

**INSTRUCTION SHEET – APPRAISAL EXPERIENCE LOG
FORM DBPR RE-2300**

**Log should be prepared in chronological order
A separate log is required for each supervisor, when applicable.**

- 1. Applicant Name:** List the applicant name as it appears on the application (Last, First, Middle).
- 2. Appraisal Experience Type Check Boxes:** Check the appropriate box for the type of experience claimed. If it is a fee/staff appraisal assignment, check the first box. If it is a review assignment, check the second box, etc. ****NOTE: DO NOT MIX EXPERIENCE TYPES ON THIS LOG SHEET. YOU MUST SUBMIT A SEPARATE LOG SHEET FOR EACH EXPERIENCE TYPE (separate pages for fee/staff, separate pages for review experience, etc).**
- 3. Report Date / Transmittal Date:** The report date is the effective date of the appraisal. (It should be noted if this is a prospective or a retrospective effective date.) The date the appraisal is transmitted and signed is also required.
- 4. Form Type:** If the report is completed on a form, report the form number. If the form is not numbered, include a descriptive phrase (e.g. land). If the report is a narrative report, the word "Narrative" should be inserted here.
- 5. Property Address:** The physical address of the subject property. You may include the file number behind the address, but the physical location of the subject property must be listed. You may use more than one line for each address (number and street on one line, with city and state on the second line).
- 6. Property Type:** Residential (1-4 residential units), Multi family, Commercial, etc.
- 7. Description of Applicant's Work Performed:** Briefly describe what parts of the appraisal process the applicant completed.
- 8. Scope of Supervising Appraiser's Review:** Briefly describe what the supervisor did to review and confirm the work completed by the applicant and the contents of the report.
- 9. Level of Supervising Appraiser's Supervision:** Briefly describe the level of supervision provided to the applicant during the completion of the report.
- 10. Number of Hours:** This is the total number of hours it took to complete the assignment (actual hours worked on the appraisal). This is attested to by the supervisor's signature.
- 11. Applicant Signature / Designation / License Number:** The signature, **current** designation and license number of the applicant who is completing the log is required (e.g. Trainee, Licensed, Certified Residential, etc.) This also applies to out-of-state applicants who are required to insert their out-of-state designation.
- 12. Supervisor's Signature / Designation / License Number:** The signature, designation and license number of the supervisor for the applicant who worked on the appraisals listed on the individual pages of the log is required (e.g. Licensed, Certified Residential, or Certified General). **PLEASE NOTE:** This requirement only applies to those applicants that currently require supervision (Florida trainees, as well as any out-of-state entry level licensees).
- 13. Date:** This is the date the applicant and supervisor (where applicable) signed each page of the log. Since the log should represent a chronological progression of assignments completed, this date should coincide with the date of the last appraisal listed on each page.



**Florida Department of Business and Professional Regulation
Division of Real Estate
1940 North Monroe Street, Tallahassee, FL 32399
Appraisal Experience Log**

Applicant Name: _____

Experience is:							
Fee / Staff Experience <input type="checkbox"/>		Review <input type="checkbox"/>		Appraisal Analysis <input type="checkbox"/>		Feasibility Analysis <input type="checkbox"/>	
Report Date And Transmittal Date	Form Type	Property Address City, State, Zip	Property Type (SFR, Condo, or 2-4 Units) Commercial	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Level of Supervising Appraiser's Supervision	Number of Actual Hours Worked By Applicant

****Supervising Appraiser Signature, Designation and Number**

Applicant Signature, Designation and License Number

Print Supervising Appraiser's Name

Date

Print Applicant / Trainee Name

Date

*Please see Rule 61J1-6.001, F.A.C., for specific experience criteria.

**You must maintain separate logs for each supervisor.