GEORGIA

Real Estate Appraisers Program

Candidate Handbook

July 2026

Obtaining Your Appraiser Classification at the Test Center

The Georgia Real Estate Appraiser Board (GREAB) has contracted with PSI Services to administer its qualifying examinations and to provide those candidates who passed the exam with their new appraiser classifications. These appraiser classifications are issued only at the PSI Test Centers. Licensing is available Monday through Friday between 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m. Due to the length of the Certified General appraiser exam, same day licensing will not be available.

PSI can issue State Licensed, State Certified Residential or State Certified General Appraiser classifications.

REQUIRED FEES

The Examination Fee is $175. Payment may be made by credit card (Visa, MasterCard, American Express and Discover), cashier's check or money order payable to PSI Services Inc.

The activation fee will be either $135 or $175, depending on your birth month. If the date of issuance is after your birth this year, the fee is $135. If the date of issuance is during or prior to your birth month this year, the fee is $175. (See page 13 for details.)

Payments may be made by credit card (Visa, MasterCard, American Express and Discover), cashier's check or money order made payable to **GREAB**.

Company checks, personal checks and cash are not accepted.

Credit card transactions that are declined will be subject to a $25 handling fee. You must send a certified check or money order for the amount due, including the handling fee to PSI to cover any declined credit card transaction.

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QUESTIONS

For questions about the appraiser examinations and licensing/certification requirements, please contact:

Georgia Real Estate Appraisers Board (GREAB), at:
International Tower, Suite 1000
229 Peachtree St., NE
Atlanta, GA 30303-1605
Phone: 404-656-3916
Email: ***grecmail@grec.state.ga.us***

HOW TO CONTACT PSI

For questions regarding exam registration, please contact:

PSI Candidate Services
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 888-818-5834
Website: ***https://test-takers.psiexams.com/garap***
Email: ***GARESupport@psionline.com***

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Rev. 8/7/2023

INTRODUCTION

PSI Services provides a range of services to the states that use the Real Estate Appraiser Examination Program. This booklet provides information that you will need to apply for Georgia's real estate appraiser examinations. Be sure to keep the booklet after you have applied for the examination; you may wish to refer to it later.

The appraiser examinations are developed through a combined effort of appraisal experts and testing professionals. Real estate appraisers and educators write the questions. Experts in the fields of both real estate appraisal and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures.

All questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate appraisal field.

The examination content outline used to develop the examinations is based on a job analysis conducted by the Appraiser Qualifications Board (AQB). It reflects areas of knowledge required to perform those tasks that practicing real estate appraisers judged to be important. Appraisal experts who write questions use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate appraisers as most important for performing appraisal activities.

APPRAISER CLASSIFICATION REQUIREMENTS

Any person wishing to practice as a State Licensed Appraiser, State Certified Residential Appraiser or State Certified General Appraiser in the state of Georgia must successfully pass the appropriate examination and, within 12 months of the examination date, apply for licensure or certification.

State Licensed Appraisers may appraise any properties if no loan or a nonfederally related loan is involved and may appraise noncomplex one-to-four unit residential properties provided the transaction value does not exceed $1,000,000 and any other real estate having a transaction value of less than $250,000 when federally related loans are involved. If you are applying for this appraiser classification, you will take the Licensed Appraiser examination.

State Certified Residential Appraisers may perform appraisals in federally related transactions of all properties that a State Licensed Appraiser may appraise and also all one-to-four unit residential properties without regard to transaction value or complexity. If you are applying for this appraiser classification, you will take the Certified Residential Appraiser examination.

State Certified General Appraisers may appraise any type of property for any purpose. If you are applying for this appraiser classification, you will take the Certified General Appraiser examination.

State Licensed Appraisers, State Certified Residential Appraisers, and State Certified General Appraisers have education and experience eligibility requirements. Information about these requirements is contained in the "Completing the Eligibility Forms" section of this handbook. Review these requirements carefully. You may NOT take the examination if you do not meet the requirements or cannot properly document your eligibility.

