



EXPERIENCE LOG INSTRUCTIONS

PRIMARY DOCUMENT
2020 Update

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Real Estate
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786
800-560-6420

LOG-7500

As of **November 26, 2018**, applicants for a **Certified Residential** credential require a minimum of **1,500** hours of experience in no less than **12** months.

Applicants for a **Certified General** credential require a minimum of **3,000** hours of experience in no less than **18** months.

The **Experience Log** must be completed in *chronological* order from oldest to most recent assignment.

Do NOT create your own form. Do NOT submit a spreadsheet. Do NOT apply signatures other than your own to the Experience Log. Supervisors must sign on their own behalf.

Each page of the Supplemental Appraisal Experience Log must include the applicant's name, the total hours for the page, and a completed ____ Page of _____. Incomplete pages will be rejected.

The **FIRST500** forms MUST appear at the front of the Log. Trainees who fail to complete the **FIRST500** forms may result in an Intent to Deny the application.

One and ONLY one **Log Cover Sheet** is to be included. Additional cover sheets will be rejected and will result in the **Experience Log** being returned.

Incomplete cover sheets will be rejected.

Trainee supervisors MUST be pre-approved as supervisors by the Division. There are NO exceptions. Any assignments co-signed by unapproved supervisors will be rejected. Supervisors holding credentials in other jurisdictions may be approved but only for work covered under their jurisdiction, NOT Illinois.

Supervisors MUST be credential holders in good standing in Illinois in order to supervise an Illinois Associate Real Estate Trainee Appraiser.

If you have completed or provided significant appraisal assistance in appraisals in jurisdictions other than in Illinois, you must include these on separate Log pages. For example, if you have completed an appraisal in **Iowa** or **Texas**, you must include these properties on their own pages. Do NOT mix them on pages containing Illinois properties. Do NOT mix assignments completed in other states on the same page. There is only room for ONE supervisor signature and supervisor credential. Any deviation from this will be rejected.

If you were required to be licensed in another jurisdiction, provide your license number from *that* jurisdiction. Do NOT include your Illinois credential or your supervisor's Illinois credential for assignments completed in other jurisdictions. They will be rejected.

If you were provided a **Temporary Practice Permit** in another jurisdiction for any property that you completed in that jurisdiction, then this is your credential number for that assignment or assignments.

Not less than three (3) appraisal reports will be selected from the **Experience Log** by Licensing and Testing staff. The applicant will receive a letter that identifies the addresses of the three assignments. The applicant will have seven (7) days in which to submit the reports.

The reports must be “*true copies*”. True copies contain ALL signatures. “*Drafts*” of any report will NOT be accepted. Failure to submit a signed report will result in a rejection of that report in its entirety.

Do NOT submit a copy of the workfile for any assignment unless asked to do so.

Those claiming experience who have NOT signed the Certification MUST be specifically and conspicuously be acknowledged in the body of the report. Their “*significant contribution*” MUST be clearly and specifically documented. Sentences like, “*Mary provided significant assistance,*” will be rejected.

Failure to detail specific tasks will result in a denial of application. Include **ONLY** appraisal reports that can be supported and documented.

