



**STATE OF WISCONSIN**  
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**Governor Scott Walker      Secretary Dave Ross**

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**REAL ESTATE APPRAISER APPLICATION  
ADVISORY COMMITTEE MEETING  
Via Virtual Meeting  
Room 121A, 1400 East Washington Avenue, Madison, WI  
Contact: Tom Ryan - 608-261-2378  
June 25, 2013  
10:00 AM**

**AGENDA**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

A. Welcome New Committee Member(s)

B. Recognition of Committee Members

**C. Adoption of Agenda (1-2)**

**D. Approval of Minutes of May 9, 2013 (3-6)**

E. Administrative Updates

- 1) Staff Changes
- 2) Paperless Initiative **(7-20)**

**F. Discussion of Application Review Form (21-24)**

G. Practice Matters

H. Informational Items

I. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters

- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

J. Public Comments

**CONVENE TO CLOSED SESSION to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.), and to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.), and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**K. Review and Consideration of Appraisal Experience and Appraisal Reports for the Following Applicants or any Mailed or Received after Preparation of Agenda (25-26)**

1. Bjurquist, Rebecca – Certified Residential
2. Dhein, Tyler – Licensed Appraiser
3. Heindl, Jeffrey – Licensed Appraiser
4. Kern, Gail - Certified General and Licensed Appraiser (to Marla Britton)
5. McKinley, Ramondo – Certified Residential
6. Olson, Frank – Certified General and Licensed Appraiser
7. Reinhard, Joseph – Licensed Appraiser
8. Richardson, Brian – Certified General
9. Sampson, Lindsey – Certified General and Licensed Appraiser
10. Tetzner, Jared – Licensed Appraiser
11. Wilkinson, Steven – Certified Residential
12. Wright, Steven – Licensed Appraiser

**RECONVENE TO OPEN SESSION**

**H. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

**ADJOURNMENT**

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
VIRTUAL MEETING MINUTES  
MAY 9, 2013**

**PRESENT:** Donald Chudnow, Gary Gruenisen, Frank Hopp, Tom Kneesel, Lawrence Nicholson, Ursula Volk, David Wagner

**STAFF:** Tom Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 10:02 a.m.

**ADOPTION OF AGENDA**

**Amendments:**

- Item I (closed) – Review and Consideration of Appraisal Experience and Appraisal Reports:
  - 8. Thomas, Chris – removed from agenda
  - 12. Turner, Vance – added to agenda

**MOTION:** Donald Chudnow moved, seconded by Thomas Kneesel, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 26, 2013**

**MOTION:** Thomas Kneesel moved, seconded by Gary Gruenisen, to approve the minutes of March 26, 2013 as written. Motion carried unanimously.

**CLOSED SESSION**

Lawrence Nicholson, Chair, read the motion to convene to closed session.

**MOTION:** Donald Chudnow moved, seconded by Ursula Volk, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a)), Stats.; to consider licensure or discipline (s. 19.85 (1)(b)), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f)), Stats.; and to

Real Estate Appraiser Application Advisory Committee

May 9, 2013 Minutes

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confer with legal counsel (s. 19.85(1)(g)), Stats. Roll call vote: Donald Chudnow-yes; Gary Gruenisen – yes; Frank Hopp-yes; Thomas Kneesel-yes; Lawrence Nicholson-yes; Ursula Volk-yes, David Wagner-yes. Motion carried unanimously.

Open session recessed at 10:12 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Donald Chudnow moved, seconded by Gary Gruenisen, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 11:37 a.m.

### **VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

#### **REAFFIRM ALL MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Frank Hopp moved, seconded by Donald Chudnow, to reaffirm all motions made in closed session. Motion carried unanimously.

### **APPLICATION REVIEWS**

#### **CYNTHIA BEHM LICENSED**

**MOTION:** Donald Chudnow moved, seconded by Gary Gruenisen, to recommend denial of the appraisal reports as not meeting USPAP compliance. Motion carried unanimously.

#### **TONI BLAHA CERTIFIED RESIDENTIAL**

**MOTION:** Donald Chudnow moved, seconded by Gary Gruenisen, to recommend an intent to deny subject to the receipt of an additional 1004 appraisal report which includes cost approach, highest and best use analysis, and a better reference for market analysis. Motion carried unanimously.

**REBECCA BRENNY  
CERTIFIED GENERAL**

**MOTION:** Donald Chudnow moved, seconded by Ursula Volk, to recommend approval of the appraisal reports as meeting USPAP compliance. Motion carried unanimously.

**ERIC KAWSKI  
CERTIFIED GENERAL**

**MOTION:** Donald Chudnow moved, seconded by Gary Gruenisen, to recommend approval of the appraisal reports as meeting USPAP compliance. Motion carried unanimously.

**JANA NIEMI  
CERTIFIED RESIDENTIAL**

**MOTION:** Frank Hopp moved, seconded by Ursula Volk, to recommend an intent to deny unless the work files for all appraisals and non-redacted reports of the three original appraisals are received. Motion carried unanimously.

**KEITH POIRIER  
LICENSED**

**MOTION:** Thomas Kneesel moved, seconded by Frank Hopp, to recommend denial of the appraisal reports as not meeting USPAP compliance. Motion carried unanimously.