STATEMENT OF NONDISCRIMINATION

PSI does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, or marital status.

APPLYING FOR THE EXAMINATION

To apply for an Appraiser examination, all candidates must submit the following:

(1) The Georgia Real Estate Appraiser Examination Application (Pages 15-16).

(2) A notarized copy of the Georgia Appraiser, Affidavit of Experience form (Page 17).

(3) An Appraisal Experience Log, verifying the experience requirements have been met (Page 18). *The form provided on page 18 is a SAMPLE. You may use a different form, as long as all of the required information is included.*

(4) A notarized copy of the Lawful Presence Verification form (Page 25).

NOTE: Do not complete the Background Clearance Application (Pages 19-21) ***unless you need a clearance letter*** for an arrest, a conviction or a disciplinary action. If so, the Background Clearance Application should be sent to the Georgia Real Estate Appraisers Board, NOT PSI.

The examination fee may be submitted with the application if paying by cashier's check or money order payable to PSI Services Inc. Credit card payments will be accepted at the time you call to schedule an appointment.

Mail your completed application forms to:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543

COMPLETING THE ELIGIBILITY FORMS

Affidavit of Experience

Complete the Affidavit of Experience found in the back of this handbook. Print or type your name on the line at the top of the affidavit. Read the form and write the name of your city or town on the line next to "at (city/state)" and fill in the date on the next line. In the presence of a notary public, sign the form. Be sure the notary signs the form and affixes either a notary stamp or seal.

Experience Log

You may count experience only if it conforms to the Uniform Standards of Professional Appraisal Practice (USPAP) and you earned that experience while you held a classification in Georgia or in another state. You may not count any experience gained prior to January 1, 1991.

When you report your experience for a Licensed or Certified Appraiser classification, your log must show both (a) the required number of hours and (b) that those appraisal hours were completed over the required period of time. You **must** use the Appraisal Experience Log in the back of the handbook to list your appraisals.

A Licensed classification requires 1,000 hours of experience over a period of at least 6 months. A Certified Residential classification requires 1,500 hours of experience over a period of at least 1 year (12 months). A Certified General classification requires 3,000 hours of experience over a period of 1½ years (18 months).

Qualifying Education

Courses completed from a Georgia approved school after December 31, 2002 are electronically sent to the Board by the school. You will not need to submit a certificate for those courses. The Board requires that you submit original, Board-approved course completion certificates for courses completed prior to January 1, 2003, or an original college transcript with the form *only for those additional courses taken since you obtained your last classification and that you have completed for the new classification for which you are applying.*

If you are currently classified in Georgia as an appraiser, the Board does NOT require that you submit verification of coursework presented to the Board for a prior examination or classification. The Board will not grant credit for any education course which an applicant or appraiser completes solely by taking and passing an examination. If you are not currently classified in Georgia and are applying for an examination in Georgia for the first time, you must submit original course completion certificates or original college transcripts verifying that you have completed the hours required for the classification for which you are applying. Your coursework must include a course of at least 15 hours with an examination on the Uniform Standards of Professional Appraisal Practice (USPAP). If you are submitting appraisal courses completed outside of Georgia, you must submit written verification that the courses were approved by another state's real estate appraisal board at the time you completed the courses.

Required Core Curriculum

- ***State Licensed Appraiser***

  Appraisers holding a valid GA State Trainee or State Registered classification may satisfy the educational requirements for State Licensed appraiser by completing the following additional educational hours:

  1. Residential Market Analysis and Highest and Best Use .....15 Hours
  2. Residential Appraiser Site Valuation and Cost Approach.....15 Hours
  3. Residential Sales Comparison and Income Approaches..... 30 Hours

- ***State Certified Residential Appraiser***

  Appraisers holding a valid GA State Trainee or State Registered classification may satisfy the educational requirements for State Certified Residential appraiser by completing the following additional educational hours:

