TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER—INSTRUCTIONS

The State of West Virginia will recognize on a temporary basis the certificate, or license of a real estate appraiser in good standing issued by another state if the appraiser’s business is of a temporary nature, the appraiser registers with this office before beginning the assignment and pays the required permit fee. The temporary permit is for a single assignment for a single client. This permit must be available during the appraisal inspection, so please allow adequate time to receive the permit before beginning the assignment. The Board has five (5) business days to process applications.

1. Application must be legible. Please type or print clearly in ink.

2. Attach a copy of your current appraiser license.

3. Attach a copy of your engagement letter, or evidence that your business in West Virginia is temporary. Engagement letter must include applicant’s name, or the application must include a letter, or email communicating the assignment has been given to the applicant.

4. Each section must be completed and all documentation attached. Incomplete applications will be returned.

5. Mail Temporary Permit Fee in the amount of $250 in the form of check, or money order made payable to the WV Appraiser Board and the completed application to: WVAB, PO Box 40267, Charleston, WV 25364. THE BOARD OFFICE CANNOT ACCEPT DELIVERY OF FEDERAL EXPRESS, UPS OR OTHER DELIVERY SERVICES.

6. Do not overnight applications to the Board office. All applications must be mailed to the PO Box address. The Temporary Permit will be returned to you via regular U.S. Mail unless you include alternative pre-paid postage materials. Therefore, allow adequate time to receive the permit before beginning the assignment.

NOTE:

Licenses are required for review appraisals when the review includes ascertaining whether the value opinion is reasonable and supported by the appraisal and could include a different opinion of value. However, when the review is administrative in nature, does not analyze the opinion of value but is a check for completeness, inclusion of client requirements and regulatory compliance, the appraiser would not be required to be licensed.

Non-Resident Appraisers will be granted only two (2) Temporary Permits per calendar year. No exceptions to this policy.

Temporary Permit holders may be granted one temporary permit extension. Send your request in writing or email the board at wvappraiserboard@wv.gov

Last Revised 5/07/2018
TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER

Temporary Permit No.: ____________________________________________

Date Issued: ___________________________  Valid Through: ___________________________

Approved By: ___________________________________________________

                         Patricia Rouse Pope, Executive Director

Last Name: ____________________________  First: _______________________  Middle: ______

Date of Birth: ___________________________  Social Security No.: __________________

Residence Street: __________________________________________________________

City: ____________________________  State: ______________  ZIP: ______________

Residence Phone: ___________________________  Cell Phone: ______________________

Business Name: __________________________________________________________

Business Street: __________________________________________________________

City: ____________________________  State: ______________  ZIP: ______________

Email: _________________________________________________________________

Business Phone: ___________________________  FAX: ______________________________

Resident State: ___________________________  Resident State Appraiser License No: ______

Current License Classification:

☐ State Licensed Appraiser  ☐ State Certified Residential Appraiser  ☐ State Certified General Appraiser

OFFICE USE ONLY

Current License ☐  ASC ☐

Consent to Service ☐  Engagement Letter ☐  Affidavit ☐

Check No: ________  Deposit No: ________  Date Rec.: ________

Last Revised 5/07/2018
1. List all states in which you currently hold a license or certification in real estate appraising, along with your license numbers:

________________________________________________________________________
________________________________________________________________________

2. In what state were you initially licensed?

________________________________________________________________________

3. Have you ever entered a plea of nolo contendere, been found or convicted of a violation of any local, state or federal law (either felony or misdemeanor), excluding minor traffic violations (DUIs are not considered minor violations.)
   □ Yes  □ No (If “yes,” attach explanation that includes date, case number and court copy of final court disposition.)

4. Have you or any partnership or corporation in which you were a legal or financial participant ever been disciplined, sanctioned or fined and/or had a license, certificate or registration suspended, revoked, surrendered or resigned by a board or agency issuing the license, certificate or registration?
   □ Yes  □ No (If “yes,” attach explanation, including date and case number.)

5. Have you ever had an application for a real estate appraiser license or certification or an application for a non-resident temporary practice permit denied?
   □ Yes  □ No (If “yes,” attach explanation, including date and case number.)

THE APPRAISAL ASSIGNMENT

Name of Client: ________________________________________________________________

Address of Client: _____________________________________________________________

City: ___________________________ State: _______________ ZIP: ____________

Contact Person: ______________________ Telephone No.: _______________________

Specific property address(es) to be appraised. You must include street address, city, county and state:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Type of property being appraised (i.e., residential, industrial, commercial, farmland, timber, etc.):

________________________________________________________________________
________________________________________________________________________

Estimate of time to complete the assignment: __________________________________________
OATH & AFFIDAVIT

I HEREBY:

1. Acknowledge that I have read and understand the questions in this application and have answered them truthfully and completely.

2. Agree to comply with the standards set forth in the West Virginia code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.

3. Acknowledge that my failure to make a full and accurate disclosure of any information requested may result in the denial and/or revocation of my application for a temporary permit.

4. Agree to provide additional information or documentation that may be necessary to verify information disclosed in this application.

5. Authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any state, or its representatives, to furnish any information bearing upon my background for honesty, trustworthiness, integrity and competence to transact business as a real estate appraiser in such manner as to safeguard the interests of the public. Such information may include, but is not limited to, records of any convictions for misdemeanors and/or felonies, the circumstances involved in any such convictions, and the suspension, revocation or surrender of my license authorizing me to engage in any profession or occupation.

6. Acknowledge that I understand that the temporary practice permit is not valid for any individual other than me.

7. Agree to develop and issue the appraisal report in conformance with the edition of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time the appraisal report is issued.

8. Acknowledge that my license/certification is in good standing in all states in which I am licensed/certified and that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed or excluded any information that may have a bearing on this application.

9. Understand that I am not allowed to practice real estate appraisal activity in West Virginia until my application is approved and I have the Temporary Practice Permit in my possession.

State of _________________________________________________________________________

County of _________________________________________________________________________

I, ______________________________________________________________________________ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant __________________________________________________________________

Signature of Applicant __________________________________________________________________

Subscribed and sworn before me this __________________ day of __________________, 20___

My commission expires __________________________________________________________________

Notary Public ________________________________________________________________________

SEAL
NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

I, __________________________, the undersigned, being an applicant for a real estate appraiser license/certification with the State of West Virginia, hereby give my irrevocable consent that service of process in any action or proceeding arising out of my activities as a West Virginia Real Estate Licensee may be upon me by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon me. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made upon me.

Print Name of Applicant __________________________

Signature of Applicant __________________________

State of __________________________

County of __________________________

I, __________________________, a notary public in and for the above-name county and state, do certify that __________________________, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this ______ day of ____________, ___________________.

My commission expires __________________________

Notary public __________________________

SEAL