

CHECKLIST FOR GUAM REAL ESTATE APPRAISER

- 1.) Typewritten Application
- 2.) Proof of Passing Examination
(not applicable for Trainee Real Estate Appraiser)
- 3.) Education (needs attachment of certificates)
- 4.) Experience. Attach a Log book for all the works done with the total number of hours and years required. Log book has to be signed by the applicant & countersigned by the supervising licensed or certified appraiser. Please refer to: PL-25-115 section 30124 (c-4) for Trainee RE Appraiser.
- 5.) Good Reputation Requirement (refer to form)
- 6.) Tax Clearance (refer to form)
- 7.) Fees:
 - a.) Licensing Fee.....\$200.00
 - b.) Annual Registry Fee..... 50.00
Money Order or Cashier's Check payable to:
Appraisal Subcommittee of the Federal Institution Examination Council
(not applicable for Trainee Real Estate Appraiser)

GUAM LICENSED APPRAISERS, GUAM CERTIFIED APPRAISERS, GUAM CERTIFIED RESIDENTIAL APPRAISERS AND TRAINEE REAL PROPERTY APPRAISERS, TEMPORARY PRACTICE APPRAISER AND NON-RESIDENT APPRAISER INSTRUCTION AND REQUIREMENTS

Applicants must meet the following requirements: (1) education; (2) experience; (3) pass examination (not applicable to trainee real estate appraisers) (4) possess a reputation for honesty, truthfulness, and financial integrity. All documents requested on the application form must be attached. Failure to attach all documents requested may result in denial of the application.

EDUCATION

GUAM LICENSED: Applicant must provide proof of (150) education classroom hours of which fifteen (15) hours must have been the National Uniform Standards of Professional Appraisal Practice. (USPAP) course.

GUAM CERTIFIED GENERAL: Applicant must provide proof of (300) classroom hours of which fifteen (15) hours must have been the National USPAP course. Applicants must also provide proof of having a Bachelors Degree or higher. In lieu of a degree, proof of 30 semester hours of specified college courses.

GUAM CERTIFIED RESIDENTIAL: Applicant must provide proof of (200) classroom hours of which (15) hours must have been the National Uniform Standards of Professional Appraisal Practice. (USPAP) course. Applicants must also provide proof of having an Associate's Degree or higher. In lieu of a degree, proof of 21 semester hours of specified college courses

TRAINEE REAL PROPERTY APPRAISER: Applicant must provide proof of (75) classroom hours of which (15) hours must have been the National Uniform Standards of Professional Appraisal Practice. (USPAP) course.

TEMPORARY PRACTICE APPRAISER-Please refer to the attached checklist.

NON-RESIDENT APPRAISER-Please refer the attached checklist.

The NATIONAL USPAP course must be fifteen (15) hours in length. The applicant must have passed an examination related to the course.

Attach transcript of records or certificate of course completion to the application form for the review and approval of the Director.

Courses taken at an accredited college or university or school may be approved provided that the course meets the required Core Curriculum. Non-accredited schools, institutions, associations, or organizations, non-accredited providers that have been approved by Appraisal Qualification Board called AQB of

the Appraisal Foundation are automatically approved. If non-accredited providers have not been granted approval by the Director of the Department of Revenue and

Taxation, the course provider must obtain course approval from the Director to enable the applicant to be credited for the course.

The non-accredited provider should be able to provide you with this information. It will be the applicant's responsibility to obtain this information.

EXPERIENCE

GUAM LICENSED: A minimum of twelve (12) months and two thousand (2,000) hours of appraisal experience is required. Hours may be treated as cumulative in order to achieve the necessary 2,000 hours of appraisal experience. (If requested, please submit work samples).

GUAM CERTIFIED GENERAL: A minimum of thirty (30) months and three thousand (3,000) hours of appraisal experience are required for experience qualification. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. At least 1,500 hours must be in non-residential appraisal work.

GUAM CERTIFIED RESIDENTIAL APPRAISER: A minimum of two thousand five hundred (2,500) hours of appraisal experience obtained during no fewer than twenty four (24) months is required. Hours may be treated as cumulative in order to achieve the necessary two thousand five hundred (2,500) hours of appraisal experience.