**JEROME SHARP  
LICENSED**

**MOTION:** Ursula Volk moved, seconded by Frank Hopp, to recommend approval of the appraisal reports as meeting USPAP compliance with coaching comments. Motion carried unanimously.

**BRIAN WEYENBERG  
CERTIFIED RESIDENTIAL**

**MOTION:** Frank Hopp moved, seconded by Thomas Kneesel, to table the review until the next meeting. Motion carried unanimously.

**MARK WILBORN  
LICENSED**

**MOTION:** Frank Hopp moved, seconded by Donald Chudnow, to recommend approval of the appraisal reports as meeting USPAP compliance. Motion carried unanimously.

**VANCE TURNER  
LICENSED**

**MOTION:** Frank Hopp moved, seconded by Thomas Kneesel, to recommend approval of the appraisal reports as meeting USPAP compliance with coaching comments. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Donald Chudnow moved, seconded by Gary Gruenisen, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:38 p.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

|  |   |   |  |
|--|---|---|--|
| 1) Name and Title of Person Submitting the Request:<br><br><b>Karen Rude-Evans, Bureau Assistant</b>   |   | 2) Date When Request Submitted:<br><br><b>6/6/2013</b><br>Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul> |  |
| 3) Name of Board, Committee, Council, Sections:<br><br><b>Real Estate Appraisers Application Advisory Committee</b>  |   |   |  |
| 4) Meeting Date:<br><br><b>6/25/2013</b>   | 5) Attachments:<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No   | 6) How should the item be titled on the agenda page?<br><br><b>Paperless Initiative</b>   |  |
| 7) Place Item in:<br><input checked="" type="checkbox"/> Open Session<br><input type="checkbox"/> Closed Session<br><input type="checkbox"/> Both  | 8) Is an appearance before the Board being scheduled?<br><br><input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> )<br><input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required:  |  |
| 10) Describe the issue and action that should be addressed:<br><br><b>Brief presentation of how Board Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.</b>   |   |   |  |
| 11) Authorization  |   |   |  |
| <b>Karen Rude-Evans</b>  |   |   |  |
| Signature of person making this request  |   | Date  |  |
| Supervisor (if required)   |   | Date  |  |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda)   |   | Date  |  |
| Directions for including supporting documents:<br>1. This form should be attached to any documents submitted to the agenda.<br>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.<br>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. |   |   |  |

## How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

**Wisconsin Department of Administration** | News | Search | Home

[Main Menu](#) | [Help](#) | [FAQ](#)

### DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

#### User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

#### Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

#### Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

#### Change Your Password

[Password Management](#) allows you to change your password.

#### Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009  
DET - Bureau of Business Applications Services  
Content Contact: [BRAS/BA](#)

[Wisconsin.gov](#) | [Search](#) | [Legal](#) | [DOA Home](#)

**Customer ID Menu**

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [Forgot your account information?](#)
- :: [User Acceptance Agreement](#)

**Not sure if you already have DOA/State of WI account?**

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

**Account Creation**

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix

E-Mail  \*

Use this format 6085551234

Phone  ext.

**Mailing Address**

Street Address

City

State/Province

Zip Code  -

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tip](#)

Password  \*

Re-enter Password  \*

**Logon ID/Password Recovery**

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password. [Secret Question and Answer Tip](#)

Secret Question  \*

Secret Answer  \*

**Verification**

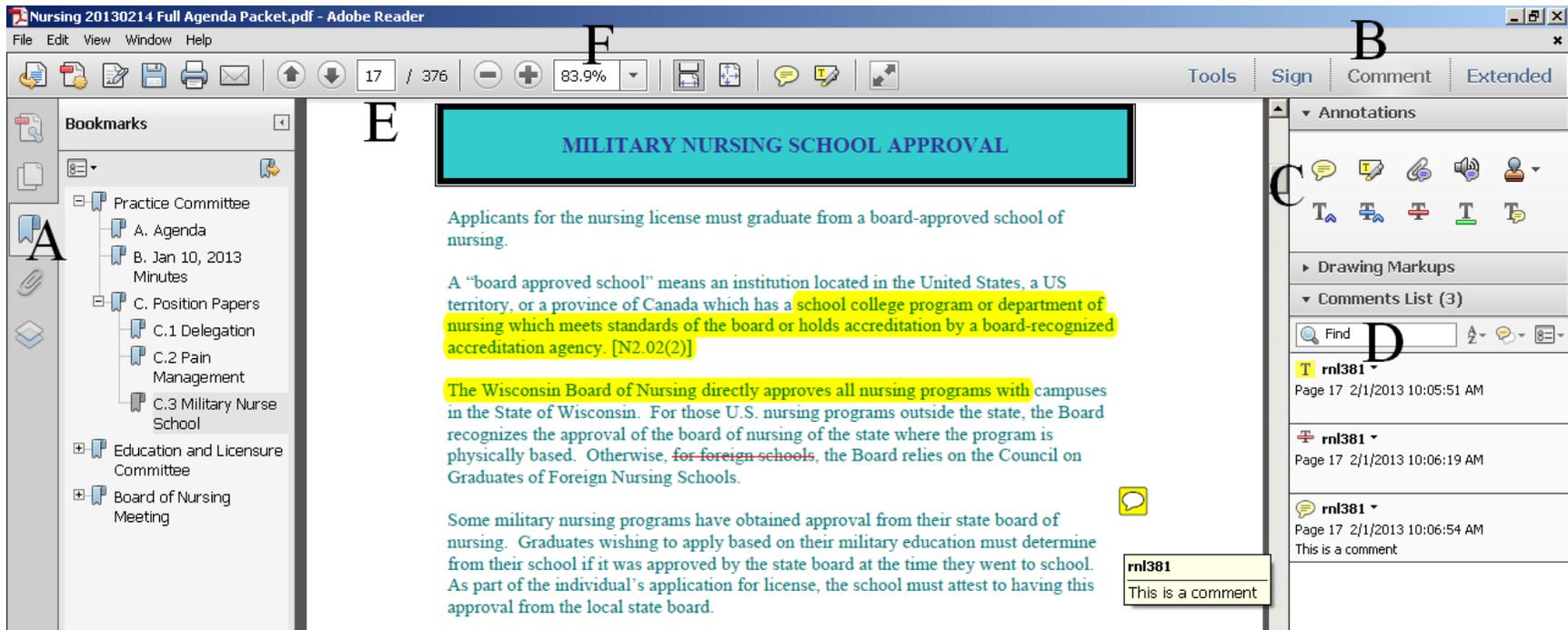
This step helps prevent automated registrations. If you cannot see the number below [click here](#).

