

Review Experience FAQs

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Table of Contents

Can I use reports for my review experience submission that I listed on my experience log previously for the MAI or SRA designation requirements?	3
I am an Appraisal Institute Designated member pursuing both general and residential review designations. Do I have to submit 5 reports for each path?	3
I am responsible for all the work that goes out of my office. I have a trainee who reads the appraisal report and prepares the appraisal review. I review the report and sign it thus assuming professional responsibility for it. Can I get credit for this work?	3
I work on large projects where often two appraisers review an outside report and prepare a review report. Is it possible for both of us to obtain experience credit?	3
Our Company has a policy that we complete appraisal reviews, but it is not necessary that they be compliant with Standards 3 and 4. How do I obtain experience credit?	4
Are appraisal reviews performed for internal company quality control purposes eligible?	4
What do I write under “Report Format” on the List of Assignments?	4
The scope of my review work varies from assignment to assignment. Some of it is required to comply with applicable Standards and other reviews are prepared in a short format that does not meet the reporting requirements of applicable Standards. Shouldn’t I list only the work that is compliant?	5
My job at XYZ bank is to review appraisals for compliance. I read the report and prepare a check sheet which indicates whether the report meets all our specific criteria. This confirms data about the report; whether the report is signed, the location and distance of the comparables, whether our engagement letter is included, and so on. I do not review values, other than checking the math. Will this work meet the requirements for the review designation?	5
How do I determine the number of hours to write in for each report?	5
Can I include residential assignments on a List of Assignments for the General Review Designation?	5
Can I include general assignments on a List of Assignments for the Residential Review Designation?	6

Can I use reports for my review experience submission that I listed on my experience log previously for the MAI or SRA designation requirements?

Yes, you may select reports that you had initially listed on an experience log for your MAI or SRA paths, if those reports are your most current reports that qualify for applicable general or residential review experience and they were not previously reports you or your screener selected for the experience interview or advisory guidance process.

I am an Appraisal Institute Designated member pursuing both general and residential review designations. Do I have to submit 5 reports for each path?

Yes. Designated members who are pursuing the general and residential review designations must receive specialized experience credit for five (5) reviews that are compliant with professional valuation standards and must also receive residential experience credit for five (5) reviews that are compliant with professional valuation standards. The five (5) reports for each designation path must be different. While the hours can count for both Lists, you cannot use the same 5 reports for your interview.

I am responsible for all the work that goes out of my office. I have a trainee who reads the appraisal report and prepares the review. I review the report and sign it thus assuming professional responsibility for it. Can I get credit for this work?

No, you must have Significant Professional Responsibility for the work.

Significant Professional Responsibility • The assumption of responsibility for the work by signing a report prepared by another does not meet the definition of Significant Professional Responsibility. Significant Professional Responsibility is a term specific to Experience criteria and means that the Candidate must be able to demonstrate that he or she followed the appropriate process(es) and arrived at the analyses, opinions, and conclusions that were incorporated in the report (or file memoranda showing data, reasoning, and conclusions). The Candidate must have done the work! An assistant can research data and provide general assistance, but the Candidate must prepare the analysis and develop the conclusions.

I work on large projects where often two appraisers review an outside report and prepare a review report. Is it possible for both of us to obtain experience credit?

It is not necessary for the candidate to complete an entire review assignment. It is possible that two appraisers may work on a complex review and each complete analysis and conclusions. In this case it would be possible for both to receive credit.

Our Company has a policy that we complete appraisal reviews, but it is not necessary that they be compliant with USPAP Standards 3 and 4. How do I obtain experience credit?

The Appraisal Institute Standards of Professional Practice require that Designated members, Candidates for Designation and Practicing Affiliates conduct review assignments in compliance with applicable Standards. USPAP defines “Review” as “[...] the act or process of developing and communicating an opinion about the quality of another appraiser’s work.”

