NRPAB
Nebraska Real Property Appraiser Board

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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. Not required for real property appraisal practice experience obtained through participation in a PAREA program.

- 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. Not required for real property appraisal practice experience obtained through participation in a PAREA program.

Include an NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet signed by the applicant and by the supervisory real property appraiser (if applicant is a trainee) or the real property appraiser-in-charge (if applicable) with the experience log. No SA or RPAC signature is required for a log of real property appraisal practice experience obtained through participation in a PAREA program. 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 08/15/2024

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 state *and* county or city 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					
1/2/2024	Demo report 700-702 A St Some City, NE	Inspection; photos; researched comps; developed sales, cost, and income approaches; performed reconciliation; wrote report		2-4 unit res			X	X	X	Y	N	1	20	5
1/2/2024	Demo report 700-702 A St Some City, NE	Inspection; photos; researched comps; developed sales, cost, and income approaches; performed reconciliation; wrote report		2-4 unit res			X	X	X	Y	N	1	20	

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

Same report, real property appraisal practice experience obtained through participation in a PAREA program.

Effective 08/15/2024

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					

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

1/5/2024	ABC Bank 800 A St Any Town, NE	Inspection, photos, researched comps, assisted in completing forms	Reviewed Trainee work, developed sales approach, completed report	SFR		X	X			Y	Y	1	6	5
5/5/2024	George Homeowner 900 21st St Any Town, NE	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
8/5/2024	Big AMC 1000 B St Any Town, NE	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

Same report, real property appraisal practice experience obtained through participation in a PAREA program.

8/5/2024	Demo Report 1000 B St Any Town, NE	Inspection, photos, researched comps, developed sales and cost approaches, performed reconciliation, wrote report		SFR	X		X	X		Y	N	1	6	

Effective 08/15/2024

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					
					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

Restricted report for estate attorney, farmland

8/12/2024	G. Esquire, Attorney S1/2 & NW1/4 13-16-6 Your County, NE	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

Commercial Report

8/15/2024	Commercial Bank 4507 Downtown Ave Metro, NE	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

Effective 08/15/2024

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 state *and* county or city 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
Mass Appraisal														
8/18/2024	George County Assessor Mass appraisal, see attached list George County, NE	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
Appraisal consulting, rent analysis														
8/23/2024	Commercial Bank Area 1st St to 25th St and A St to G St Metro, NE	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
Review report of a subject appraisal report														
8/25/2024	AMC Appraisal Management Company 4507 Downtown Ave Metro, NE	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