Applicant must complete attached experience form history. Copy of the appraisal log maintained signed by both Appraiser Trainee and Licensed or Certified supervising appraiser. Appraisal Log Book should have the following: (a) type of property (b) client name and address (c) address of appraised property (d) description of work performed (e) number of work hours (f) signature and state license/certification number of the supervising appraiser.

TRAINEE REAL PROPERTY APPRAISER: The appraiser trainee shall be subject to direct supervision by a supervising appraiser who shall be state licensed or certified in good standing.

EXAMINATION

All applicants must submit proof of passing the National Uniform Examination. Trainee Real Property Appraiser applicants are not required to take examination.

REPUTATION REQUIREMENT

All applicants must submit three (3) notarized references from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity.
(Not a requirement for trainee real property appraiser).

TAX CLARANCE A completed Tax Clearance Application Form must be attached to the application.

APPLICATION Application must be typewritten. Answer all questions. Each must be answered **Yes** or **No**. Paste a recent photograph 2"x 2" in size head and shoulders in the space on the application. Sign, date and have your application notarized.

FEES	License fee.....	\$200.00
	Annual Registry fee.....	50.00

RENEWAL OF LICENSE Every 2 Years

Please make check payable to:

TREASURER OF GUAM

in the amount of \$200.00

Money Order or Cashier's check to:

Appraisal Subcommittee of the Federal Institution Examination Council

in the amount \$50.00

MAILING ADDRESS Department of Revenue & Taxation
P.O. Box 23607
GMF 96921

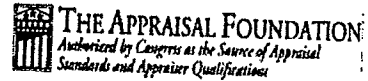
PHONE: (671) 635-1843~46
Email: jqcarlos@revtax.gov.gu

RENEWAL EVERY TWO YEARS Every Two (2) years each applicant for renewal of appraisal certification must demonstrate a minimum of twenty eight (28) hours of continuing education. Seven hours (7) must have been the National USPAP update course.

Trainee Real Property Appraiser-fourteen (14) hours of of continuing education.

Please note that the fifteen (15) hours National USPAP course cannot be substituted for the seven (7) hour National USPAP course for renewal.

Appraiser Qualifications Board



Appraiser Qualifications Board *Real Property Appraiser Qualification Criteria* Interpretation – Changing a Credential

Date Issued: November 7, 2006

Effective Date: January 1, 2008

Interpretation of Criteria Section(s):

Trainee Real Property Appraiser (2008 Criteria)
Licensed Residential Real Property Appraiser (2008 Criteria)
Certified Residential Real Property Appraiser (2008 Criteria)
Certified General Real Property Appraiser (2008 Criteria)

Issue(s):

Educational requirements to change a credential to another level under the *Real Property Appraiser Qualification Criteria (Criteria)* taking effect on January 1, 2008.

Background:

Appraisers often wish to change a credential from one classification level to another. Under the 2003 (current) Criteria, credential holders are able to satisfy the educational requirements for a different level by completing coursework to account for the difference in hours between the two classifications.

For example, today an appraiser holding a Certified Residential credential who wishes to change to the Certified General classification would simply be required to complete the additional educational hours between the two classifications. Since the Certified Residential classification currently requires 120 hours of qualifying education and the Certified General classification requires 180 hours, the appraiser would only need to successfully complete an additional 60 hours of acceptable education to satisfy the educational requirements.

In 2008, however, an appraiser must not only complete the additional number of hours required, but must also successfully satisfy all of the educational topics contained in the Required Core

Curriculum for the classification level. As a result, a simple mathematical calculation (e.g. 180 hours minus 120 hours) is no longer meaningful in determining the educational hours required.

Note: In addition to satisfying the Required Core Curriculum, in 2008 the Certified General classification requires candidates to possess a Bachelor's degree (or complete 30 semester hours of specified college-level coursework). Therefore, the Certified Residential appraiser would be required to satisfy those college-level educational requirements as well.

The Required Core Curriculum specifies the educational topics and hours required for each classification level in the 2008 Criteria. This Interpretation is designed to identify those portions of the Required Core Curriculum that must be satisfied when changing from one classification level to another.

