



CANNON BUILDING
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STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

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APPRAISER EXPERIENCE LOG

Instructions

- This AQB-approved *Appraiser Experience Log* must be used by current Appraiser Trainees, Licensed Real Property Appraisers, or Certified Residential Real Property Appraisers to log experience hours. In order to upgrade to a higher level, you will need to prove that you have acquired the additional experience hours.
- Licensed and Certified Residential Appraisers do not need to get obtain a supervisor to gain experience, therefore, a supervisors initials and signature on the *Log* does not apply to you.
- Trainees and Supervisors must track inspection experience hours, initial, and sign the *Appraiser Experience Log*.
 - Before you begin using this *Log*, you must make sure that each supervisor submits a *Verification of Real Estate Appraiser Supervision* form to the Council for approval. This form is available on our website.
 - Complete a separate *Log* for work performed under each supervisor.
- You should follow the guidelines below to complete the *Appraiser Experience Log*:
 - Enter name of Appraiser (Trainee, Licensed, or Certified Res.) and Delaware license number.
 - Trainees – Enter name of the Certified supervising Appraiser and Delaware license number.
 - List client's name and property address (include the city, state and zip code).
 - Enter whether land is improved (I) or unimproved (U).
 - Enter type of property using these abbreviations:
RES = Residential
IND = Industrial Property
MF = Multi-Family
OFF = Office Building or Complex
APT = Apartment Complex
COM = Commercial Property
SP = Special Purpose Property
 - Enter purpose of appraisal using these abbreviations.
M = Mortgage
S = Sale
E = Estate
O = Other
D = Divorce
 - Enter date of inspection in Month/Day/Year format.
 - Enter the initials of the person contributing to each category as follows:
 - All Appraisers should initial the **white** areas under each category
 - Trainees - Your supervising appraiser should initial the **gray** areas.
 - Enter the total hours spent appraising the property in the last column.
 - You must enter your total amount of hours for each page.
 - You must sign and date each log sheet.
 - Trainees - Both you and your supervisor must sign the *Log*.