**80542** Please enter the number as it is shown in the box to the left.  \*

**Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.**

**Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.**

**Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.**



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

**A: Bookmarks** – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

**B: Comment** – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

**C: Annotations & Drawing Markups** – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

**D: Comments List** – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

**E: Page List** – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

**F: Zoom** – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

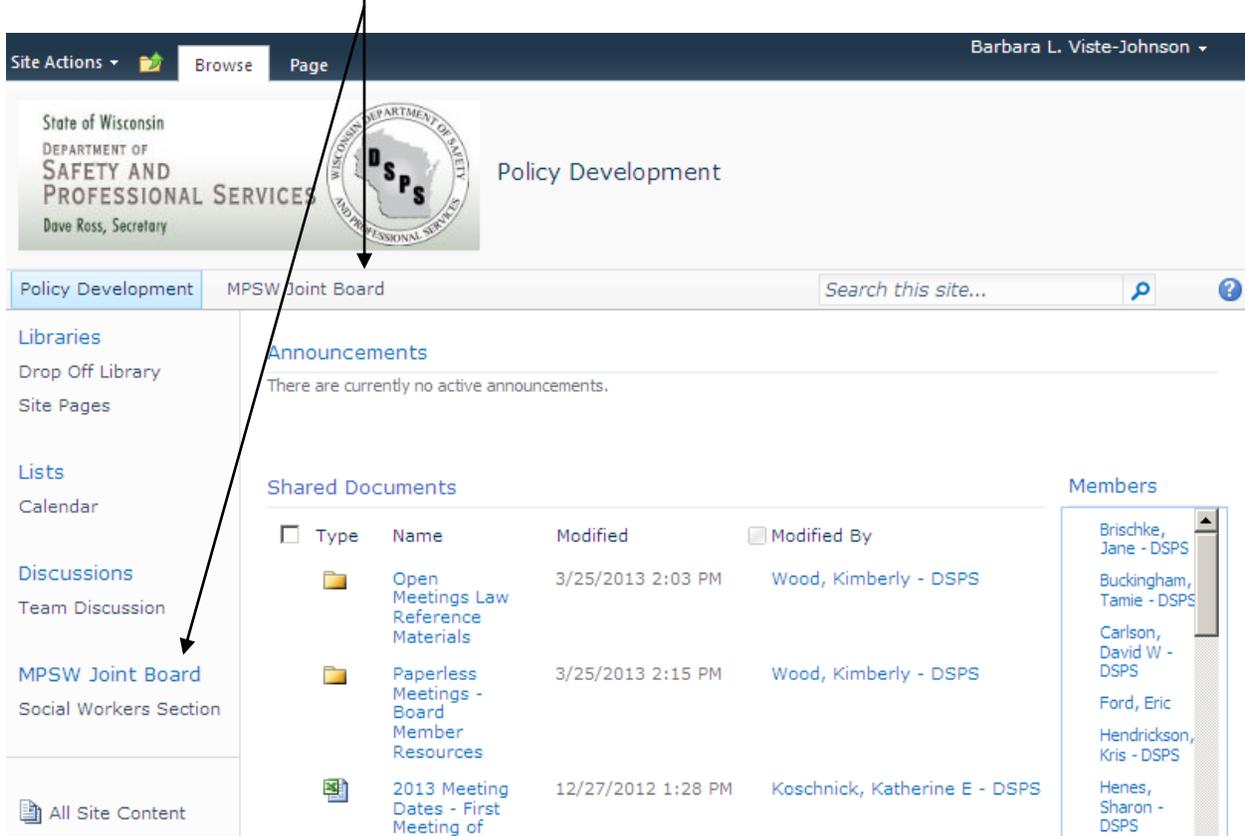
In order to log into the SharePoint site, you will need to go to <https://webapps.wi.gov/sites/dsps/boards/>

When you load this page, you should receive a prompt to enter your User name and password. Your User name is the Logon ID from when you created your Wisconsin Extension account. In order to tell SharePoint where to find your account, you will need to place wiext\ in front of your username at this login prompt. If you are logging in from a secure location, you can check the box to allow SharePoint to remember your username and password.



