

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING REAL ESTATE APPRAISAL EXPERIENCE ROSTER

**Name:**

**Date:**  /  /

**Instructions:** Submit a separate form (**Form #2106**) for each calendar year in which experience was acquired. List experience in chronological order. Submitting experience that is not specific and detailed will result in a delay of application processing. Examinations cannot be authorized without complete experience information. This form may be completed on a spreadsheet as long as all required information is submitted.

See sample on page 2 for explanation of column

**Year:**  /  /

Complete Address of Property	Date Appraisal Signed	Appraisal Code (R or C)	Property Code Type	Type of Report F (Form # Used) N (Narrative)	Full Appraisal Report (Y or N)	USPAP Standard(s) Used	Approach to Value			Condemnation Report (Y or N)	Reconciliation (Y or N)	Restricted Report (Y or N)	Experience Hours Claimed
							S	C	I				

**Total Hours for Page:**

Residential:

Commercial:

**Did anyone contribute professional assistance in the performance of the appraisal(s) noted above?**       Yes     No

**Total Experience Hours:**

If yes, identify which appraisal(s) and the name(s) of the individual.

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## Sample

Complete Address of Property	Date Appraisal Signed	Appraisal Code (R or C)	Property Code Type	Type of Report F (Form # Used) N (Narrative)	Full Appraisal Report (Y or N)	USPAP Standard(s) Used	Approach to Value			Condemnation Report (Y or N)	Reconciliation (Y or N)	Restricted Report (Y or N)	Experience Hours Claimed
							S	C	I				
123 Main St. Any town, USA	8/1/89	R	I	Form # Used	Y	1989 USPAP 1 and 2	✓	✓		N	Y	N	10 hours

**Explanation of Columns:**

- **Complete Address Of Property:** List the street, city, and state of the property
- **Date Appraisal Signed:** Month, Day, Year
- **Appraisal Code:** R = residential; C = commercial
- **Property Type Code:** Identify the property appraised by the following code:.

Residential Category:

1. Single-Family
2. Multi-Family (2-4 units)
3. Vacant Land (1-4 unit residential)
4. Complex Residential\*

Commercial Category:

5. Vacant Land
6. Agriculture
7. Multi-Family (5-16)
8. Multi-Family (17+)
9. Commercial Single-Tenancy\*
10. Commercial Multi-Tenancy\*
11. Industrial\*
12. Institutional \*

\*Definitions of Types of Property Appraised:

- **Complex Residential Property:** Includes 1-4 unit residential property that is not typical for the market location or conditions, the appraisal of which presents an irregular, unusual or complicated problem. May include condominiums, cooperatives, mobile homes, townhouses, etc.
- **Multi-Family:** Apartments, condominium projects, and mobile home parks. Note: There are two separate categories of multi-family appraisals: (5-16 units) & (over 16 units)
- **Commercial Single-Tenant:** Office building, retail store, restaurant, service station, bank, day-care center, etc.
- **Commercial Multi-Tenant:** Office building, shopping center, hotel, etc.
- **Industrial:** Manufacturing plant, warehouse, etc.
- **Institutional:** Nursing home, hospital, school, church, government building, etc

- **Type Of Report Completed:** Form (Form # used) or Narrative (N).
- **Full Appraisal Report:** For each appraisal, please indicate Yes (Y) or No (N) if full appraisal report was completed. For the purposes of this roster, a full appraisal report includes (but is not limited to) work products such as narrative reports or URAR forms, such as Fannie Mae Form 1004.
- **USPAP Standard(S) Applied:** Identify the USPAP standard(s) applied (i.e. USPAP 1992 Standards 5 & 6).
- **Approach To Value:** Please indicate the approach used: Sales Comparison (S); Cost (C); Income (I).
- **Condemnation Report:** Please indicate Yes (Y) or No (No) if appraisal was condemnation report.
- **Reconciliation:** For each appraisal, please indicate Yes (Y) or No (N) if reconciliation was performed.
- **Restricted Report:** For each appraisal, please indicate Yes (Y) or No (N) if the work product is a Restricted Use Appraisal Report.
- **Experience Hours Claimed:** Record the number of hours spent in performing appraisal tasks for the specific property listed.