  1. Residential Market Analysis and Highest and Best Use ..... 15 Hours
  2. Residential Appraiser Site Valuation and Cost Approach..... 15 Hours
  3. Residential Sales Comparison and Income Approaches.....30 Hours
  4. Statistics, Modeling and Finance..... 15 Hours
  5. Advanced Residential Applications and Case Studies ..... 15 Hours
  6. Appraisal Subject Matter Electives.....20 Hours

  Appraisers holding a valid State Licensed classification may satisfy the educational requirements for State Certified Residential appraiser by completing the following additional educational hours:

  1. Statistics, Modeling and Finance..... 15 Hours
  2. Advanced Residential Applications and Case Studies ..... 15 Hours
  3. Appraisal Subject Matter Electives.....20 Hours

  Applicants for the Certified Residential credential must satisfy at least ONE of the following five options:

  1. Possession of a Bachelor's Degree in any field of study;
  2. Possession of an Associate's Degree in a field of study related to:
     - Business Administration;
     - Accounting;
     - Finance;
     - Economics; or
     - Real Estate

3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:
   - English Composition (3 semester hours);
   - Microeconomics (3 semester hours);
   - Macroeconomics (3 semester hours);
   - Finance (3 semester hours);
   - Algebra, Geometry, or higher mathematics (3 semester hours);
   - Statistics (3 semester hours);
   - Computer Science (3 semester hours);
   - Business or Real Estate Law (3 semester hours); and
   - Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).
4. Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas:
   - College Algebra (3 semester hours);
   - College Composition (6 semester hours);
   - College Composition Modular (3 semester hours);
   - College Mathematics (6 semester hours);
   - Principles of Macroeconomics (3 semester hours);
   - Principles of Microeconomics (3 semester hours);
   - Introductory Business Law (3 semester hours); and
   - Information Systems (3 semester hours).
5. Any combination of 3 and 4 above that ensures coverage of all topics and hours identified in Section 3 above.

As an alternative to the educational requirements above, individuals who have held a Licensed Residential credential for a minimum of five (5) years may qualify for a Certified Residential credential by satisfying ALL of the following:

a. No record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential;

b. Successful completion of the required Core Curriculum noted above;

c. Successful completion of the required experience (See Experience Log); and

d. Successful completion of the Certified Residential Real Property Appraiser examination.

- ***State Certified General Appraiser***

Appraisers holding a valid GA State Trainee or State Registered classification may satisfy the educational requirements for State Certified General appraiser by completing the following additional educational hours:

1. General Market Analysis and Highest and Best Use ..... 30 Hours
2. Statistics, Modeling and Finance..... 15 Hours
3. General Appraiser Sales Comparison Approach ..... 30 Hours
4. General Appraiser Site Valuation and Cost Approach ..... 30 Hours
5. General Appraiser Income Approach..... 60 Hours
6. General Appraiser Report Writing and Case Studies..... 15 Hours
7. Appraisal Subject Matter Electives..... 30 Hours

Appraisers holding a valid GA State Licensed classification may satisfy the educational requirements for State Certified General appraiser by completing the following additional educational hours:

1. General Market Analysis and Highest and Best Use ..... 15 Hours
2. Statistics, Modeling and Finance..... 15 Hours
3. General Appraiser Sales Comparison Approach ..... 15 Hours
4. General Appraiser Site Valuation and Cost Approach ..... 15 Hours
5. General Appraiser Income Approach..... 45 Hours
6. General Appraiser Report Writing and Case Studies..... 15 Hours
7. Appraisal Subject Matter Electives..... 30 Hours

Appraisers holding a valid GA State Certified Residential classification may satisfy the educational requirements for State Certified General appraiser by completing the following additional educational hours:

1. General Market Analysis and Higher and Best Use..... 15 Hours
2. General Appraiser Sales Comparison Approach ..... 15 Hours
3. General Appraiser Site Valuation and Cost Approach ..... 15 Hours
4. General Appraiser Income Approach..... 45 Hours
5. General Appraiser Report Writing and Case Studies..... 15 Hours

A Certified General candidate must also submit official transcripts confirming a Bachelor's degree or higher from an accredited college or university.

