

MONTANA BOARD OF REAL ESTATE APPRAISERS

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TEMPORARY PERMIT APPLICATION

PART I – INSTRUCTIONS

A. General

- ☐ Completion of this application form is necessary for consideration for licensure under Title 37, chapter 54 of the Montana Code Annotated.
- ☐ All information provided must be true, accurate, and complete.
- ☐ Failure to disclose all requested information may result in this form not being processed and may subsequently result in the denial of this application.
- ☐ Applicants have a continuing obligation to update and supplement the information and responses in this application if they change.
- ☐ The information provided on this application is subject to the public information laws of the state of Montana.
- ☐ Disclosure of your U.S. social security number, if you have one, is mandatory under § 37-1-307(5), MCA.
- ☐ If the name shown on your supporting documents is different from that shown on your application, you must submit a certified copy of your marriage license, divorce decree, affidavit, or court order.
- ☐ Staff will notify you in writing if additional information, documentation, or action is required or you do not meet the qualifications for licensure. Failure to comply with the request within 30 days will result in expiration of the application and a new one will be required to reapply.

B. Specific

- ☐ Submit a nonrefundable application fee of \$250 check or money order payable to the Board of Real Estate Appraisers.
- ☐ Upon receipt of a complete application, staff will verify through the National Registry that at least one state (if multiple states are listed in which the applicant holds a license) is active and in good standing.
- ☐ The temporary permit:
 - Will authorize appraisal work to be performed only on the assignment for which the permit is issued. "Assignment" means a federally-related transaction appraisal assignment and may include one or more properties under a single contract with a single client.

- Expires six months after the date of issuance or on the expiration date of the license from the home state, whichever occurs first.
 - May be extended for one additional six-month period or for the remainder of the 12-month period following the original date of issuance of the permit, whichever occurs first.
- ☐ Absent mitigating circumstances, staff will issue the permit within 5 days of receipt of a complete application.

PART II – PERSONAL INFORMATION

APPLICATION FOR TEMPORARY PERMIT TO PRACTICE AS: (please check one)
LICENSED RESIDENTIAL CERTIFICATION GENERAL CERTIFICATION

1. Full Name: _____
Last First Middle

2. Title: Ms. Mr. Dr. 3. Date of Birth: _____

4. Place of Birth: _____
(City, County, Province/State, and Country)

Other Name(s) Known By: _____

5. Social Security Number _____ or Foreign ID Number: _____

6. Business Mailing Address: _____
Street or PO Box # City & State Zip

7. Business Location: _____
Street or PO Box # City & State Zip
(if different from business mailing address)

8. Personal Address: _____
Street or PO Box # City & State Zip

9. Preferred Email Address: _____.
Unless you notify the Business Standards Division in writing of your preference for postal mail, this email address will be used as the primary method to communicate important announcements regarding your license.

10. Phone: (_____) _____ (_____) _____
Business Personal Mobile

PART III – LICENSURE INFORMATION

11. Please complete the following for each credential you currently hold as a Real Estate Appraiser. Attach separate sheet if additional space needed?

Credential Type	State	License Number	Date Issued	Expiration Date

PART IV – ASSIGNMENT INFORMATION

13. Identification of the property address, or if under a single contract with a single client, the property addresses to be appraised under this temporary permit:
(Attach separate sheet if additional space needed)

Physical Address

City & State

Zip

14. Name of Client: _____

Client Phone: (____) _____

Client Address: _____
Street or PO Box # City & State Zip Country

PART V – ACKNOWLEDGEMENTS

By submitting this application:

I affirm that I understand the instructions and terms set forth in this form and am familiar with and will comply with the Board of Real Estate Appraiser's statutes and rules and the *Uniform Standards of Professional Appraisal Practice*.

I authorize the release of information contained in any file pertaining to my licensure and practice, all law enforcement records, administrative records, motor vehicle records, and court documents to confirm the accuracy and completeness of the information contained in this application and to transmit this information to the Montana Board of Real Estate Appraisers.

I affirm that I have personally completed this form and that the information provided is true, accurate, 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.

Signature of Applicant

Date