



New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

NM Real Estate Appraisers Board

Toney Anaya Building • PO Box 25101 Santa Fe, New Mexico 87504
 (505) 476-4622 • Fax (505) 476-4645 • www.RLD.state.nm.us/boards

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)
- Signed and Notarized Affidavit/Irrevocable Consent
- Three (3) Character References
- Copy of Official College Transcript *(Licensed, Residential, General ONLY)*
- 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.

PLEASE TYPE OR PRINT CLEARLY

Application for: <i>(check only one)</i>	<input type="checkbox"/> Initial License	<input type="checkbox"/> Upgrade	<input type="checkbox"/> <i>Please check box above for type!</i>
Legal Resident of (State):	<input type="checkbox"/> New Mexico <input type="checkbox"/> Other (specify):		
Last Name:	First Name:	Middle Initial:	
Other names used or aliases:			
Date of Birth:	Individual Taxpayer Identification Number:	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"/> Mailing	<input type="checkbox"/> Business <input type="checkbox"/> E-mail

**New Mexico Real Estate Appraisers Board
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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)

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PERSONAL HISTORY QUESTIONNAIRE

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

Yes No

Are you a legal resident of the United States?

If "No", attach a letter of explanation as to your status and copies of 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.

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

TRAINEE

<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"/>	-
15-Hr National USPAP or its Equivalent	15 <input type="checkbox"/>	-

Equivalent Courses Requested*

<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.

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education,

Licensed Appraiser

PLUS: 30 College Credit Hours (Attach Official College Transcript)

<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"/>	-

Equivalent Courses Requested*

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

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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 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"/>	-
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"/>	-
		<input type="checkbox"/>	-

Equivalent Courses Requested*

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

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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>	<input type="checkbox"/>	<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"/>	-
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"/>	-
Appraisal Subject Matter Electives	30	<input type="checkbox"/>	-

Equivalent Courses Requested*

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

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AFFIDAVIT AND IRREVOCABLE CONSENT

THIS AFFIDAVIT IS TO BE SIGNED BY THE APPLICANT BEFORE A NOTARY PUBLIC. UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

I hereby certify under the penalties of perjury that I am the applicant and that the statements contained in this application are true, correct and complete to the best of my knowledge. I understand that any falsification, omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny, withhold renewal of, suspend or revoke a registration, license or certificate issued by the Board. I hereby authorize the Regulation and Licensing Department and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records.

I hereby consent that suits and actions may be commenced against me in the proper court of any county in New Mexico in which a cause of action may arise from my actions as a state licensed or certified real estate appraiser or in which the plaintiff may reside.

I further consent that service of any process or pleading authorized by the law of New Mexico directed to me and serviced upon the board shall be as valid as if I had been served personally in New Mexico.

Applicant Full Name (Print)

Applicant Signature

Date

State of _____

)
SS:

)
County of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires

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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 Address: _____