If you have forgotten your login information or password, there is a link at the bottom of <http://register.wisconsin.gov> that can be used to recover your Login ID and Password.

Once you enter your information successfully, you will be taken to the SharePoint launch page. The launch page also contains useful Board member information on things like open meetings law, paperless meeting resources, and a wide array of other information. From this site, you can select your Board and then you will be taken to the Board site. Your section is listed underneath the Joint Board.



There are several sections of this site that will be of interest to Board members. If you examine the left hand side of the screen when you get to your Board's site, you will see a navigation panel that lists every library and list you have permission to access. Please take a moment to familiarize yourself with the look of the site. Playing around is highly encouraged.

Board of Nursing

## Libraries

Introduction & Overview  
Materials

Board Materials

Legal Services and  
Compliance

Credentialing

Board Member Folders

Site Pages

## Lists

Calendar

Board Officers &  
Liaisons

The bar to the side of the left side of the page has several options on it that should be of interest to Board members. Many areas of the site are currently in development.

**Introduction & Overview Materials:** This library contains several documents relevant to Board business.

**Board Materials:** This library contains individual agenda items, as well as a copy of the completed agenda. The library is divided into subfolders by meeting.

**Legal Services and Compliance/Credentialing:** These libraries will be used by DLSC and Credentialing personnel to provide documents relevant to the respective areas. These sections of the site are currently in development.

**Board Member Folders:** This library contains a folder for each Board member. These folders are only visible to the Board member who they correspond to and are configured to allow Board members to upload any documents they wish. This folder will also contain a copy of the meeting agenda which Board members will be able to make comments in.

**Site Pages:** This section is currently in development

**Calendar:** A calendar of Board events. This is currently in development.

**Board Officers & Liaisons:** This list contains a directory of Board officers and liaisons. This directory will be updated prior to the meeting.

| Search this site...           |                |           |              |                  |                                      |  |
|-------------------------------|----------------|-----------|--------------|------------------|--------------------------------------|--|
| <input type="checkbox"/> Type | Name           | BoardName | Meeting Date | Modified         | <input type="checkbox"/> Modified By |  |
|                               | March 14, 2013 |           |              | 3/7/2013 4:57 PM | Niehaus, Matt - DSPS                 |  |

Selecting Board Materials will give you access to a list of meetings by date. Selecting the meeting date (under the “name” category) from this list will bring you to the items for that meeting date.

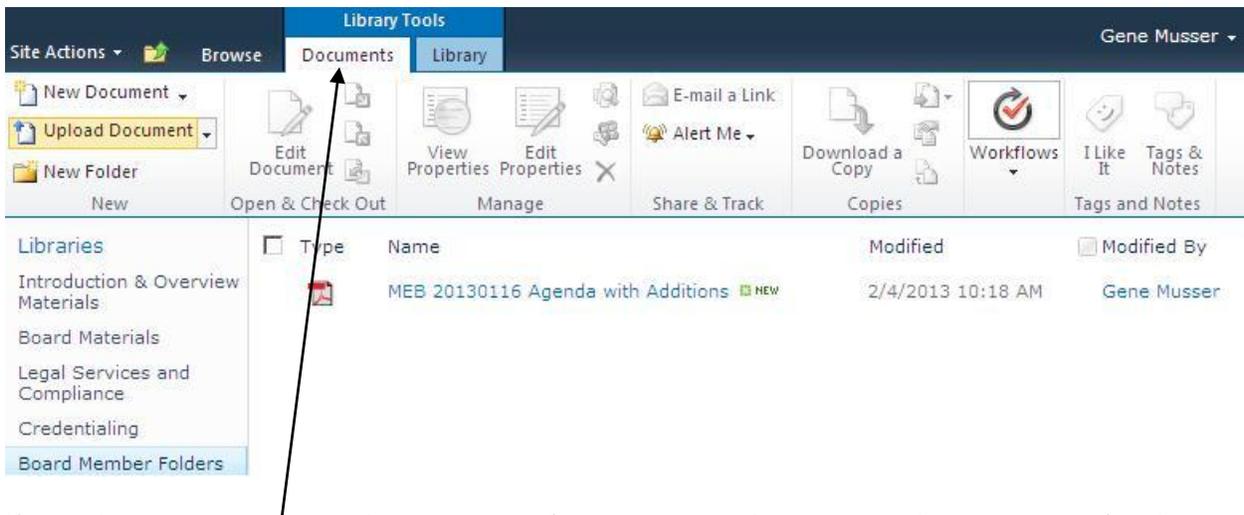
Board of Nursing > Shared Documents > March 14, 2013 > Create Date ▾  
Share a document with the team by adding it to this document library.

