

TEMPORARY PERMIT CHECKLIST

(DO NOT SEND WITH APPLICATION, THIS PAGE IS FOR YOUR USE ONLY)

Items Needed:

1. Application completed in full.
2. Both Oath & Affidavit and Consent to Service fully completed and notarized on the same date.
3. If you answered Yes to any legal questions on Page 2, submit an explanation and copy of court legal documents.
4. Copy of current license in resident state.
5. Copy of Letter of Engagement.
 - a. If you are not listed in the LOE, you will also need to provide a communication of assignment from the client or signer of LOE that you are the assigned appraiser.
6. \$200 Temporary Permit Fee (check only)

MAIL USPS ONLY (NOT FEDEX OR UPS) TO:

WVREALCB

PO BOX 40267

CHARLESTON, WV 25364

FAILURE TO FOLLOW ABOVE NOTES WILL RESULT IN DELAYED PROCESSING AT NO FAULT OF THE BOARD



West Virginia Real Estate Appraiser Licensing and Certification Board

Application Mailing Address:
PO Box 40267
Charleston, WV 25364

Phone: 304.558.3919
Fax: 304.558.3983
E-Mail: wvappraiserboard@wv.gov
Website: <http://appraiserboard.wv.gov>

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 the WV Real Estate Appraiser Licensing and Certification Board (WVREALCB) 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. Once permit is received, assignment can begin. The WVREALCB has five (5) business days to process Temporary Permit applications once received in office.

1. Please type or print legibly in ink.
2. Attach a copy of your current appraiser license or certification.
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. Fully complete each section and attach all documentation. Incomplete applications will be returned.
5. Mail the Temporary Permit Fee of \$200 in the form of check or money order made payable to the WV Real Estate Appraiser Licensing and Certification Board and the completed application to: **WVREALCB, PO Box 40267, Charleston, WV 25364**. Use only the US Postal Service for overnight delivery to the PO Box, if deemed necessary.
6. The Temporary Permit will be sent to you via electronic mail. Allow adequate time for review. Assignment can begin once permit is received.

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 permitted.

Temporary Permit holders may be granted one temporary permit extension. Send your request in writing to WVREALCB, 405 Capitol St. Suite 906, Charleston, WV 25301 or email the WVREALCB at wvappraiserboard@wv.gov at least two weeks prior to the permit expiration date.



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The Temporary Permit will be sent to you via electronic mail. Allow adequate time to receive the permit before beginning the assignment.

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.

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

- Consent to Service Current License ASC Affidavit Engagement Letter

Check No.: _____

Deposit No.: _____

Date Rec'd: _____

Date Paid: _____

Amt. Rec'd: _____



TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER— PAGE 2

1. List all states in which you currently hold a license or certification in real estate appraising and 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 are/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.)

Note: If you have answered "Yes" to any of the above questions in regards to an issue previously disclosed in a prior WVREALCB Temporary Permit Application; in lieu of the previously provided documents, please provide your previous TEMP Permit Number. Issues not previously disclosed will still need to be provided. Previous WVTEMP: _____

**THE APPRAISAL ASSIGNMENT
Per Engagement Letter**

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 myself.
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.

I, the undersigned, 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 to before me this _____ day of _____, _____

My Commission expires: _____

Notary Public Signature _____

State of _____

County of _____

SEAL

NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

I, the undersigned, being an applicant for a real estate appraiser temporary permit 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 affect 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 _____

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 signature _____

State of _____

County of _____

SEAL