

Board of Real Estate Appraisers
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880

RENEWAL APPLICATION

License No

Check For New Name or Address.
Indicate any changes below.

Name

Address

City

State

Zip Code

Country

Email

ACTIVE \$515.00

TRAINEE \$400.00

Phone #

INACTIVE \$265.00

Your Montana Real Estate Appraiser license will expire on March 31

TO RENEW YOUR LICENSE ONLINE GO TO: www.realestateappraiser.mt.gov (Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) **OR**

- 1) Answer the **continuing education** and **disciplinary** questions at the bottom of the form.
- 2) Submit a check or money order for the correct amount, made payable to the Board of Real Estate Appraisers. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 3) Renewals with a U.S. Postal Service postmark after March 31 will be assessed a late fee increasing the total due for active licensees to **\$990.00** and inactive licensees to **\$490.00**.
- 4) There is a **\$45.00** fee for a change of address, if you have changed your address on this form you must include this additional fee.
- 5) **24.207.515 INACTIVE LICENSE/CERTIFICATION** (1) A licensed or certified appraiser can place their license or certification in an inactive status by:(a) paying the required fee in accordance with 37-54-105, 37-54-112, MCA, and ARM 24.207.401; (b) indicating, in writing, "inactive at present"; and (c) submitting proof of obtaining the required continuing education on the schedule currently adhered to by the board, in accordance with ARM 24.207.2101.
(2) A licensed or certified appraiser who has placed their license on an inactive status with the board has the sole responsibility to keep the board informed as to any change of residency or mailing address during the period of time the license or certification remains on inactive status. (3) Inactive licensees must pay their inactive renewal fee annually. Failure to renew the inactive status or become active will result in the lapsing of their license or certification.
(4) Inactive licensees must not appraise real property or sign appraisal reports while their license is on inactive status.
- 6) A license or certificate that is not renewed within 2 years of the most recent renewal date automatically terminates.

INCOMPLETE OR UNSIGNED RENEWAL FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED

If your renewal is returned as incomplete, it must be resubmitted to the Board office, postmarked prior to March 31 to avoid the late renewal fee.

CONTINUING EDUCATION STATEMENT: As a licensed Real Estate Appraiser you are required to have 28 hours of continuing education completed every other year in order to renew your appraisal license. 7 of the 28 hours must be the Uniform Standards of Professional Appraisal Practice Update course. If your continuing education cycle falls during this renewal period, fill out and submit the CE Audit Worksheet with copies of all CE completion certificates from the education provider attesting to your attendance.

- I have completed the required continuing education**
- I have not completed the required continuing education**
- I am not required to have continuing education this renewal period (including new licensees)**

YES NO HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

Your signature: _____ Date: _____

DO NOT SEND CASH