



## Montana Board of Real Estate Appraisers

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## Licensing Requirements and Application Checklist Licensed Appraiser by Reciprocity

### License Requirements for Licensed Appraiser by Reciprocity

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Submit a complete application – [24.207.502\(1\)](#)
2. Be of good moral character – [37-54-202\(1\)\(a\)](#)
3. Have a current, unencumbered license in another state that is in compliance with the ASC – [24.207.502\(4\)\(a\)](#)
4. Have no current or pending disciplinary action against any license the applicant holds -- [24.207.502\(4\)\(b\)](#)
5. Be listed as AQB compliant on the ASC national registry -- ARM [24.207.502\(4\)\(c\)](#)
6. Submit fingerprints for the purpose of a fingerprint and background check – [37-54-202\(3\)](#)

### Checklist of Required Documents to Submit for Application for Licensed Appraiser by Reciprocity

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Complete application
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Check ASC Website (<https://www.asc.gov/Home.aspx>) for REA license verification
- Check the licensee's home state is compliant with the ASC
- Fingerprint Background Check
- Noncriminal Justice Applicants Rights form
- Discipline Question "Yes" – Submit detailed explanation
- Discipline Question "Yes" – Submit discipline documents

### Application Fee(s) for Licensed Appraiser by Reciprocity

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$515 application fee



You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.