

**PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS  
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)**

THE BOARD REQUIRES THIS CHECKLIST BE USED WHEN A LICENSED APPRAISAL TRAINEE IS UTILIZED IN THE PERFORMANCE OF AN APPRAISAL. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.

THE INTENT OF THIS CHECKLIST IS TO ENSURE COMPLIANCE WITH APPLICABLE USPAP REQUIREMENTS FOR ACKNOWLEDGEMENT AND DISCLOSURE OF SIGNIFICANT REAL PROPERTY APPRAISAL ASSISTANCE.

THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in the preparation of the workfile with all forms and general information for the appraisal.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in determining the scope of work of the appraisal.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inspected the subject property.<br>If yes, accompanied by supervisor? _____ (yes/no)<br>Type of inspection (check one): <input type="checkbox"/> interior <input type="checkbox"/> exterior |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in analyzing the highest and best use of the subject property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in sketch drawing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in entering subject and comparable data on the form and in the comment areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in reconciliation and final opinion of value for the subject property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assisted in the final review of this report.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____   |

SIGNATURE OF THE APPRAISAL TRAINEE: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

SIGNATURE OF SUPERVISING CERTIFIED REAL ESTATE APPRAISER: \_\_\_\_\_