



APPL# _____
For Office Use Only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE/CERTIFICATION
AS A
REAL ESTATE APPRAISER

☐ \$150.00 Application Fee

The application must be filled out completely and typewritten
The **course matrix, course certificates & experience log must be completed and returned with application**
Make Check Payable to "Treasurer, State of NH" or complete the enclosed credit card form (**Non-Refundable Fee**)

1. General Information

Name _____
Last First Middle

Names Previously Used (if applicable) _____ SS# _____

State of Legal Residency: _____ County of Legal Residency: _____

☐ Mailing Address _____
zip code

Business Name _____

☐ Business Address _____
Indicate mailing address by check box zip code

Please attach a list of all other addresses at which the applicant is currently engaged in the business of preparing real estate appraisal reports.

Business Phone _____ Date of Birth: _____

Email: _____

I am applying for an Original License for:

- ☐ Licensed Residential
☐ Certified Residential
☐ Certified General

I am applying by Reciprocity for:

- ☐ Licensed Residential
☐ Certified Residential
☐ Certified General

Only pages 1, 2, 7, & 9 are required

2. Registration/Licensure Information
(Reciprocity applicants only)

Original Licensure or Certification Date: _____ State: _____

State Where You Currently Hold Licensure (if different from above): _____

License or Certificate Number: _____ Effective Dates: _____

3. General Information Questions

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted of any conviction, whether by verdict or plea, for a felony or misdemeanor set forth in RSA 310-B:5-a that has not been annulled by a court of competent jurisdiction? If so, please provide an explanation including the specific statute(s) violated, the court in which the conviction occurred, the date of the conviction, the sentence imposed by the court, and whether the sentence has been fully served. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had any appraiser license or certificate that have been refused, revoked, suspended or other disciplinary action taken against the applicant for appraisal activity in any state? If so, please include all material details relative to such action. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever had any previous applications for a New Hampshire appraiser license or certificate? If so, please include full details relative to such applications. | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer is yes to any of the above questions, please include the details on a separate page.

4. Signed and Dated Affirmations

I understand and accept that the application shall be of a continuing nature.

I shall notify the board of and supply all changes in information submitted as part of the application prior to the issuance of a license or certificate.

I understand the types of misconduct for which disciplinary action can be initiated against me as set forth in RSA 310-B:5-a and RSA 310-B:18 and will comply with the standards set forth in RSA 310-B:18-a.

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

Signature of Applicant

Date

ADDRESS ALL COMMUNICATIONS TO:

NH OPLC – Technical Division
121 SOUTH FRUIT STREET, SUITE 201
CONCORD, N.H. 03301

Find us on the on-line at <http://www.oplc.nh.gov/real-estate-appraisers/forms.htm>

rev. 02/25/16

5. Course Matrixes

5A – Licensed Residential Appraiser Course Matrix				
Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed	
			Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
Residential Market Analysis and Highest & Best Use	15			
Residential Appraiser Site Valuation and Cost Approach	15			
Residential Sales Comparison and Income Approaches	30			
Residential Report Writing and Case Studies	15			
In Addition to the above courses each applicant for licensure as a residential real estate appraiser shall have 30 semester credit hours of college level education from a college, junior college, community college, or university accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education or an associates degree or higher in any field.				

5B – Certified Residential Appraiser Course Matrix				
Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed	
			Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
Residential Market Analysis and Highest & Best Use	15			
Residential Appraiser Site Valuation and Coast Approach	15			
Residential Sales Comparison and Income Approaches	30			
Residential Report Writing and Case Studies	15			
Statistics, Modeling, and Finance	15			
Advanced Residential Applications and Case Studies	15			
Appraisal Subject Matter Electives (may include hours over minimums shown above)	20			
<p>In Addition to the above courses each applicant shall hold a bachelor's degree, or higher, from a college, junior college, community college, or university accredited by the Commission on Colleges, a regional or national accreditation association or by accrediting agency that is recognized by the U.S. Secretary of State.</p>				

5C – Certified General Appraiser Course Matrix

Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed	
			Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
General Appraiser Market Analysis and Highest & Best Use	30			
General Appraiser Site Valuation and Cost Approach	30			
General Appraiser Sales Comparison Approaches	30			
General Appraiser Income Approach	60			
General Appraiser Report Writing and Case Studies	30			
Statistics, Modeling, and Finance	15			
Appraisal Subject Matter Electives (may include hours over minimums shown above)	30			

In Addition to the above courses each applicant shall hold a bachelor's degree, or higher, from a college, junior college, community college, or university accredited by the Commission on Colleges, a regional or national accreditation association or by accrediting agency that is recognized by the U.S. Secretary of State.