Candidates with College-Credit Courses

The Georgia Real Estate Appraisers Board (GREAB) will award qualifying education credit for college courses as authorized by Rule 539-2-.01(1.1) only if the applicant can demonstrate to the satisfaction of the Board that the course or courses include the subject matter described in Chapter 539-2 of the Board's Rules. The Board will not give credit for college courses whose primary content or titles indicate topics of general real estate, finance, economics, mathematics, accounting or engineering subjects.

Candidates using college credit appraisal courses to meet the qualifying education requirements must submit an official college transcript indicating the courses completed for the new classification, to the Board. Candidates must include a copy of the course description taken from the college catalog for any course for which you are claiming credit to meet education requirements for a new classification.

COMPLETING THE EXAMINATION APPLICATION FORM

Be sure to read all instructions in this Candidate Handbook before completing the examination application form on pages 15-16.

Questions 1-7: Complete these items filling in your Social Security number; complete name (full middle name is required; if you have no middle name, please enter "NONE"); preferred mailing address, if different from your residence (use either a street address OR a post office box/drawer); birthday; gender; home and daytime telephone number(s).

Questions 8-12: Read and answer Yes or No to ALL questions. *If questions 8 through 12 in this section are not answered, you will be notified.* Give any additional information required.

Questions 11-12: *If you answer yes to any of these questions, you should submit details in writing to the GREAB prior to scheduling for an examination using the Background Clearance Application form on page 19 of this handbook.*

Question 13: Indicate whether or not you are a Georgia resident.

Question 14: Indicate whether you are applying to be a State Licensed Appraiser, State Certified Residential Appraiser, or State Certified General Appraiser.

Question 15: Indicate method of payment.

Question 16: Read this statement carefully and sign and date it before mailing with all required documentation.

Candidates will be notified if any additional documentation is required.

HOW THE EXAMINATION IS ADMINISTERED

The Georgia Appraiser Examinations are administered by computer at PSI Test Centers, located in Atlanta, Decatur, Duluth, Fayetteville, Lilburn, Macon, Marietta and Savannah, Georgia. Please visit ***https://test-takers.psiexams.com/garap*** for a complete listing of PSI Test Center locations. Appointment starting times may vary by location.

EXAMINATION FEE

Examination Fee: $175

Payment may be made online by credit card (VISA, MasterCard, American Express and Discover) or cashier's check or money order made payable to PSI Services Inc. Company checks, personal checks and cash are not accepted.

Credit card transactions that are declined will be subject to a $25 handling fee. You must send a certified check or money order for the amount due, including the handling fee, to PSI to cover declined credit card transactions.

SCHEDULING AN EXAMINATION

Once your application and documentation are approved and you have received an eligibility email, you may register by one of the following methods:

1. **Online Scheduling.**

   You may schedule an examination appointment online at any time at ***https://test-takers.psiexams.com/garap***. To use this service on our website, follow these easy steps:

   - Go to ***https://test-takers.psiexams.com/garap*** and select "Begin Scheduling."
   - Follow the instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

   OR

2. **Telephone Scheduling.**

   Call PSI at 888-818-5834 to schedule an examination appointment. This option is available only for individuals paying the examination fee by credit card (VISA, MasterCard, American Express and Discover).

When you call to schedule an appointment, please be prepared to confirm a date and location for testing and to provide PSI your name and Social Security number. All individuals are scheduled on a first-come, first-served basis. Your examination will be scheduled within five business days of contacting PSI. Refer to the following chart.

If you contact PSI by 4:00 p.m. Eastern Time on…	Depending on availability, your examination may be scheduled beginning…
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

After the appointment is made, you will be given a time to report to the Test Center. You will be admitted to take only the examination type for which the appointment has been made. No changes in examination type will be allowed at the Test Center. **Unscheduled candidates (walk-ins) will not be admitted to the Test Center.** Please see page 7 for types of identification required for admission to take the examination.

