



CANNON BUILDING  
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STATE OF DELAWARE  
**COUNCIL ON REAL ESTATE APPRAISERS**

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## VERIFICATION OF REAL ESTATE APPRAISER SUPERVISION

### INSTRUCTIONS

If this is a requirement for your application, mail this form ***directly*** to the office at the address above. Enter your Application ID: \_\_\_\_\_

If you are reporting a change in supervision using the Service Request ***Manage Affiliations***, upload the form with your request.

Each of a Trainee applicant's supervising Certified Real Property Appraisers completes, signs, and submits this form.

#### Supervisory Appraiser Requirements and Responsibilities

- You must complete an AQB-approved Supervisory/Appraiser Trainee course before supervising an Appraiser Trainee. Submit a copy of the course completion certificate with this form.
- You are permitted to supervise Appraiser Trainees only if you have been state-certified for at least three years.
- You are not permitted to supervise Appraiser Trainees if the Council has disciplined you within the preceding three years.
- You may supervise up to three Appraiser Trainees at the same time.

See the Council's [Rules and Regulations](#) for information about supervisory requirements and responsibilities.

**TRAINEE APPLICANT INFORMATION** – To be completed by applicant as the Appraiser Trainee.

Name: \_\_\_\_\_  
Last First Middle Initial

**SUPERVISOR INFORMATION** – To be completed by supervising Certified Real Property Appraiser (General or Residential).

1. Name: \_\_\_\_\_  
Last First Middle Initial

2. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Delaware Certified Real Property Appraiser (General or Residential) License Number: X \_\_\_\_ - \_\_\_\_\_

4. Have you been state-certified for at least three years? Yes  No  **If no, STOP. You are prohibited from supervising Appraiser Trainees.**

5. Have you received any administrative penalties (disciplines) regarding your practice as an appraiser during the past three years? Yes  No  **If yes, STOP. You are prohibited from supervising Appraiser Trainees.**

6. Have you completed an AQB-approved Supervisory Appraiser/Appraiser Trainee course? Yes  No  **If no, STOP. You are prohibited from supervising Trainees. If yes, enter the following information about the course:**

Provider: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Submit a copy of the course completion certificate.**

7. I certify that the Trainee applicant named above will assist in completing appraisal reports, including an opinion of value, and may co-sign the appraisal under my supervision. Yes

8. I certify that I will:

- actively and personally supervise the trainee Yes
- review and sign the appraisal report Yes
- accept total responsibility for the appraisal report Yes
- review and approve the trainee's Experience Log and provide copies of any appraisal reports the trainee assisted in preparing as requested by the Council. Yes
- comply with all rules and policies for supervisory appraisers. Yes

9. Do you supervise any Trainee other than the one named above? Yes  No  If yes, complete the information at right:

TRAINEE NAME	LICENSE NUMBER	JURISDICTION

10. Do you agree to notify the Council in writing when you are no longer supervising the trainee? Yes

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

SEAL

My commission expires: \_\_\_\_\_