6. Experience Log

<input type="checkbox"/> Apprentice Appraiser <input type="checkbox"/> Licensed Residential <input type="checkbox"/> Certified Residential <input type="checkbox"/> Certified General	
Certification or License Number:	
Signature:	Date:
Hours Requested: This Page:	Running Total:

Applicants must enter actual hours and appraisal type, subject to title and maximums permitted under Rab. 302.04																			
Appraisal Date	File Number	Address of Property	Report Type	Type of Appraisal performed Single Family, Multi Family, etc...	Client	Est. Market Value	S-Supervisor		I. Site Inspection & Descriptions	II. Bldg Inspections & Descriptions	III. NBHD 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 Attach Explanation)	Applicant Hours
							A-Apprentice												
							A												
							S												
							A												
							S												
							A												
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Report Type: Restricted Use = **R** Summary = **S** Self Contained = **SC**

Apprentices Only Must:	
1) Indicate to which portions of the assignment they contributed by putting an "x" in columns I thru X	
2) Prepare a separate log for each month and have your supervisor follow instructions 3-7 below	
3) For each portion of the assignment, supervisors must indicate whether they P – had Primary responsibility C – Co-appraised R - Review and Approved	
4) Supervisor's Name:	5) Supervisor's lic/cert No.:
6) Supervisor's Signature:	7) Date Signed:

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- ☐ Made copies of your education certificates and included them with this application?
- ☐ If needed, requested your schools transcripts to be sent to the Joint Board directly?
- ☐ Signed and dated the application?
- ☐ Included the correct fee with the check made payable to **Treasurer, State of NH** or completed the attached credit card sheet?
- ☐ I am aware that if I am approved for licensure; I will be required to pay the \$400.00 licensing fee.
- ☐ I am aware that if I am a candidate for the exam that I will need to pay and take the exam before I am licensed or certified.
- ☐ I am aware that after I pass the exam, I will be required to pay an additional \$400.00 licensing fee.
- ☐ I have submitted to the department of safety, division of state police, a notarized criminal record release along with any required fee, with the board identified as the recipient of the record or records?
Date Submitted: _____
- ☐ If you are a non resident, did you include a signed and dated irrevocable consent for service of process as required by RSA 310-B:11, I and Rab 301.02 (15)?
- ☐ If you are a reciprocity applicant, did you attach a photocopy or similar evidence or the current out-of-state license or certificate that clearly displays?
 - a. The name and address of the holder,
 - b. The name and address of the out-of-state licensing or certification agency or authority,
 - c. The license and certificate number, and
 - d. Applicable expiration dates.
- ☐ I have read and understand the Administrative Rules of the Real Estate Appraiser Board.
- ☐ I have read and understand the state statute as it pertains to Real Estate Appraisers.
- ☐ Included this Checklist with your application?

Date _____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____. My Social Security number is _____ and my date of birth is _____. My student identification number was _____.

Please send the transcript **directly** to the following address:

NH OPLC – Technical Division
Attn: REAB
121 South Fruit Street, Suite 201
Concord, New Hampshire 03301

The Real Estate Appraiser Board has informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)



New Hampshire Real Estate Appraiser Board

IRREVOCABLE CONSENT FOR SERVICE OF PROCESS

"KNOW ALL PERSONS BY THESE PRESENTS THAT:

I, _____, am a non-resident of the state of New Hampshire, and I am an applicant before the Real Estate Appraiser Board of the State of New Hampshire for a real estate appraiser license/certification.

I agree that my acceptance of a license/certification issued by the New Hampshire Real Estate Appraiser Board is equivalent to an appointment by me of the chair of the Board as my agent for service of a lawful summons, process or pleading in any action or suit against me in any Court in the state issuing the license/certification arising out of my activities as a certified or licensed appraiser. I further agree that service so made upon the chair of the Board shall have the same legal force and validity as if service had been made on me personally in this state, and I waive any contest to service of process provided that:

1. Notice of the service and a copy of the summons, process or pleading is sent by registered mail by the plaintiff or the plaintiff's attorney to me at the most recent address furnished by me to the Board or to my last known address; and
2. An affidavit of the plaintiff or of the plaintiff's attorney of the mailing is appended to the summons, process or pleading and entered as a part of the return thereof.

I, _____ do hereby certify that the records of my real estate appraisal activity conducted in the State of New Hampshire will be kept at the following address _____, and that they will be available to the New Hampshire Real Estate Appraiser Board chair or the chair's designee during normal business hours.

Signature of Applicant

Date



State of New Hampshire
Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

CRIMINAL RECORD RELEASE AUTHORIZATION FORM

SECTION I

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION **MUST BE COMPLETED**

NAME _____
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____ SEX _____

DRIVER LICENSE NUMBER _____ STATE _____

PURPOSE OF RECORD: ☐ Housing ☐ Employment ☐ Annulment/Expungement ☐ Other: _____

My signature below certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE: _____ DATE _____
Signed under penalty of unsworn falsification pursuant to RSA 641:3.

SECTION II

IF RECORD IS TO BE MAILED **TO YOU, OR** RECEIVED BY SOMEONE OTHER THAN YOURSELF,
ALL OF SECTION II MUST BE COMPLETED

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

New Hampshire Board of Real Estate Appraisers - NH OPLC

NAME OF PERSON/FIRM TO RECEIVE RECORD

ADDRESS **121 South Fruit Street Concord NH 03301**
STREET CITY STATE ZIP CODE

YOUR SIGNATURE _____ DATE _____

NOTARY'S SIGNATURE _____ DATE _____
(Affix Seal) (Comm. Exp.)

SIGNATURE OF PERSON/FIRM TO RECEIVE RECORD

NOTE: A \$25.00 fee is required for each request - make checks payable to: State of NH - Criminal Records

Credit Card Sheets are not accepted via e-mail

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

Transaction Type:		Amount Due:	
Card Type: (please select one)	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard (required)	
Card Number		(required)	
Expiration Date:	Month:	Year:	(required)
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			

CONFIDENTIAL