15 <input type="checkbox"/>	
Statistics, Modeling & Finance	15 <input type="checkbox"/>	
General Appraiser Sales Comparison Approach	30 <input type="checkbox"/>	
General Appraiser Site Valuation and Cost Approach	30 <input type="checkbox"/>	
General Appraiser Income Approach	60 <input type="checkbox"/>	
General Appraiser Report Writing & Case Studies	30 <input type="checkbox"/>	
Appraisal Subject Matter Electives	30 <input type="checkbox"/>	

Equivalent Courses Requested*

<u>Title</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



CHARACTER REFERENCE

NAME THREE (3) CHARACTER REFERENCES WHO ARE FAMILIAR WITH YOUR WORK AND WHOM WE MAY CONTACT. MAKE ADDITIONAL COPIES AS NEEDED FOR THREE REQUIRED VERIFICATIONS.

LETTER OF VERIFICATION FOR NEW MEXICO REAL ESTATE APPRAISER TRAINEE REGISTRATION, LICENSE OR CERTIFICATION

Re: _____

Applicant's Name

I, _____, hereby state that I am not related to the applicant, but I am personally and professionally acquainted with him/her, and I can attest that the applicant is of good moral character and is competent.

Signature

Date

Print name, address, and contact information where you can be reached for further questions.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

