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REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG SAMPLE ENTRIES

These are examples only. Log entries should contain only information specific to the assignment results report that is the subject of that entry.

- **DATE ASSIGNMENT RESULTS REPORT SIGNED:** Day, month, and year must all be visible when the page is printed. Reports must be in chronological order.
- **NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include state and county or city in Legal Description or Address.):** The Board must be able to determine if property is located in Nebraska or not. If log entries list property outside of the state of Nebraska, include evidence that the real property appraisal practice experience being claimed is compliant with the laws of the jurisdiction in which it was obtained. The evidence might include credentialing as a trainee or equivalent in that jurisdiction and evidence of supervisor/trainee relationship in that jurisdiction, or copies of statutes showing that the jurisdiction does not require such credentialing. No more than 50% of hours logged can be for subject properties located outside the State of Nebraska.
- **DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT:** Be as specific as possible. Attach extra pages if necessary. This description should match up with the summary of the extent of significant real property appraisal assistance in the certification or elsewhere in the report. If the applicant did not either sign the report or receive attribution of significant real property appraisal assistance in the report, do not report those hours on the log. The descriptions should show progressively increasing responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.

- DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC): Be as specific as possible. The Board should be able to determine how much of the report was the work of the applicant and how much was the work of the supervisory real property appraiser or real property appraiser-in-charge.
- PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural. 5+ unit residential properties are considered commercial.
- AGE OF SFR: newer than 20 years, or 20 years or older
- APPROACHES: SALES, COST, INCOME: Mark all approaches that were developed and reported in the specific assignment results report.
- USPAP COMPLIANT: Any hours not marked USPAP compliant will be subtracted from the total.
- TRADITIONAL CLIENT: Any client, such as a lender, property owner, seller, buyer, or attorney hiring the appraiser for a business purpose. If the report is for demonstration purposes only, there is no traditional client.
- REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review. No more than 25% of the total number of hours may be in report types 2-5. Mass Appraisal experience claimed must be compliant with USPAP Standards 5 & 6. Appraisal Review experience claimed must be compliant with USPAP Standards 3 & 4.
- APPLICANT HOURS: Number of hours the applicant spent working on the report. Round to the nearest half hour.
- SA or RPAC HOURS: Number of hours the supervisory real property appraiser or real property appraiser-in-charge spent working on the report. Round to the nearest half hour.

Include an NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet signed by the applicant and the supervisory real property appraiser (if applicant is a trainee) with the experience log. If a trainee applicant has more than one supervisory real property appraiser, submit a signed cover sheet for each supervisory real property appraiser.

SAMPLE ENTRIES

Effective 08/17/2023

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include <u>state and county</u> or <u>city</u> in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC)	PROPERTY: SFR, 2-4 UNIT RES, C, A	AGE OF SFR		APPROACHES			USPAP COMPLIANT	TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	SA or RPAC HOURS
					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

Residential duplex, demo report – Note: clearly states that it is a demo report, N for Traditional Client, demo reports must be signed by the supervisory real property appraiser or the real property appraiser-in-charge

1/2/2023	Demo report	Inspection; photos; researched comps; developed sales, cost, and income approaches; performed reconciliation; wrote report	Reviewed and signed report	2-4 unit res			X	X	X	Y	N	1	20	5
	700-702 A St													
	Some City, NE													

Single-family residential – Note: progressive examples, early, middle and late experience; trainee contribution increasing, supervisor contribution decreasing

1/5/2023	ABC Bank	Inspection, photos, researched comps, assisted in completing forms	Reviewed Trainee work, developed sales approach, completed report	SFR		X	X			Y	Y	1	6	5
	800 A St													
	Any Town, NE													
5/5/2023	George Homeowner	Inspection, photos, researched comps, developed sales approach, completed forms	Reviewed Trainee work, developed cost approach, completed report	SFR	X		X	X		Y	Y	1	8	3
	900 21 st St													
	Any Town, NE													

Effective 08/17/2023

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include <u>state and county</u> or <u>city</u> in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC)	PROPERTY: SFR, 2-4 UNIT RES, C, A	AGE OF SFR		APPROACHES			USPAP COMPLIANT	TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	SA or RPAC HOURS
					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

Single-family residential – progressive examples

8/5/2023	Big AMC	Inspection, photos, researched comps, developed sales and cost approaches, performed reconciliation, wrote report	Reviewed and signed report	SFR	X		X	X		Y	Y	1	6	1
	1000 B St													
	Any Town, NE													

Restricted report for estate attorney, farmland

8/12/2023	G. Esquire, Attorney	Developed scope of work; inspection; data entry; comp selection; assisted with development of sales and income approaches and support for adjustments	Reviewed trainee research, reconciliation, completed report	A			X	X	Y	Y	2	25	15
	S1/2 & NW1/4 13-16-6												
	Your County, NE												

Commercial Report

8/15/2023	Commercial Bank	Inspection; photos; researched comps; developed sales, cost, and income approaches; performed reconciliation; wrote report	Reviewed and signed report	C			X	X	X	Y	Y	1	40	5
	4507 Downtown Ave													
	Metro, NE													

Effective 08/17/2023

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural
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					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

Mass Appraisal

8/18/2023	George County Assessor	Identified market; analyzed economic conditions; calibrated mass appraisal model; collected, verified, and analyzed data; wrote report	Reviewed and signed report	R			X			Y	Y	3	40	5
	Mass appraisal, see attached list													
	George County, NE													

Effective 08/17/2023

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

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					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

Appraisal consulting, rent analysis

8/23/2023	Commercial Bank	Data research for rent analysis, completed initial draft of report	Reviewed trainee research and analysis, suggested additional support for conclusions, signed report	C					X	Y	Y	4	40	10
	Area 1 st St to 25 th St and A St to G St													
	Metro, NE													

Review report of a subject appraisal report

8/25/2023	AMC Appraisal Management Company	Reviewed subject report, verified data presented, analyzed adjustments, wrote review report	Reviewed trainee work, suggested changes, signed report	C			X	X	X	Y	Y	5	6	1
	4507 Downtown Ave													
	Metro, NE													