Special Arrangements for Candidates with Disabilities

PSI is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be submitted online by completing PSI's online form: https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872. Attach documentation from an appropriate professional (e.g., education professional, physician, psychologist, psychiatrist) with your online request. PSI will review the request and contact the candidate regarding the decision for accommodations. All special arrangements will be made on an individual basis. If you have questions, call Candidate Services at 800-367-1565 ext. 6750.

EXAMINATION APPOINTMENT CHANGES

If you have scheduled an examination appointment, you may reschedule your appointment for a future date on one occasion per examination fee paid, if you contact PSI by phone at least **two business days** prior to the examination (see following table). If you wish to change your examination appointment within two days of the examination, you will not be refunded your examination fee and will be required to pay the entire examination fee for any future examinations.

If your examination is scheduled on…	You must contact PSI by 4:00 p.m. Eastern Time to reschedule the examination by the previous…
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

MISSED APPOINTMENTS AND FORFEITURES

You will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.
- You fail to present the required documents (proper ID) on the day of the examination.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit ***www.psionline.com/openings*** prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted where you left off and you may continue the examination. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Test Center on the date and time you are scheduled for an examination, you will not be refunded any portion of your examination fees and must reregister by contacting PSI; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, you will not be admitted, you will forfeit your examination fee, and you must reregister for the examination by contacting PSI.

TAKING THE EXAMINATION

Your examination will be given by computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Look for signs indicating PSI Test Center Check-in. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME YOU WILL NOT BE ADMITTED.

Identification

To gain admission to the Test Center, you must present one form of identification. The ID must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST CENTER. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with five pieces of scratch paper at a time to use during the examination. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the examination;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. Your photograph, taken before beginning the examination, will remain on screen throughout your testing session. This photograph will also print on your score report.

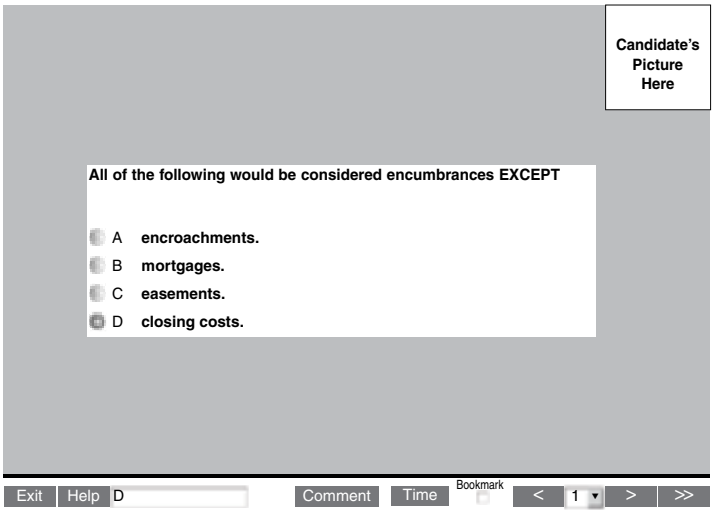
Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen. The following time limits will be in effect for each examination.

Examination	Time Allotted	# of Scored Questions
Licensed Appraiser	4 hours	110
Certified Residential Appraiser	4 hours	110
Certified General Appraiser	6 hours	110



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the Time box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the testing time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After completing the examination, you are asked to answer a short evaluation of your testing experience. Then, you are instructed to report to the testing supervisor to receive your score report. Scores are reported in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your Score Report

After you have completed the computerized examination, you will be directed to the Supervisor who will provide you with a score report and further instructions. Your total percentage score reflects the total number of questions that you answered correctly divided by the total number of questions. While your score report gives information on your performance in major content areas, your total score is not the average of the subscores provided for each of those content areas.