Criteria Section Affected and New Interpretation

Trainee Real Property Appraiser (2008 Criteria)

- III. Qualifying Education: As the prerequisite for application, an applicant must have completed 75 creditable class hours as specified in the required Core Curriculum Appendix. Additionally, applicants must pass the Core Curriculum examinations and pass the 15-Hour National USPAP Course and examination as part of the 75 creditable class hours.

New Interpretation Language

Interpretation:

Appraisers holding a valid Licensed Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Real Property Appraiser credential.

Appraisers holding a valid Certified Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Real Property Appraiser credential.

Appraisers holding a valid Certified General Real Property Appraiser credential satisfy the educational requirements for the Trainee Real Property Appraiser credential.

Licensed Residential Real Property Appraiser (2008 Criteria)

- IV. Qualifying Education: The prerequisite for taking the AQB approved examination is completion of one hundred fifty (150) creditable class hours as specified in the required Core Curriculum Appendix. The applicant shall complete the 15-hour National USPAP Course and examination. There is no alternative to successful completion of the examination.

New Interpretation Language

Interpretation:

Appraisers holding a valid Trainee Real Property Appraiser credential may satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential by completing the following additional educational hours:

<i>Residential Market Analysis and Highest and Best Use</i>	<i>15 Hours</i>
<i>Residential Appraiser Site Valuation and Cost Approach</i>	<i>15 Hours</i>
<i>Residential Sales Comparison and Income Approaches</i>	<i>30 Hours</i>
<i>Residential Report Writing and Case Studies</i>	<i>15 Hours</i>
Total	75 Hours

Appraisers holding a valid Certified Residential Real Property Appraiser credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.

Appraisers holding a valid Certified General Real Property Appraiser credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.

Certified Residential Real Property Appraiser (2008 Criteria)

III.C Qualifying Education: The prerequisite for taking the AQB approved examination is completion of two hundred (200) creditable class hours as specified in the required Core Curriculum Appendix. The applicant shall complete the 15-hour National USPAP Course and examination. There is no alternative to successful completion of the examination.

New Interpretation Language

Interpretation:

Appraisers holding a valid Trainee Real Property Appraiser credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by completing the following additional educational hours:

<i>Residential Market Analysis and Highest and Best Use</i>	<i>15 Hours</i>
<i>Residential Appraiser Site Valuation and Cost Approach</i>	<i>15 Hours</i>
<i>Residential Sales Comparison and Income Approaches</i>	<i>30 Hours</i>
<i>Residential Report Writing and Case Studies</i>	<i>15 Hours</i>
<i>Statistics, Modeling and Finance</i>	<i>15 Hours</i>
<i>Advanced Residential Applications and Case Studies</i>	<i>15 Hours</i>
<i>Appraisal Subject Matter Electives</i>	<i><u>20 Hours</u></i>
Total	<i>125 Hours</i>

Appraisers holding a valid Licensed Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by completing the following additional educational hours:

<i>Statistics, Modeling and Finance</i>	<i>15 Hours</i>
<i>Advanced Residential Applications and Case Studies</i>	<i>15 Hours</i>
<i>Appraisal Subject Matter Electives</i>	<i><u>20 Hours</u></i>
Total	<i>50 Hours</i>

Trainee Real Property Appraisers and Licensed Residential Real Property Appraisers wishing to change to the Certified Residential Real Property Appraiser classification must also satisfy the college-level educational requirements as specified in III.A or III.B.

Appraisers holding a valid Certified General Real Property Appraiser credential satisfy the educational requirements for the Certified Residential Real Property Appraiser credential.

Certified General Real Property Appraiser (2008 Criteria)

- III.C The prerequisite for taking the AQB approved examination is completion of three hundred (300) creditable class hours as specified in the required Core Curriculum Appendix. The applicant shall complete the 15-hour National USPAP Course and examination.
- III.D Applicants must demonstrate that their education includes the core courses listed in these criteria, with particular emphasis on non-residential properties. Residential is defined as "composed of one to four residential units."