| Board of Nursing Search this site... |  |                  |              |                  |                                      |  |
|--------------------------------------|--|------------------|--------------|------------------|--------------------------------------|--|
| <input type="checkbox"/> Type        | Name                                       | BoardName        | Meeting Date | Modified         | <input type="checkbox"/> Modified By |  |
|                                      | 1. Agendas                                 | Board of Nursing | 3/14/2013    | 3/7/2013 5:05 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 2. Minutes                                 | Board of Nursing | 3/14/2013    | 3/8/2013 2:29 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 3. Executive Director Matters              | Board of Nursing | 3/14/2013    | 3/8/2013 2:46 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 4. Credentialing Matters                   | Board of Nursing | 3/14/2013    | 3/8/2013 2:46 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 5. Disciplinary Matters                    | Board of Nursing | 3/14/2013    | 3/8/2013 2:47 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 6. Education and Examination Matters       | Board of Nursing | 3/14/2013    | 3/8/2013 2:48 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 7. Legislative-Administrative Rule Matters | Board of Nursing | 3/14/2013    | 3/8/2013 2:48 PM | Niehaus, Matt - DSPS                 |  |
|                                      | 8. Practice Matters                        | Board of Nursing | 3/14/2013    | 3/8/2013 2:49 PM | Niehaus, Matt - DSPS                 |  |

Inside of a meeting date folder, you can view several subfolders, each of which will hold individual agenda items. These items will be uploaded over the course of the month for Board members to review.

8 business days before the meeting date, the Board’s Bureau Assistant will begin preparing an agenda packet, which will be placed in the Agenda Packet folder, as well as each individual user’s folder in Board Member Folders. This document will be opened to comments by Board members. Any items added after the agenda deadline will also have comment-enabled copies added to individual Board member folders.

When you select Board Member Folders, you will be brought to a page with a folder with your name on it. If you open this folder, you will be taken into your folder. You have elevated permissions inside of your folder, which will give you the ability to create, upload, edit, and save files.



If you click on the documents link at the top of the page, you will be able to view a new set of options. Of particular interest are New Document and Upload Document. If you create a new document, SharePoint will create a new word file. Upload Document can be used to upload your own files, such as a copy of the agenda you have made comments in.

When you upload a document, you will be prompted with the following window. Clicking Browse will let you navigate to a location on your computer to upload the file. The destination folder option should automatically fill in with your folder's name. You will not want to change this. You can enter versioning comments if you desire to track any changes you made between different copies of files that you upload.

**Upload Document**

Browse to the document you intend to upload.

Name:

[Upload Multiple Files...](#)

Add as a new version to existing files

**Destination Folder**

Specify the folder in this document library where the document should be saved.

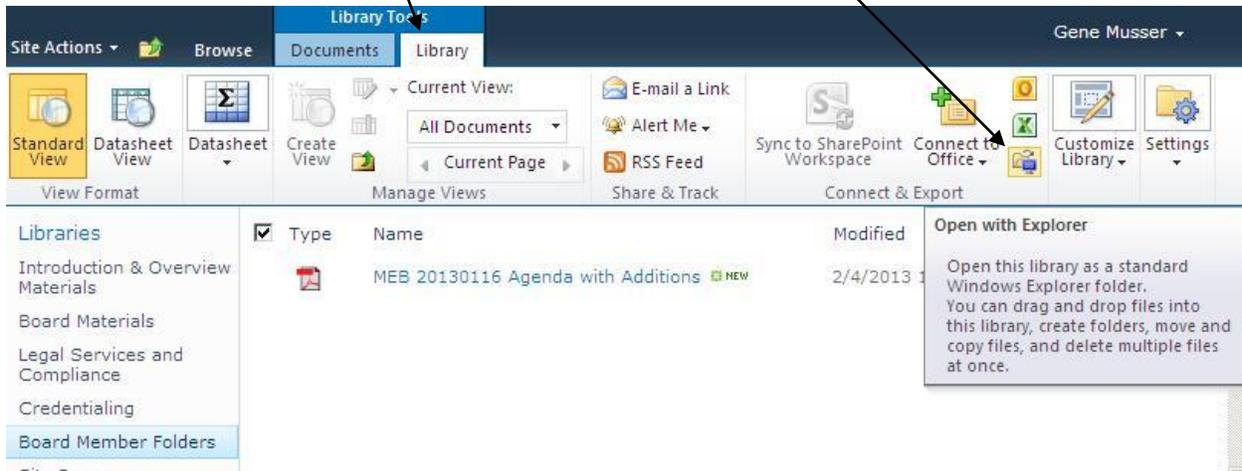
Folder:

