



NMRLD

NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

SUPERVISOR DECLARATION

INSTRUCTIONS

All certified real estate appraisers who plan to supervise trainees or who were supervising declared trainee(s) as of June 13, 2008 must complete this form and return to the Board. All certified appraisers who add a trainee to their supervision after June 13, 2008 must complete this form **prior to** beginning supervision.

The effective date of association (adding a trainee) or disassociation (removing a trainee) will be the date your request is received by the Board office or the date declared on the form, whichever is later. Dates of association and disassociation **cannot** be retroactive.

Certified appraisers may have no more than three trainees under supervision at one time. Within 30 days of declaring a trainee, all certified appraisers who wish to add a new trainee to their supervision must attend an education program approved by the Board regarding the role of a supervisor. Check the Board's website for further information.

This form may be filled out in your computer. Tab through the gray boxes to enter your information. All items must be completed. Appraisers may not attach a resume in lieu of completing this form or any portion thereof. The completed form may be mailed, faxed, or emailed to the Board Office. E-mail to **nm.reab@rld.nm.gov**

"Primary place of business" means the location of head office of a business where the books and records are kept.

**** PLEASE INCLUDE A COPY OF THE SUPERVISOR AND TRAINEES CURRENT COPY OF THE SUPERVISOR/TRAINEE COURSE CERTIFICATION FOR BOTH SUPERVISOR AND TRAINEE. ****



SUPERVISOR DECLARATION

TRAINEE 1

Primary place of business:			
Supervisor's Name:			
Cert. No.	<input type="checkbox"/>	Certified Residential	<input type="checkbox"/> Certified General
Name of Trainee:			
License No.			
Status of trainee?	<input type="checkbox"/> Adding	<input type="checkbox"/> Removing	<input type="checkbox"/> Existing Declared date:

TRAINEE 2

Primary place of business:			
Supervisor's Name:			
Cert. No.	<input type="checkbox"/>	Certified Residential	<input type="checkbox"/> Certified General
Name of Trainee:			
License No.			
Status of trainee?	<input type="checkbox"/> Adding	<input type="checkbox"/> Removing	<input type="checkbox"/> Existing Declared date:

TRAINEE 3

Primary place of business:			
Supervisor's Name:			
Cert. No.	<input type="checkbox"/>	Certified Residential	<input type="checkbox"/> Certified General
Name of Trainee:			
License No.			
Status of trainee?	<input type="checkbox"/> Adding	<input type="checkbox"/> Removing	<input type="checkbox"/> Existing Declared date:

CHARACTER: REGARDING YOUR CERTIFICATION

Yes	No	Have you had any disciplinary action taken against your appraiser license or certification in NM or any other state within the past three years?
Yes	No	Did the disciplinary action include an action that affected your legal eligibility to engage in appraisal practice, or to act as a Supervisory Appraiser?
Yes	No	Are there currently any changes pending against you in connection with your appraiser license or certification in New Mexico or any other state?



If you answer yes to any of the above Character questions, you must also provide a complete written explanation of each action, including a copy of the licensing agency's order and any other documentation regarding the case.

SIGNATURE OF SUPERVISOR (REQUIRED)

I certify that the information provided in this declaration is true and correct to the best of my knowledge: I understand that any omission, inaccuracy, or failure to make full disclosure constitutes grounds for denial or withdrawal of my right to supervise trainees. I understand that I must actively and personally supervise each trainee under my supervision. I have read the provisions of *16.62.1.12 NMAC*.

Supervising Appraiser's Signature

Date

SIGNATURE OF TRAINEE 1 (NOT REQUIRED FOR REMOVAL)

I understand that it is my responsibility to make sure that my supervisor has properly completed and sent the Supervisor Declaration Form to the Appraisal Board before I begin assisting the supervising appraiser. I certify that I have read the provisions of *16.62.1.12 NMAC*. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

Trainee's Signature

Date

SIGNATURE OF TRAINEE 2 (NOT REQUIRED FOR REMOVAL)

I understand that it is my responsibility to make sure that my supervisor has properly completed and sent the Supervisor Declaration Form to the Appraisal Board before I begin assisting the supervising appraiser. I certify that I have read the provisions of *16.62.1.12 NMAC*. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

Trainee's Signature

Date

SIGNATURE OF TRAINEE 3 (NOT REQUIRED FOR REMOVAL)

I understand that it is my responsibility to make sure that my supervisor has properly completed and sent the Supervisor Declaration Form to the Appraisal Board before I begin assisting the supervising appraiser. I certify that I have read the provisions of *16.62.1.12 NMAC*. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

Trainee's Signature

Date

For Board Use Only

Effective Dates of Trainees:

Trainee 1: _____ *Trainee 2:* _____ *Trainee 3:* _____

