

**VERIFICATION OF SUPERVISED APPRAISAL EXPERIENCE**

**Reporting Form**

The undersigned licensed or certified appraiser hereby certifies to the North Carolina Appraisal Board that he/she:

1. Actively and personally supervised the *(check one)*  registered trainee  licensed residential appraiser  certified residential appraiser named herein in the conduct of the appraisal described below;
2. Reviewed the appraisal report and supporting data used in connection with the appraisal described below;
3. Signed the appraisal report;
4. *(Check one)*  accompanied on inspection  did not accompany on inspection of the appraised property; and
5. Furnished a copy of this form to the trainee or appraiser, and placed a copy of this form in the supporting file for the appraisal.

---

**PLEASE PRINT**

TRAINEE/ASSISTING APPRAISER'S NAME: \_\_\_\_\_ REG/LIC/CERT # \_\_\_\_\_

SUPERVISING APPRAISER'S NAME: \_\_\_\_\_ APPRAISER # \_\_\_\_\_

DATE SUPERVISOR DECLARATION FORM SENT TO APPRAISAL BOARD: \_\_\_\_\_

ADDRESS OR DESCRIPTION OF PROPERTY APPRAISED SUFFICIENT TO IDENTIFY APPRAISAL *(including office file number, if applicable)*:  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF PROPERTY APPRAISED *(check one)*:

**Residential** (1-4 units)

Single-Family  Multi-Family (2-4 units)  Vacant Lot (1-4 Units)  Farm (Homestead-less than 100 acres)

**General**

Land  Residential Multi-Family (5-12 units)  Residential Multi-Family (13 + units)  
 Commercial Single-Tenant  Commercial Multi-Tenant  Industrial  Institutional

PERCENTAGE OF WORK PERFORMED ON THIS APPRAISAL BY ASSISTING APPRAISER: \_\_\_\_\_%

APPRAISAL REPORT DATE: \_\_\_\_\_

DESCRIPTION OF ASSISTANCE PROVIDED *(See examples on reverse side. Attach additional sheets if necessary)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Supervising Appraiser's Signature)

\_\_\_\_\_  
(Date)

**A COPY OF THIS COMPLETED FORM SHOULD BE FURNISHED TO THE ASSISTING APPRAISER**

(OVER)

## Instructions

1. The form on the reverse side of this sheet must be completed by a:
  - a. licensed or certified real estate appraiser to verify the nature and extent of any assistance rendered by a registered trainee appraiser in connection with a real estate appraisal performed by the registered trainee and the licensed or certified appraiser;
  - b. *certified* residential appraiser to verify any assistance rendered by a *licensed* residential appraiser in the performance of an appraisal wherein the appraisal report is signed by the *certified* residential appraiser; and
  - c. certified *general* appraiser to verify any assistance rendered by a *licensed* or *certified* residential appraiser in connection with performing an appraisal where the appraisal report is signed by the certified general appraiser.
  
2. **One copy** of the completed Reporting Form must be furnished to the trainee or assisting appraiser for future use in verifying his/her appraisal experience to the Appraisal Board when applying for appraiser licensure or certification, and one copy must be placed in the workfile for the appraisal.

### **Example of Description of Assistance Provided in a Residential Appraisal**

"Assisted in collecting sales data, verifying sales, inspecting site, calculating sq.ft., computing building costs (utilizing cost services and local building costs,); prepared preliminary analysis using sales comparison approach (for review by supervising appraiser); and wrote neighborhood description."

### **Example of Description of Assistance Provided in a Commercial Appraisal**

"Assisted in inspecting property (calculating square footage, obtaining descriptions, history and operating records), accumulating tax and assessment data, zoning data, market data (identifying and verifying comparable sales/rents and sources); and compiled cost data from manuals and local market."