1. Type or print all information in ink only. Submission of any unapproved format will result in a denial of the application.
2. Entries must be made for each assignment claimed as follows:
 - **Date of Report**: Indicate in chronological order the “*signature date*” of each report. In most cases the “signature date” will be the same or near to the *effective date* of value. However, in *retrospective* reports, there could be a considerable gap in time between the *effective date* of value and the “*signature date*”.
 - **Address of Subject Property**: The report should be identified in such a way to make your report retrieval easy. If you are submitting a condominium property then include the unit number. If you are submitting farmland with NO numeric address, find a way to identify it for retrieval. It is NOT the Division’s responsibility to figure out which parcel you submitted.
 - **Client Name**: The client should be clearly identified. Do NOT redact any client information. If you do, these properties will be rejected.
 - **Report Type**: Mark the appropriate box as to whether the report was Summary, Restricted (Use), Self-Contained, or Appraisal Report. Older reporting options remain as some applicants have experience pre-dating the current USPAP reporting options.
 - **Type of Property**: Indicate the type by using ONLY the following abbreviations:
 - **SFR** = Single Family Residence
 - **CDO** = Condominium (residential ONLY, or condotels)
 - **COOP** = Cooperative
 - **AP2, AP3, AP120** = Apartments followed by units (no matter how many units)
 - **VAC** = Vacant Land (NOT for subdivisions or agricultural use)
 - **IND** = Industrial (including industrial condominiums)
 - **COM** = Commercial (including mixed-uses and commercial condominiums)
 - **AGR** = Agriculture (including grain elevators, ranches, farms, etc)
 - Anything outside of these common property types should be identified as **SPEC** = Special (including houses of worship, fire stations, subdivisions, schools, athletic fields, etc) **No other abbreviations will be accepted**. Failure to adhere to these codes will result in a rejection of the Log.
 - **Site Area**: Choose *either* square footage or acreage. If it is a condominium, then indicate “Common area”.
 - **Primary Improvement GLA**: In most cases there is only one primary improvement (i.e. house, apartment building, condominium unit, warehouse, etc.). In some cases, there may be many

substantial structures on the site. Choose **one** for the GLA. If NONE exist; indicate the GLA as 0 or NA.

- **Hours Claimed:** These are the hours that you, as the applicant, are claiming for the specific assignment. Please refer to the Real Estate Appraiser Experience Guide Matrix for **maximum** assignment hours. Travel to and from an appraisal will **NOT** be counted. Do **NOT** claim fractions of hours. Round to the nearest whole hour. An assignment that took 9.5 hours must be rounded to 10 hours. Anything exceeding the matrix for any property type **MUST** be separately documented on the **LOG-7575** form. There are NO exceptions.
- **(Board Use Only) Adjusted Hours:** This field is reserved for staff and/or Board Members **ONLY**. They may adjust hours more or less than claimed.
- **Description of work by Appraiser:** Mark all boxes that apply. The boxes reflect the “significant contribution” by the appraiser/applicant. If the appraiser has NOT signed the Certification, they must be clearly identified in the report by name along with their *specific* task(s) in the assignment.
- **Description of work by Supervisor:** This refers to the scope and level of review performed by the “*signing*” supervising appraiser. There are three additional boxes indicating “Co-inspected by Supervisor”, “Desk or Field Review by Supervisor”, and “Co-Appraised by Supervisor”. Each page of the log **MUST** reflect the **same** supervising appraiser. If the applicant is supervised by a different, approved supervising appraiser, a new page must be added.
- **Applicant’s Signature:** The applicant must sign each page as it is completed.
- **Certification/License or SSN:** The applicant must indicate their current appraisal credential in this space. If the applicant has **no** appraisal credential then they must include their Social Security Number in the space provided. **DO NOT PLACE BOTH** if you have a 557.
- **Supervisor’s Signature:** The supervising appraiser must sign each page that pertains to the work that they supervised. **ONLY ONE** supervisor may sign. There is **NO** space for multiple supervisors.
- **Certification No.:** The supervising appraiser must provide their appraisal credential number. Supervisors with multi-state licenses should indicate their Illinois credential if they have one. If they have no Illinois credential, then they **MUST** indicate another credential followed by the state or jurisdiction. Failure to follow these directions will result in delays upon the applicant or a rejection of the Log.

The Appraisal Board may request copies of the workfile. The applicant should have taken appropriate steps to retrieve their workfile. However, IDFPR cannot retrieve workfile contents on behalf of the applicant. USPAP is clear as to access to workfiles:

“An appraiser must have custody of his or her workfile, or make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile.”

I have read and I understand the instructions:

Signature of the Applicant

Date