If You Pass the Examination

If you pass the examination, the score report will indicate that the examination has been passed. To obtain your license, follow the instructions in the section titled HOW TO OBTAIN AN APPRAISER CLASSIFICATION.

If You Fail the Examination

If you do not achieve a passing score, your score report will indicate percent scores for each content area and reapplication instructions. To retake this examination, you will need to schedule another appointment through PSI Candidate Services. The examination proctor cannot schedule you for another examination. You may reapply for this examination by calling PSI at 888-818-5834 between the hours of 8:00 a.m. and 10:00 p.m. (Eastern Time) Monday through Thursday, 8:00 a.m. and 8:00 p.m. on Friday and 9:30 a.m. to 6:00 p.m. on Saturday. You also may reapply by scheduling online at ***https://test-takers.psiexams.com/garap***. All candidates are scheduled on a first-come, first-serve basis, but you will be able to schedule another appointment within 5 business days from the day you contact PSI to request an examination.

Duplicate Score Report

You may purchase additional copies of your score report at a cost of $25 per copy. Requests must be submitted to PSI, in writing, within one year after the examination and include the required fee payable to PSI Services Inc. (see form on page 23). The written request should include your name, Social Security number, mailing address, daytime phone, examination taken, examination date, Test Center and your signature. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Irregularities

PSI maintains examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others due to examination irregularities or misconduct. If irregularities are reported, PSI will review the report and evaluate examination scores suspected of resulting from nonstandard circumstances. All irregularities will also be reported to the Georgia Real Estate Appraiser Board.

PSI and the Georgia Real Estate Appraiser Board reserve the right to cancel test scores if there is reason to question their validity. Scores considered for cancellation may be grouped into two categories:

1. Suspected candidate misconduct – in such cases, PSI and/or the Georgia Real Estate Appraiser Board may undertake a confidential review of the circumstances giving rise to the questionable score validity. If it is determined that there is sufficient cause to question score validity, PSI may cancel the score(s) and inform the involved parties.
2. Irregularities – scores may be canceled because of circumstances beyond candidates' control, such as computer or power failure. In such cases, candidates will be offered an opportunity to retake the examination at no charge.

In addition to the reasons listed above, PSI may cancel examination results if, upon investigation, violation of policies outlined in this publication are found to have been committed.

PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use auxiliary learning techniques, such as extra reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you do choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

Not everyone passes the examination on the first attempt. If you do not pass the examination, you may wish to consider the following suggestions:

1. Study concepts and vocabulary, not questions. Each examination includes different questions. Since you have previously taken the examination, you have seen all of the types of questions that may be asked. If simply reading the definition of a word does not adequately explain its meaning to you, look up the word in the index of the textbook you are reading and study the word in the context in which it is presented in the textbook.
2. Some people feel that the process of getting to the Test Center, getting admitted, and reading instructions creates such anxiety that they are unable to do their best on an examination despite knowing the material well. If you are among that group, try the following alternatives:
   a. Drive to the Test Center before the date of the examination so that you know how to get there.
   b. If you must travel a great distance to the Test Center, spend the night before the examination in a motel near the site so that you do not get delayed in traffic.
   c. Complete all of your study for the examination before 6:00 p.m. of the day before the examination. Have a leisurely dinner. Get a good night's sleep. Do not try to cram in last minute studying during the night before the examination or the morning of the examination.
   d. When you begin taking the examination, if the first few questions seem difficult, do not worry. Skip over them until you come to questions which seem easier to you. The computer makes it easy to return to an unanswered question at any time. Make sure you answer every question.

