

INSTRUCTIONS FOR COMPLETION OF WORK
EXPERIENCE LOG

- (1) All entries on this form must be typed or printed and must be legible. Any forms submitted that are illegible will not be processed but will be returned to the applicant for resubmission in a legible format.
- (2) Fill in your name and license number on the line provided on the appraisal experience log form.
- (3) **Date of Report:** Insert the actual date & year the report was signed.
- (4) **Property Identification:** Insert the actual street address, lot and block numbers, rural route numbers or other such property identification as necessary, to specifically identify the property appraised. For vacant land and rural properties that are identified through a metes and bounds or other forms of legal description, a portion of the legal description will satisfy this section (example: Part of the NW ½, SW ¼, Sec. 12, T-2N, R-12W). A brief statement of the property type should be inserted in this section. (Example: Apartments, commercial, industrial, vacant land, timberland.) Use more than one line in this section if necessary.
- (5) **Client:** Insert the name of the client or the intended user(s) of the appraisal report.
- (6) **Property Type:** Place an “R” for residential or an “N” for non-residential property types.
- (7) **Type of Report:** Place an “X” in the appropriate column. A “self-contained” narrative style report, should contain all the supporting documentation and reasoning which leads to the conclusion of value. A “summary” appraisal report refers to a form style report typical of some financial institutions, insurance companies, government agencies and relocation companies. This type of report permits the appraiser to summarize both the conclusion and the relevant data assembled in the course of the appraisal process. A “restricted” use appraisal report refers to reports with a minimum amount of information contained and/are restricted to the use of an informed client or named user and is supported by file data. (Check one type of report only.)
- (8) **Complexity:** Place an “N” (non-complex) or “C” (complex) in the appropriate column. A majority of the appraisal assignments will fall within the noncomplex category, however, property assignments of 1-4 family residential properties in which the property to be appraised, the form of ownership, or market conditions are atypical should be noted as complex (“C”).
- (9) **Supervised Inspection Y/N:** This column is for verifying if your supervisor accompanied you on the inspection of the subject (exterior/interior) and/or the inspection of the comparable sales and neighborhood. Place “Y” for yes, “N” for No to indicate the supervisor’s involvement in the inspection phase of the assignment.

For the next eight levels of participation, Interior Inspection through final reconciliation, you are to indicate the actual time spent (where applicable) in performing a specific phase of the appraisal process. **(The time should be noted as in hours and/or fraction thereof.)**

The participation column “Other- Explain on separate page” is for the applicant to use if he or she has performed other types of appraisal assignments such as desk reviews or other involvement in which the applicant may have contributed to a value conclusion.

Signature: The final column under Participation asks for the applicant to verify if in fact they have or have not signed the report and certification by indicating a “Y” for yes or “N” for no.
- (10) **Hours Requested:** The hours requested section of the form is divided into two columns. One is “residential” for totaling the actual time spent in developing for the appraisal as recorded under each activity in which the appraiser was involved. The same applies for the “non-residential” column for extending the accumulative hours spent in developing that property type. The requested hours for a particular appraisal assignment needs to be consistent with the designated property type as listed on the form. It will NOT equal 8 hours per appraisal report.
- (11) **Pages:** Each page of the log should reflect a total number of hours claimed for each property type and also the total of all pages.
- (12) **Supervisor:** As you complete each page with the various appraisal assignments, you should have your immediate supervisor sign, date, and put his certification number on the appraisal log. You should keep your log current and up to date with each and every supervising appraiser with whom you may be involved.

If you have any questions about completing this experience log, please contact the Arkansas Appraiser Licensing Board at 101 E. Capitol, Suite 430, Little Rock, AR 72201 (501) 296-1843.

