

**Real Estate Appraiser Board  
 EXPERIENCE LOG**

**INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG**

- Complete Property Address** Enter the complete address of the property being appraised.
- Month & Year** Enter the month and year of completion for the assignment(s) listed in the second column.
- Assignment Identification** Enter a description for the type of assignment separately (commonly used acronyms are acceptable).
- Type of Property** Enter the appropriate **code number** for the type of property appraised.
- |                                                       |                         |
|-------------------------------------------------------|-------------------------|
| 1 Single family, residential with exterior inspection | 8 Industrial            |
| 2 Single family, residential with full inspection     | 9 Hotel, motel          |
| 3 Multi-family, 2 to 4 units                          | 10 Office               |
| 4 Vacant lots, 1 to 4                                 | 11 Subdivision projects |
| 5 Farms (non-income producing)                        | 12 Land                 |
| 6 Multi-family, 5 or more units                       | 13 Other                |
| 7 Commercial                                          |                         |
- Property Value** Enter the appropriate **code number** for the dollar value of the property appraised.
- |                               |
|-------------------------------|
| 1 \$ 0 - \$ 100,000           |
| 2 \$ 10,001 - \$ 250,000      |
| 3 \$ 250,000 - \$ 1,000,000   |
| 4 \$ 1,000,001 - \$ 5,000,000 |
| 5 over - \$ 5,000,000         |
- Type of Involvement** Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.
- 1 Fee/staff appraiser, sole appraiser
  - 2 Fee/staff appraiser trainee, co-signer
  - 3 Ad valorem
  - 4 Reviewer
  - 5 Real estate consulting
- Hours on Assignment(s)** Enter each appraisal assignment and the total number of hours spent on the assignment.
- Total hours of Assignment** Enter the total number of assignment hours for each page on the bottom of each page.
- Supervisor Signature/  
License Number** **Supervisor's signature and license number must be on each page** (only required for trainee applications and upgrade applications if you are working for another appraiser).
- Description of work  
Performed by the Trainee/  
Applicant** All trainees applying for an appraiser license must complete columns I thru X.

### Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

**USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE**

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Provide **one** of the following identification numbers.  
 Social Security Number or  Virginia DMV Control Number \*    -   -

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Type of License applying for (check only **one**)  
 Certified General  Certified Residential  Licensed Residential

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	A - Applicant/Trainee S-Supervisor										Hours on Assignment(s)				
						I. Site Inspection & Descriptions	II. Bldg. Inspection & Descriptions	III. Nbrhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attache explanation)					
Example: 2500 W. Main St., Richmond, VA 23221	Sep-00	URAR	1	2	1	A	X	X	X		X									4
						S	C	C	R		R									
						A														
						S														
						A														
						S														
						A														
						S														
						A														
						S														

Total Hours of Assignment: \_\_\_\_\_  
 (Total hours per page 1)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's License No.

Supervisor's Signature (must sign each page)  
 (only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

