

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Appraisal Board
Supervisor Designation/Termination Form
Form # DBPR FREAB 14

TRANSACTION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your form to ensure faster processing.

TRANSACTION	TRANSACTION REQUIREMENTS
Designate Primary Supervisor	<input type="checkbox"/> Complete Sections I, II, III and V of this form.
Designate Secondary Supervisor	<input type="checkbox"/> Complete Sections I, II, III and V of this form.
Terminate Primary Supervisor	<input type="checkbox"/> Complete Sections IV and V of this form. Note: Section 475.6221(1) states, “Termination of the relationship with a Primary Supervisory Appraiser automatically terminates the relationship with the Secondary Supervisory Appraiser.”
Terminate Secondary Supervisor	<input type="checkbox"/> Complete Sections I, IV and V of this form
Change Secondary Supervisor to Primary Supervisor	<input type="checkbox"/> Complete Sections I, IV and V of this form

Please mail your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0790

General Information

All transactions must be completed by the Primary Supervisory Appraiser. The Primary Supervisory Appraiser must notify the Division of Real Estate of the name and address of any Primary and Secondary Supervisory Appraiser and must also notify the division within 10 days after terminating such relationship. Primary, Secondary and Trainee must be affiliated with the same firm or business. Termination of a Primary Supervisor will automatically terminate the supervisory relationship with the Secondary Supervisor.

Any Supervisory Appraiser may not supervise more than three trainee appraisers at one time. A Supervisory Appraiser must have been licensed as a Certified Residential or Certified General appraiser for at least 36 months and be in good standing with the Board. A supervisory appraiser must be a current Certified General or Certified Residential appraiser in good standing and under no disciplinary term, condition, or obligation with the Board for at least the last three (3) years prior to application to be a supervisory appraiser.

As of January 1, 2015, Certified Appraisers, who are adding Trainee Appraisers to their license, will be required to complete the 3 hour Supervisor and Trainee course. The course must have been taken no earlier than December 1, 2014, as that is when the first course was made available. Once a Certified Appraiser has taken the course they will not be required to take it again for any future additions.

Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

1. Application Instructions (by section)

a. Section I – Application Type

- i. Select the transaction you wish to complete.
- ii. This application must be completed by the Primary Supervisor.

b. Section II – Supervisor Information

- i. Provide the name and license number of the appraiser trainee.
- ii. Provide the name, license number, telephone number, and email address of the Primary Supervisor.
- iii. If you are designating a Secondary Supervisor, provide the name and license number of the Secondary Supervisor.
- iv. Provide the name and business location address of the appraisal business with which the Primary Supervisor is affiliated.

c. Section III – Eligibility Criteria

- i. Answer whether the designated supervisor currently supervises three or more trainees prior to supervising the trainee for whom this application is being completed.
- ii. Answer whether the designated supervisor has completed the required 3 hour Supervisor and Trainee course.
- iii. Answer whether the designated supervisor is currently a Certified General or Certified Residential Appraiser, in good standing with the Board.
- iv. Answer whether or not the designated supervisor has had their registration, certification, or license suspended by the Board or has been disciplined by the Board in last three years

d. Section IV – Supervisor Termination

- i. Provide the name and license number of the appraiser trainee.
- ii. Provide the name of the supervisor who is to be terminated.
- iii. Indicate whether they are to be terminated as a Primary Supervisor or Secondary Supervisor.
- iv. Provide the license number of the terminated supervisor.

e. Section V – Affirmation By Written Declaration

- i. The affirmation by written declaration must be signed by the Primary Supervisor.
- ii. If the applicant fails to sign the affirmation statement, the application will be deficient and unable to be approved.

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Appraisal Board
Primary Supervisor Designation/Termination Form
Form # DBPR FREAB 14

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.
For additional information see the Instructions at the beginning of this application.

Section I – Application Type

CHECK ONE OF THE TRANSACTION TYPES (Use multiple forms if more than one transaction is applicable)	
<input type="checkbox"/> Designate Primary Supervisor [9007]	<input type="checkbox"/> Designate Secondary Supervisor [9007]
<input type="checkbox"/> Terminate Primary Supervisor [4020]	<input type="checkbox"/> Terminate Secondary Supervisor [9007]
	<input type="checkbox"/> Change Secondary To Primary [9007]

Section II – Supervisor Information

REGISTERED TRAINEE APPRAISER		
Trainee Name:	License Number:	
PRIMARY SUPERVISORY APPRAISER		
Primary Supervisor Name:		
License Number:	Telephone Number:	
Email Address:		
SECONDARY SUPERVISOR INFORMATION (if Necessary)		
Designated Secondary Supervisor Name:		
License Number:		
FIRM OR BUSINESS INFORMATION		
Firm or Business Name		
Street Address		
City	State	Zip Code (+4 Optional)
County	Country	

Section III – Eligibility Criteria

ELIGIBILITY CRITERIA	
Are you currently supervising three or more trainees at this time? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you completed the 3 hour Supervisor and Trainee course? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Date Completed if Yes: _____	
Are you currently a licensed appraiser, Certified General or Certified Residential Appraiser, in good standing with the Board? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has your registration, certification been suspended by the Board or been disciplined by the Board within the last three years? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Section IV – Supervisor Termination

SUPERVISOR TERMINATION	
Termination of a Primary Supervisor automatically terminates the relationship between the trainee and Secondary Supervisor. To be able to perform appraisal services a trainee must have a designated Primary Supervisor.	
Trainee Name:	License Number:
Name of Supervisor to be Terminated:	
<input type="checkbox"/> Terminate as Primary Supervisor <input type="checkbox"/> Terminate as Secondary Supervisor <input type="checkbox"/> Change secondary to primary	Supervisor License Number:

Section V – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.	
Signature of Primary Supervisor:	Date:
Print Name:	
Signature of Secondary Supervisor:	Date:
Print Name:	
Signature of Trainee Appraiser (If being added):	Date:
Print Name:	