**Version Comments**

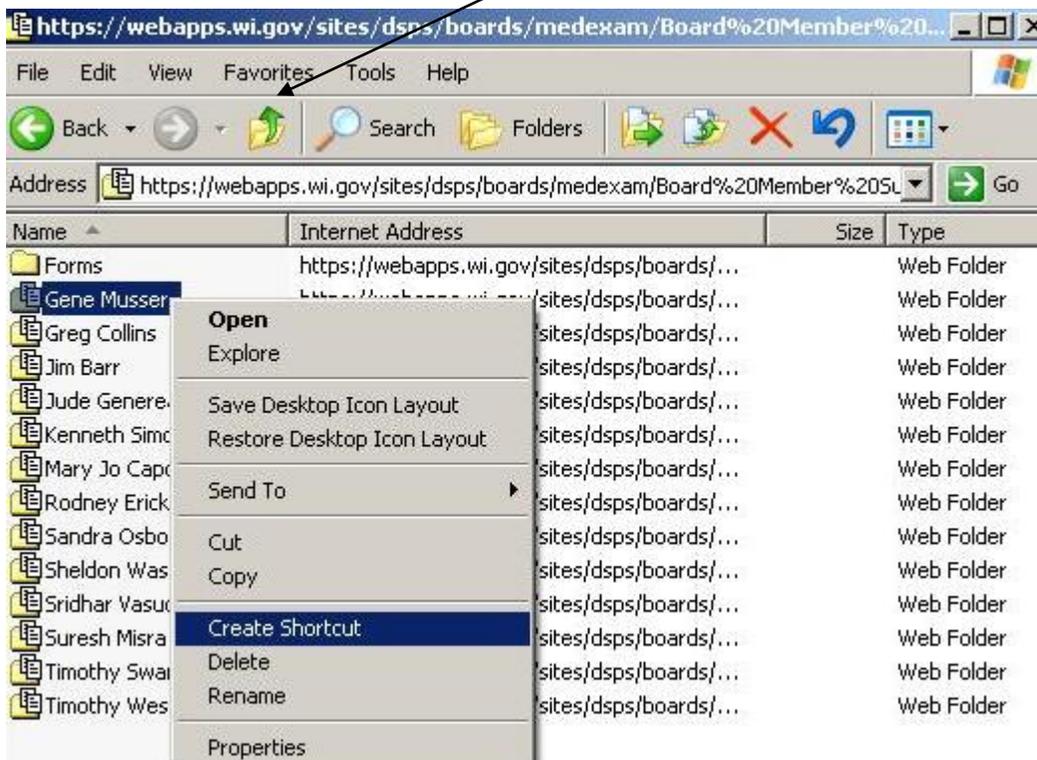
Type comments describing what has changed in this version.

Version Comments:

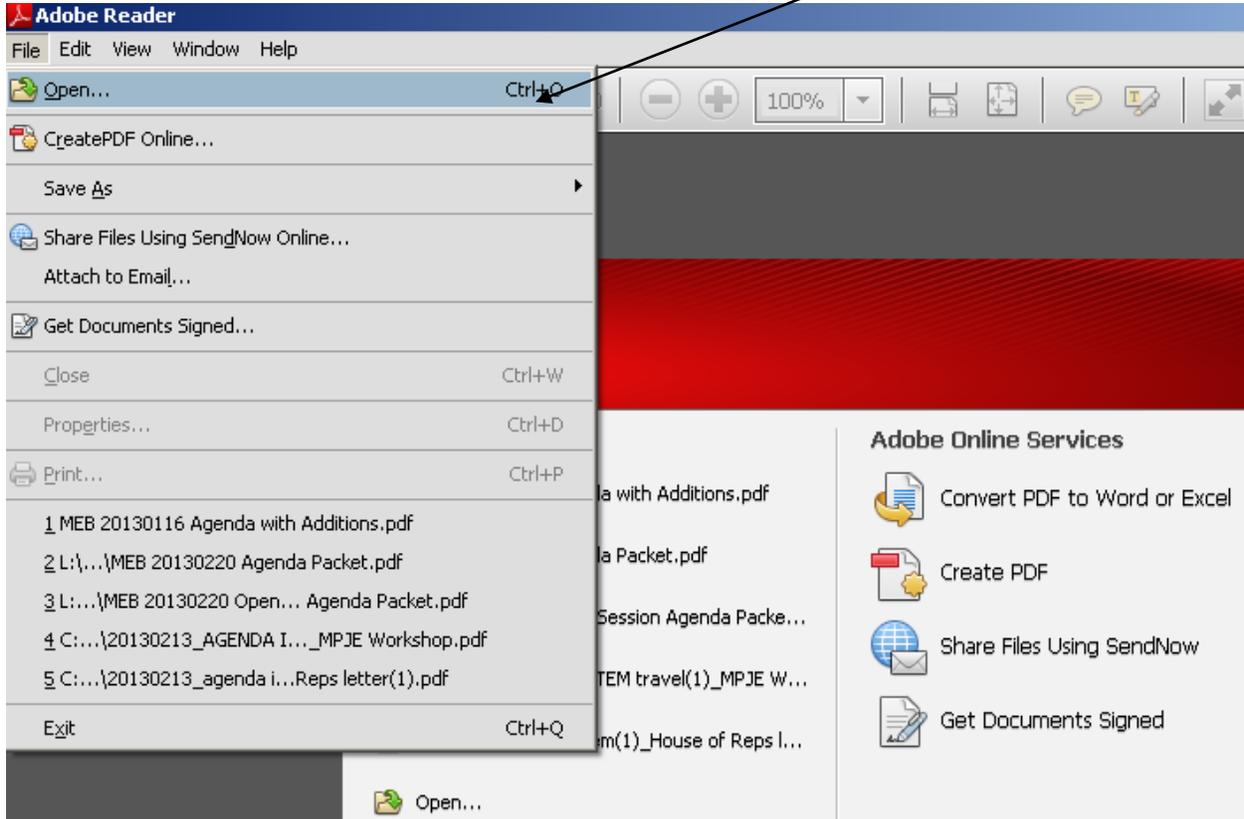
Another useful feature you can get out of SharePoint is the ability to browse the site as an Explorer window. If you go into the Library tab and select Open with Explorer, you can open up a regular Windows Explorer window, through which you can edit files without needing to interface directly with the site.



