

AI Benefit: Advisory Guidance for Designated Members

Exclusively for Designated Members!

This new benefit is **exclusively for Designated members** and provides a unique educational opportunity to enhance future appraisal reports! Designated members may submit an eligible appraisal report for independent advisory guidance from a fellow Designated member who has knowledge and background in evaluating appraisal reports.

One-On-One Advisory Guidance Session

The counselor will schedule a virtual interview to verbally provide educational and constructive feedback during the session. This guidance will be verbal only and will be kept confidential by both you and the Advisory Guidance counselor.

Cost for an Advisory Guidance Session

\$500 for one commercial report or **\$300 for two residential reports**. Please see the examples of work considered commercial and/or residential on page 2.

Checklist for Eligible Submissions and Program Guidelines

- ✓ The report submitted is a final report accepted by the client that is at least six months past the date of the report.
- ✓ The report is not subject to any pending litigation or subject to investigation by a third party.
- ✓ If the report submitted is not eligible, an opportunity to submit another report will be provided.
- ✓ A Designated Member is eligible for one counseling session per year.
- ✓ Revisions to the submitted report based on the advisory guidance session are strictly prohibited.
- ✓ Providing the submitted report to a client following the advisory guidance is strictly prohibited.
- ✓ Best practice techniques will be addressed in the session.
- ✓ No opinion of value will be offered, nor will this guidance be a Standards-compliant review.
- ✓ The advisory guidance session will be kept confidential by both the Counselor and Designated Member.

Work performed by all Designated Members is subject to:

- [Regulation No. 6, Peer Review](#)
- [Code of Professional Ethics](#)
- [Standards of Professional Practice](#)

Examples of Commercial Property Types:

- Multifamily residential of 5+ units (including land)
- Commercial, retail, office (including land)
- Industrial (including land)
- Agricultural (including land), such as commercial crops, timber, orchards, cannabis, and animal husbandry, etc.
- Lodging
- Residential subdivisions (5+ units), residential condominiums (5+ units)
- All other real property, including special use properties, but excluding one to four family residential

Examples of Residential Oriented Property Types:

- Single-family dwelling (1-4 units)
- Condominium (individual or multiunit complexes) and cooperatives
- Multifamily residential 1-4 units and 5 or more units
- Residential single and multifamily land and residential subdivisions
- Special use properties, such as hobby farms, ranches, agricultural land, mixed uses with residential, bed and breakfast

Request an Advisory Guidance Session

Once the application (**page 3**) is completed, please send it to experience@appraisalinstitute.org. Once your submission is accepted, we will pair you with the appropriate counselor for your session. Please note that while we will make efforts to identify a suitable counselor, it is not guaranteed.

Questions?

(312) 335-4288

experience@appraisalinstitute.org

Designated Member Advisory Guidance Session Application

Acct # _____ Name _____

One (1) Commercial report Two (2) Residential Reports

Report # 1			
Date		Property Type	
Address			
Report # 2			
Date		Property Type	
Address			

Agreement

- I understand and agree that this is a voluntary process for educational and informational purposes only and that the Appraisal Institute is not engaged in rendering legal, accounting, appraisal, or other professional services, and that nothing in the advisory guidance counseling process is to be construed as offering such services.
- I understand the advisory guidance counseling session will be verbal only. Nothing will be provided to me in writing.
- I agree that the report submitted for the advisory guidance session is a final report accepted by the client and that is at least six months past the date of the report. I agree that the report is not the subject of any pending or potential litigation and is not subject to investigation by any third party. If the report I submitted by me is not eligible, I will be given an opportunity to submit another report that meets these requirements.
- I understand that I may receive one (1) eligible counseling session per year.
- I agree that I will not revise the submitted report based on the advisory guidance process and will not provide it to any client.
- Best practice techniques will be addressed in this process.
- I understand that the advisory guidance process is not an appraisal or appraisal review, and that no client relationship is created. There will not be an opinion of value offered, nor will this guidance be a standards-compliant review.
- I agree to keep all information received in the advisory guidance process confidential and to not disclose the contents of the counseling session to anyone.
- I irrevocably waive any claim or cause of action at law or equity that I might have at any time against the Appraisal Institute, its Board of Directors, officers, committees, employees, contractors, agents, or members or other persons cooperating with the Appraisal Institute, for any act or failure to act in connection with the advisory guidance counseling process.
- I understand and agree that the selection of the advisory guidance counselor is solely at the discretion of the Appraisal Institute and is not guaranteed.

Signature _____ Date _____

Submit request to experience@appraisalinstitute.org