New Interpretation Language

Interpretation:

Appraisers holding a valid Trainee Real Property Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by completing the following additional educational hours:

<i>General Appraiser Market Analysis and Highest and Best Use</i>	<i>30 Hours</i>
<i>Statistics, Modeling and Finance</i>	<i>15 Hours</i>
<i>General Appraiser Sales Comparison Approach</i>	<i>30 Hours</i>
<i>General Appraiser Site Valuation and Cost Approach</i>	<i>30 Hours</i>
<i>General Appraiser Income Approach</i>	<i>60 Hours</i>
<i>General Appraiser Report Writing and Case Studies</i>	<i>30 Hours</i>
<i>Appraisal Subject Matter Electives</i>	<i><u>30 Hours</u></i>
Total	<i>225 Hours</i>

Appraisers holding a valid Licensed Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by completing the following additional educational hours:

<i>General Appraiser Market Analysis and Highest and Best Use</i>	<i>15 Hours</i>
<i>Statistics, Modeling and Finance</i>	<i>15 Hours</i>
<i>General Appraiser Sales Comparison Approach</i>	<i>15 Hours</i>
<i>General Appraiser Site Valuation and Cost Approach</i>	<i>15 Hours</i>
<i>General Appraiser Income Approach</i>	<i>45 Hours</i>
<i>General Appraiser Report Writing and Case Studies</i>	<i>15 Hours</i>
<i>Appraisal Subject Matter Electives</i>	<i><u>30 Hours</u></i>
Total	<i>150 Hours</i>

Appraisers holding a valid Certified Residential Real Property Appraiser credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by completing the following additional educational hours:

<i>General Appraiser Market Analysis and Highest and Best Use</i>	<i>15 Hours</i>
<i>General Appraiser Sales Comparison Approach</i>	<i>15 Hours</i>
<i>General Appraiser Site Valuation and Cost Approach</i>	<i>15 Hours</i>
<i>General Appraiser Income Approach</i>	<i>45 Hours</i>
<i>General Appraiser Report Writing and Case Studies</i>	<i><u>10 Hours</u></i>
Total	100 Hours

Trainee Real Property Appraisers, Licensed Residential Real Property Appraisers, and Certified Residential Real Property Appraisers wishing to change to the Certified General Real Property Appraiser classification must satisfy the requirement in III.D. In addition, Trainee Real Property Appraisers, Licensed Residential Real Property Appraisers, and Certified Residential Real Property Appraisers wishing to change to the Certified General Real Property Appraiser classification must also satisfy the college-level educational requirements as specified in III.A or III.B.

Checklist for Trainee Real Estate Appraiser

- 1) Typewritten Application
- 2) Education (needs attachment of 75 hrs. -15 USPAP)
- 3) Payment of \$200.00
- 4) Tax Clearance

Reminder: Maintain an Appraiser Log Book

Copy of the appraisal log maintained signed by both Appraiser Trainee and Licensed or Certified supervising appraiser. Appraisal Log Book should have the following: (a) date of report (b) client name and address (c) address of appraised property (d) description of work performed (e) number of work hours (f) signature and state license/certification number of the supervising appraiser.

REQUIREMENTS FOR NON-RESIDENT APPRAISER

- 1.) Typerwritten Application
- 2.) Letter of Good Standing from the Certifying Board from the State of Domicile
- 3.) Consent of Service to Process (Form Enclosed)
- 4.) Copy of Current Appraiser's License issued by the State of Domicile
- 5.) Proof of U.S. Residency
- 6.) Fees:
 - a. Application fee-\$200.00 payable to the Treasurer of Guam
 - b. Annual Registry Fee.....\$50.00
Money Order or Cashier's Check Payable to:
**Appraisal Subcommittee of the Federal Institution
Eaxamination Council**

REQUIREMENTS FOR TEMPORARY PRACTICE APPRAISER

- 1.) Typerwritten Application
- 2.) Letter of Good Standing from the Certifying Board from the State of Domicile
- 3.) Consent of Service to Process
(Refer to the Attached Form)
- 4.) Copy of Current Appraiser's License issued by the State of Domicile
- 5.) Proof of U.S. Residency
- 6.) Fees:
 - a. Application fee-\$100.00 payable to the Treasurer of Guam

Note: License valid for a maximum of 6 (six) months per year. If the scope of work to be done in Guam will not be completed in six months the applicant shall request for an extension.