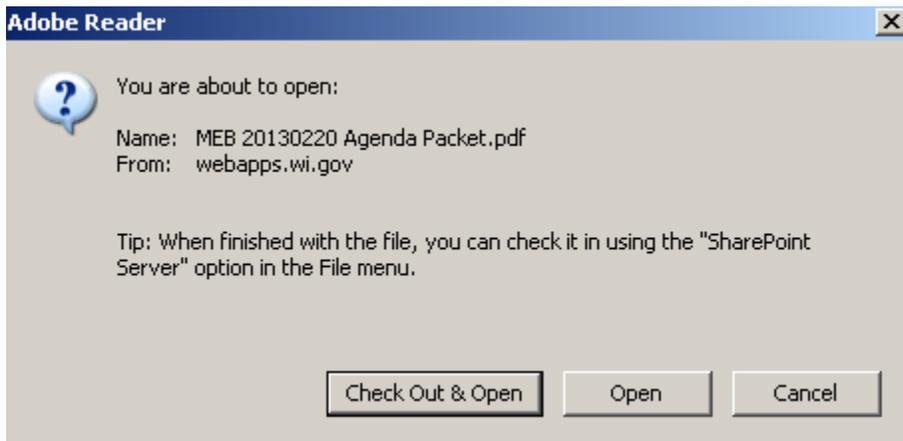
You can take this a step further and create a desktop shortcut to access your Board Member folder, should you so desire. In an open Explorer window, if you click the "Up" button, you can go back to the root folder for the Board Member Submissions, where you can then right click on your folder and create a shortcut (which will be sent to your desktop.) You can do this with other libraries in SharePoint as well, should you so desire.



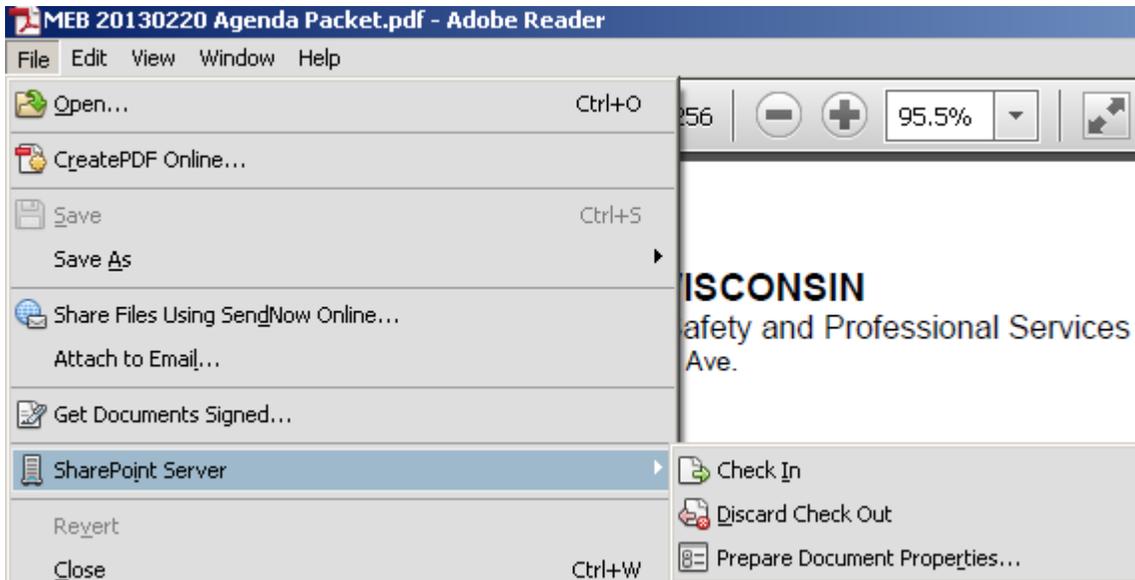
If you create a shortcut to your desktop, you can easily access and edit your agenda. If you open Adobe Reader, and navigate to the shortcut you created on your desktop, you will be able to open your folder. You may be prompted to enter your password again.



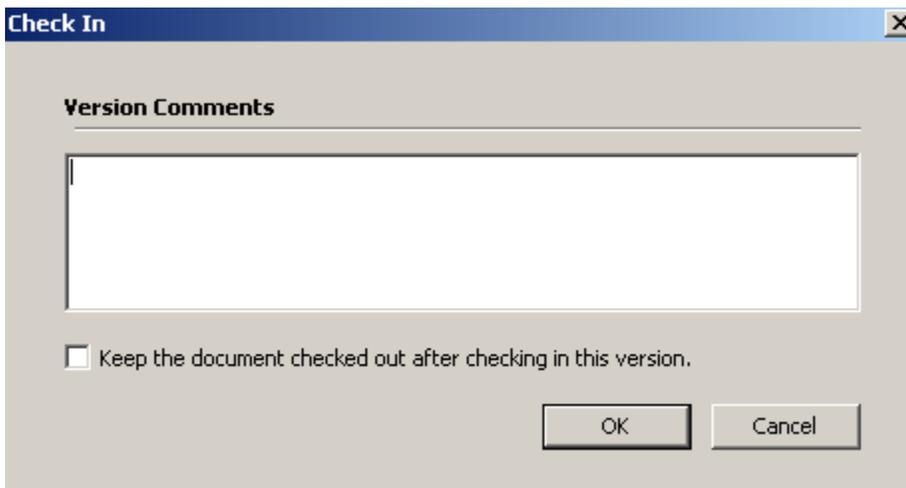
Once you open the file, you will receive a prompt about checking the file out. Through SharePoint, you will need to check out a file in order to make changes to it. Click on Check Out & Open and you will be able to insert whatever comments you desire into the document.