Solely making factual comments about the report, such as that the appraiser is licensed, the report is signed, that the comparables are located within a mile or that the comparables are less than six months old, etc., does constitute a “Review”. If only factual statements about an Appraisal Report are made professional valuation standards would apply, but not standards applicable to “Review”. For example, if USPAP applies, Standards 1-10 would not apply; the work would be subject only to USPAP’s Ethics, Competency, and Record Keeping Rules. If a reviewer subject to USPAP is stating an opinion about reasoning, adequacy, reasonableness of adjustments, credibility, the value conclusion, concurrence of opinions, and so on, the work would be subject to Standards 3 and 4.

“Review” is an opinion of the quality of the work of another appraiser. A service in which ONLY factual statements are made (e.g., “The cost, income and sales comparison approaches were addressed in the report,” “the certification is signed”), the service is NOT “Review”; while USPAP would still apply, Standards 1-10 would not apply.

** The Standards of Professional Practice require Designated members, Candidates, and Practicing Affiliates to comply with either the Standards of Professional Practice, which is comprised of (1) the Certification Standard of the Appraisal Institute and (2), and applicable national or international standards. If the appraiser is subject to USPAP, Standards 3 and 4 applies to their Review work. Appraisers in the United States who are state certified or licensed must comply with USPAP unless the state law has specific exceptions.*

All work for which experience is claimed must have been performed for a business purpose (mock review experience is ineligible).

Are reviews performed for internal company quality control purposes eligible?

The review must be performed in the normal course business for a completed appraisal and must not be of draft reports. Sample review reports prepared for experience credit and/or not for a customary business purpose are not allowed. There must be a client, an intended use (other than experience credit) and an intended user (other than the Appraisal Institute).

What do I write under “Report Format” on the List of Assignments?

Review reports do not have a defined report format. You can enter N/A or leave the column blank.

The scope of my review work varies from assignment to assignment. Some of it is required to comply with USPAP Standards 3 and 4 and other reviews are prepared in a short format that does not meet the reporting requirements of USPAP Standard 4. Shouldn't I list only the work that is compliant?

It is important to comply with USPAP Standards 3 and 4. You must list all work and it should comply with Standards. You cannot choose to list some assignments but not others. You might find it helpful to discuss what needs to be compliant with Stephanie Coleman, MAI, SRA, AI-GRS, AI-RRS, Senior Manager for Standards and Ethics at (312) 244-9368, or Senior Experience Screener, Gilbert Valdez, MAI, SRA, AI-GRS, AI-RRS at (312) 335-4145. Also refer to question *“Can I use reports for my review experience submission that I listed on my experience log previously for the MAI or SRA designation requirements?”*

My job at XYZ bank is to review appraisals for compliance. I read the report and prepare a check sheet which indicates whether the report meets all our specific criteria. This confirms data about the report; whether the report is signed, the location and distance of the comparables, whether our engagement letter is included, and so on. I do not review values, other than checking the math. Will this work meet the requirements for the review designation?

Your work might be called a compliance report or something similar. The “review” may or may not be done by an appraiser. It does not consider the reasoning and analysis in the report and express any opinion about it. This work is not subject to applicable valuation standards pertaining to review (i.e. USPAP Standards 3 and 4), would not be considered for experience credit, and should not be included in your log.

How do I determine the number of hours to write in for each report?

Technically, the number of hours entered on the List of Assignments should be the actual number of hours that you spent on the Assignment. Some Candidates enter an average or typical number for all assignments and this is acceptable.

Can I include residential assignments on a List of Assignments for the General Review Designation?

No, this is not typically acceptable. General work is defined to exclude 1-4 family properties. However, apartments over five units would be allowed, as well as mixed use commercial properties with a residential component.

Can I include general assignments on a List of Assignments for the Residential Review Designation?

Residential work is defined as “residentially oriented” assignments. This includes 1-4 family residential properties plus apartments, condominiums, and other complex residential assignments. It is possible that you would consider some residential work to also be a general assignment. For example, apartments (5+ units) are acceptable. Mixed use properties, as long as one of the components was residential, bed and breakfast, etc., are also acceptable.

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