**INSURANCE, SECURITIES, BANKING
& REAL ESTATE DIVISION**
Department of Revenue & Taxation
Government of Guam
P.O. Box 23607 GMF 96921

CONSENT TO SERVICE OF PROCESS

The undersigned does hereby irrevocably appoint the Director of the Revenue and Taxation of Guam, or his successor in office, as my attorney to receive service of any lawful process in any non-criminal suit, action or proceeding against the undersigned or his successor, executor or administrator, which arises under said Act or any rule or order hereunder after the consent has been filed, with same force and validity as if served personally on the undersigned.

Date in the City of _____, State of _____,
this _____ day of _____, 2_____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ of _____, 2_____.

GUAM REAL ESTATE APPRAISER APPLICATION (typewritten)

Read the Attached Checklist Before Completing this form		() Approved () Denied
NAME (First – Middle)	(LAST)	Effective Date _____ License No. _____
Mailing Address (Include Apt. No. & zip Code)	Social Security No. Phone No.	Indicate type of license applying for: () Guam Licensed () Guam Certified () Guam Certified Residential () Trainee Real Property Appraiser () Non-resident Certification () Temporary Practice

Circle or underline your answers and provide details on separate sheet as needed:

Have you attained the age of majority? Yes No

Are you a U.S. Citizen or an alien authorized to work in the United States? Yes No

Have you ever been licensed or certified in any other jurisdiction? Yes No

If yes, what jurisdiction? _____ License No. _____ Expiration Date: _____ Type of License _____

Have you ever been convicted of any crime directly related to the appraisal profession which has not been expunged or annulled? Yes No

If response is "yes", give details on separate sheet.

Are you under investigation or are there any disciplinary proceedings or actions taken or pending against you by any jurisdiction? Yes No

If response is "yes", give details on separate sheet.

<p>A RECENT PHOTOGRAPH OF YOURSELF HERE.</p> <p align="center">2" X 2" Head Shoulders Front View</p> <p>Print Your name on the Back of the photo</p>	<p>AFFIDAVIT OF APPLICANT:</p> <p>I certify that the answers and statements in this application and the documents are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license or Certificate.</p> <p>I also appoint the Director of the Department of Revenue and Taxation to act as my agent upon whom all other process or legal notices directed to me may be served. Service upon the Director shall have the same force and validity as if personally served upon me, and the Director's authority shall remain in force as long as liability remains outstanding.</p> <p align="center">_____</p> <p align="center">Date</p> <p align="center">_____</p> <p align="center">Signature of Applicant</p>
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Subscribed and Sworn to before me this _____ day of _____ 200_____.

NOTARY PUBLIC, STATE OF _____ MY COMMISSION EXPIRES: _____

REAL ESTATE APPRAISERS

(Form-1)

EXPERIENCE HISTORY

(Must be typewritten)

Applicant's Name _____

This form is to be completed by self-employed appraisers or persons engaged in the appraisal profession on a full-time basis (at least 1,000 hours per calendar year) for at least two (2) years for licensed appraiser; 2,500 hours and 24 months for certified residential; and at least 3,000 hours no fewer than 30 months for certified general.

I have performed _____ hours of residential appraisals from _____
to _____.

All of the appraisals performed covered the following properties:

Should present an Appraiser Log Book maintained signed by both Appraiser Trainee and Licensed or Certified supervising appraiser. Appraisal log book should have the following: (a) type of property (b) date of report (c) address of appraised property (d) description of work performed (e) number of work hours (f) signature and state licensed/certification number of the supervising appraiser.

I have performed _____ hours of nonresidential appraisals from _____
to _____.

I am willing and able to produce, upon request, experience documentation of the above experience in the form of appraisal reports or file memoranda.

I certify that the statements on this form are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license.

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

Signature

Notary Public, State of _____
My commission expires _____

Date

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS
AND FINANCIAL INTEGRITY**

REAL ESTATE APPRAISER

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser of Guam. We will appreciate your fair and honest assessment as requested below and on the reverse side.