When you have made your comments to your document, you will need to check it back in so your comments will save. If you open the file menu and select SharePoint Server, you will be able to check the agenda packet back in, saving your changes to the document back to the SharePoint site.



When you click on Check In, you will get the following window. You can enter version comments to track what changes you made in this version, should you so desire. Once you hit OK, the file will be saved back on SharePoint. If you check the Keep the document checked out after checking in this version, you will be able to continue making changes to the document after checking it in.



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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

|  |  |   |      |
|--|--|---|------|
| <b>1) Name and Title of Person Submitting the Request:</b><br>Pamela Stach<br>Legal Counsel  |  | <b>2) Date When Request Submitted:</b><br>June 4, 2013<br>Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul> |      |
| <b>3) Name of Board, Committee, Council, Sections:</b><br>Real Estate Appraisers Application Advisory Committee  |  |   |      |
| <b>4) Meeting Date:</b><br>June 25, 2013   | <b>5) Attachments:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No   | <b>6) How should the item be titled on the agenda page?</b><br>Discussion of Application Review Form for use by members.  |      |
| <b>7) Place Item in:</b><br><input type="checkbox"/> Open Session<br><input checked="" type="checkbox"/> Closed Session<br><input type="checkbox"/> Both   | <b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b><br><input checked="" type="checkbox"/> Yes by Pamela Stach<br>(name)<br><input type="checkbox"/> No | <b>9) Name of Case Advisor(s), if required:</b>   |      |
| <b>10) Describe the issue and action that should be addressed:</b><br>Discussion of the use of a new review form to ensure that the reasons for denial or intent to deny are specified and the relevant statute and rule violations, including USPAP violations are identified.  |  |   |      |
| <b>11) Authorization</b>   |  |   |      |
| Signature of person making this request  |  |   | Date |
| Supervisor (if required)   |  |   | Date |
| Bureau Director signature (indicates approval to add post agenda deadline item to agenda)  |  |   | Date |
| <b>Directions for including supporting documents:</b><br>1. This form should be attached to any documents submitted to the agenda.<br>2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.<br>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. |  |   |      |

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**REAL ESTATE APPRAISAL APPLICATION REVIEW COMMITTEE**

REVIEWERS REVIEW RECOMMENDATION

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWER OF THE ABOVE APPLICANT: \_\_\_\_\_

---

AFTER REVIEW OF THE ABOVE APPLICANT THE FOLLOWING IS THE RECOMMENDATION OF THE COMMITTEE:

\_\_\_\_ APPROVE (EXPERIENCE AND REPORTS MEET USPAP)

\_\_\_\_ DENY (EXPERIENCE AND REPORTS DO NOT MEET USPAP)

\_\_\_\_ INTENT TO DENY (REQUEST FOR ADDITIONAL INFORMATION)

\_\_\_\_ OTHER:

Signature of  
Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

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Madison, WI 53703  
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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPRAISAL REVIEW

Reviewer's Client: Wisconsin Department of Safety and Professional Services (DSPS)

Intended User(s): Wisconsin Department of Safety and Professional Services (DSPS)

Intended Use & Purpose:

To Assist the DSPS in determining if the appraisal meets USPAP.

Other: \_\_\_\_\_

The Reviewer is not being asked to develop his/her independent opinion of value about the property which is the subject of the work under review.

Subject Property: \_\_\_\_\_

Date of the Review: \_\_\_\_\_

Property and Ownership Interests Appraised in the Work Under Review:

Fee Simple  Leased Fee  Leasehold  Other \_\_\_\_\_

Date of the Work Under Review: \_\_\_\_\_

Effective Date of the Opinion/Conclusion in the Work Under Review: \_\_\_\_\_

Standards Rules which Apply to the Work Under Review:

Year \_\_\_\_\_

1 & 2  4 & 5  7 & 8

3  6  9 & 10

Appraiser(s) Who Completed the Work Under Review: \_\_\_\_\_

#2709 (8/08)  
Ch. 458, Stats.

Committed to Equal Opportunity in Employment and Licensing

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# Wisconsin Department of Safety and Professional Services

I certify that, to the best of my knowledge and belief:

- The facts and data reported by me and used in the review process are true and correct;
- The analyses, opinions, and conclusions in this review report are limited only by the assumptions and limiting conditions stated in this review report and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions;
- I have no present nor prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved;
- I have no bias with respect to the property that is the subject of this report nor to the parties involved with this assignment;
- My engagement in this assignment was not contingent upon developing or reporting predetermined results;
- My compensation is not contingent on an action or event resulting from the analyses, opinions or conclusions in this review or from its use;
- My analyses, opinions and conclusions were developed and this review report was prepared in conformity with the Code of Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; which include the Uniform Standards of Professional Appraisal Practice;
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives;
- I have not personally inspected the subject property of the work under review;
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to me in the preparation of this report.
- As of the date of this report, I have completed the continuing education program of the Appraisal Institute.

Name: \_\_\_\_\_ Appraiser Title \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Dated: \_\_\_\_\_