

**MONTANA BOARD OF REAL ESTATE APPRAISERS**

301 South Park, 4<sup>th</sup> Floor – Delivery  
PO BOX 200513  
Helena Montana 59620-0513  
Phone (406) 444-5711 Fax (406) 841-2305  
EMAIL: [dlibsdua@state.mt.us](mailto:dlibsdua@state.mt.us)  
WEBSITE: [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov)

**APPLICATION FOR LICENSURE AS A REAL ESTATE APPRAISER TRAINEE**

**Trainee Application Fee \$400.00**

1. Name: \_\_\_\_\_  
(Last) (First) (Middle)

2. Other Name(s) Known By: \_\_\_\_\_

3. Present Mentor(s): \_\_\_\_\_

4. Mentor's Address: \_\_\_\_\_

5. Home Address: \_\_\_\_\_  
(Street/Po Box #) (City & State) (Zip)

6. Preferred Mailing Address: Home Employer

7. E-Mail Address: \_\_\_\_\_

8. Telephone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Business Home Fax

9. Social Security Number: \_\_\_\_\_

10. Foreign Id Number: \_\_\_\_\_

11. Date of Birth: \_\_\_\_\_  Male  Female

12. Place of Birth: \_\_\_\_\_  
(City & State)

13. License Name: \_\_\_\_\_  
(State Your Name, As It Should Appear On the License If Granted)

14. Do you hold a license in another state as a real estate appraiser trainee or equivalent?  Yes  No

15. Have you ever been denied the right to take this profession's licensing exam in any state?  Yes  No  
If yes, attach a detailed explanation.

16. Has a licensing agency ever taken adverse or disciplinary action against your license?  Yes  No  
If yes, attach a detailed explanation.



**Fingerprint-Background Check:**

All Certified General, Certified Residential, Licensed Appraiser and Trainee applicants must complete a background check through submission of fingerprints to the Department of Justice, Montana Criminal Records prior to being licensed.

- Read, sign and include the [Noncriminal Justice Applicant's Rights](#) form with the application.
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ) <https://dojmt.gov/enforcement/background-checks/>. Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:
  - EMPLOYER AND ADDRESS:** Board of Real Estate Appraisers, PO Box 200513, Helena, MT 59620-0513
  - REASON FINGERPRINTED:** MtCA 37-54-202 Real Estate Appraiser/Trainee License, **ORI:** MT920092Z (See Sample)
- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, send the completed fingerprint card along with a check or money order for the fee made payable to the "Montana Department of Justice" and mail it to Montana Criminal Records, 2225 11th Avenue, PO Box 201403, Helena MT 59620-1403. Please check with your local post office and add accurate postage prior to mailing.
- If DOJ rejects your first fingerprint card as "unreadable," the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- **Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Real Estate Appraisers. Your application will not be considered complete until the CHRI is received from the DOJ.**

Licensure applications will not be considered complete until the information is received and processed by the Board Office. Results of the background check are sent directly to the Board office by the Montana Department of Justice. Applicants shall be notified by Board staff of receipt of documentation from the Department of Justice only if qualifying events exist on the report

**Mentor Agreement:**

I \_\_\_\_\_ agree that I will supervise the above named applicant as a real estate appraiser trainee. I hereby state that the applicant for real estate appraiser trainee has satisfactory credit, character, and IS OF GOOD REPUTE. I further agree that I will ACTIVELY SUPERVISE AND TRAIN the applicant during the time the applicant remains under my supervision as a real estate appraiser trainee:

Signature of Mentor: \_\_\_\_\_

**AFFIDAVIT**

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of REAL ESTATE APPRAISERS.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application. I pledge to comply and abide by the *Uniform Standards of Professional Appraisal Practice*. I affirm that I understand the types of misconduct for which disciplinary action may be initiated against me.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to me by this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

At \_\_\_\_\_  
City and State

\_\_\_\_\_  
Notary Public

**SEAL**

\_\_\_\_\_  
For the State of

My commission expires \_\_\_\_\_

## Board of Real Estate Appraisers

### Experience and Education Log

#### Experience Log Instructions

Report Date: Enter the date the appraisal report was completed.

Subject Address: Enter the address or legal description of land the appraisal report was completed on.

Total Acres/Units: Enter the total acres of the land or total units.

Report Type: Enter R for Restricted, S for Summary, Or SC for Self-Contained.

Type of Property: Enter R for Residential or NR for Non-Residential.

Client: Enter the name of the client that the appraisal report was completed for.

Est. Market Value: Enter the value you estimated the property to be worth.

T/L = Trainee and/or Licensee

M = Mentor

Trainee's and Mentors: Complete columns I-X marking each approach to value you each used when completing the appraisal.

\*\*Trainees must indicate which portions of the assignment they contributed to by putting an "x" in columns I - X

\*\* Mentors must indicate whether they: Had Primary Responsibility = P, Co-Appraised = C, or Reviewed and Approved = R

Licensees who are upgrading their licensure: Complete columns I-X marking each approach to value you used when completing the appraisal. If you are completing this for an upgrade application you will not have a mentor.

Application Hours: Enter the amount of hours the Trainee/Licensee spent on the appraisal. The guide identifying the number of experience hours for each type of appraisal assignment can be found under the Administrative Rules [24.207.509](#) QUALIFYING EXPERIENCE. Total these at the bottom of each page and keep a running total on each page as well.

The mentor must sign, date and enter his/hers license number on each page.