Please complete the following form and send to:

Department of Revenue & Taxation
Regulatory Division
P.O. Box 23607
GMF, Barrigada Guam 96921

or return to the applicant for submittal to the Department of Revenue and Taxation.

1a) How well do you know the applicant (circle)? Very Well Well Slightly Not at All

b) Length of acquaintance yrs. mos.

c) Contacts with this person were through what kind of activity (circle "X")? X... Associate worker
If through other kind of activity, indicate activity: X... Lender (Fincial Institution)
X... Professional society
X... Student in my class(es)
X... Social or community activities

2. Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY.

a) Do you have knowledge of the applicant's appraisal experience? YES _____ NO _____

b) Indicate your opinion of the quality of appraisal performance. (Circle)

High Grade Average Mediocre Unsatisfactory No Opinion

(Over)

Has applicant, to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES NO
b) Unprofessional conduct? YES NO
c) Practicing under an assumed name? YES NO

Signature

Subscribed and sworn to before me this
_____ day of _____, 19____

Print Name

Notary Public, State of _____
My commission expires: _____

Employer and Position

Phone Number

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS
AND FINANCIAL INTEGRITY**

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or return to the applicant for submittal to the Department of Revenue and Taxation.

1a) How well do you know the applicant (circle)? Very Well Well Slightly Not at All

b) Length of acquaintance yrs. mos.

c) Contacts with this person were through what kind of activity (circle "X")? X... Associate worker
If through other kind of activity, indicate activity: X... Lender (Fincjal Institution)
X... Professional society
X... Student in my class(es)
X... Social or community activities

2. Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY.

a) Do you have knowledge of the applicant's appraisal experience? YES _____ NO _____

b) Indicate your opinion of the quality of appraisal performance. (Circle)
High Grade Average Mediocre Unsatisfactory No Opinion

(Over)

Has applicant, to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES _____ NO _____
b) Unprofessional conduct? YES _____ NO _____
c) Practicing under an assumed name? YES _____ NO _____

Signature

Subscribed and sworn to before me this
_____ day of _____, 19____

Print Name

Notary Public, State of _____
My commission expires: _____

Employer and Position

Phone Number

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS
AND FINANCIAL INTEGRITY**

REAL ESTATE APPRAISER

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser of Guam. We will appreciate your fair and honest assessment as requested below and on the reverse side.

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GMF, Barrigada Guam 96921

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1a) How well do you know the applicant (circle)? Very Well Well Slightly Not at All

b) Length of acquaintance yrs. mos.

c) Contacts with this person were through what kind of activity (circle "X")? X... Associate worker

If through other kind of activity, indicate activity: X... Lender (Fincial Institution)

..... X... Professional society

..... X... Student in my class(es)

..... X... Social or community activities

2. Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY.

a) Do you have knowledge of the applicant's appraisal experience? YES ____ NO ____

b) Indicate your opinion of the quality of appraisal performance. (Circle)

High Grade Average Mediocre Unsatisfactory No Opinion

(Over)

Has applicant, to your knowledge, ever been guilty of:

- a) Fraud or dishonesty? YES _____ NO _____
- b) Unprofessional conduct? YES _____ NO _____
- c) Practicing under an assumed name? YES _____ NO _____

Signature

Subscribed and sworn to before me this
_____ day of _____, 19____

Print Name

Notary Public, State of _____
My commission expires: _____

Employer and Position

Phone Number



TAX CLEARANCE APPLICATION FORM

NAME: _____

DBA Name, if any: _____

SSN: _____ EIN: _____

GRT Account No.: _____

Type of License Applied: _____

NEW

RENEWAL

Office Address: _____

Business Mailing Address: _____

_____ Phone No: _____

(Applicant)

(Authorized Signature)

(DO NOT TYPE BELOW THIS LINE)

The above-stated applicant is hereby issued by tax clearance for issuance of
New/Renewal Business License.

(1) BPTP
(Bldg. #1, 1st Floor)

Cleared By: _____
Date: _____

(2) ITAPB
(Bldg. #1, 1st Floor)

Cleared By: _____
Date: _____

(3) COLLECTION
BRANCH
(Bldg. #3, 1st Floor)

Cleared By: _____
Date: _____