Appraiser Qualifications Board National Uniform Licensing and Certification Examinations Content Outline				
		CG	CR	LR
1	Real estate market	18%	14%	20%
1A	Types of influences on real estate value			
1A1	Agents of production			
1A2	Factors of value (e.g. desire, utility, scarcity, effective purchasing power)			
1A3	Forces on value (e.g. social, economic, governmental, environmental)			
1A4	Principles of real estate			
1B	Types of government power			
1B1	Police power			
1B2	Eminent domain			
1B3	Escheat			
1B4	Taxation			
1C	Types of value			
1C1	Value in use			
1C2	Market value			
1C3	Going concern			
1C4	Investment value			
1C5	Ad valorem / assessed			
1C6	Liquidation / disposition			
1C7	Insurable value / replacement cost for insurable purposes			
1C8	Cost vs. Price vs. Value			
1D	Allocation of value between intangible property and real estate			
1E	Date of value premise			
1E1	Retrospective			
1E2	Current			
1E3	Prospective			
1F	Market analysis			
1F1	Market delineation (e.g. neighborhood, linkages)			
1F2	Market conditions (e.g. supply and demand, absorption, capture rates)			
1F3	Types of market analysis			
1G	Investment analysis			
1G1	Mortgage calculations			
1G2	Financial calculations (e.g. net present value)			
1H	Tests of highest and best use			
1H1	Legally-allowable			
1H2	Physically-possible			
1H3	Financially-feasible			
1H4	Maximally-productive			
1I	Determination of highest and best use			
1I1	As improved			
1I2	As vacant			
2	Property description	11%	12%	10%
2A	Land or site description			

2A1	Physical, economic, and functional description			
2A2	Legal description			
2B	Improvement and building component description			
2B1	Physical, economic, and functional description			
2B2	Personal property items vs. fixtures			
2C	Legal interest			
2C1	Fee simple			
2C2	Leased fee			
2C3	Leasehold			
2C4	Partial interest			
2C5	Types of ownership (e.g. joint tenancy, tenants in common)			
2D	Rights to use			
2D1	Public restrictions			
2D2	Private restrictions			
2D3	Zoning and entitlement processes			
2E	Property taxation influence on value			
3	**Land or site valuation**	**4%**	**5%**	**5%**
3A	Land or site valuation methodology			
3A1	Allocation			
3A2	Extraction			
3A3	Residual			
3A4	Subdivision			
3A5	Sales comparison			
3A6	Ground rent capitalization			
3B	Influences on land or site valuation			
4	**Sales comparison approach**	**14%**	**16%**	**25%**
4A	Identification and selection of properties suitable for comparison			
4B	Units of comparison			
4C	Elements of comparison			
4C1	Transactional			
4C2	Property			
4D	Quantitative adjustments			
4D1	Paired data			
4D2	Cost analysis			
4D3	Income capitalization			
4D4	Regression / trend analysis			
4E	Qualitative comparisons			
4E1	Ranking analysis / bracketing			
4E2	Relative comparison analysis			
4E3	Interviews with market participants			
4F	Reconciliation to indicated value by the sales comparison approach			
5	**Cost approach**	**11%**	**14%**	**9%**
5A	Sources of cost information			
5A1	Cost manuals			
5A2	Actual costs			

5A3	Market-extracted			
5B	Cost components			
5B1	Direct			
5B2	Indirect			
5B3	Entrepreneurial incentive			
5B4	Reproduction and replacement cost			
5C	Physical deterioration			
5C1	Curable			
5C2	Incurable			
5D	Functional obsolescence			
5D1	Curable			
5D2	Incurable			
5E	External obsolescence			
5E1	Locational			
5E2	Economic			
5F	Methods of estimating depreciation			
5F1	Age-life and modified age-life			
5F2	Breakdown			
5F3	Market extraction			
5G	Reconciliation to indicated value by the cost approach			
6	**Income approach**	**19%**	**8%**	**5%**
6A	Sources of income generation			
6A1	Rent and leases			
6A2	Reimbursements			
6A3	Owner/Operator income			
6B	Occupancy / vacancy analysis			
6C	Expenses			
6C1	Fixed			
6C2	Variable			
6C3	Replacement allowance / reserves / capital expenditures			
6D	Direct capitalization methods			
6D1	Multipliers			
6D2	Overall rates			
6D3	Reconstruction of operating statement			
6E	Derivation of capitalization rates			
6E1	Band of investment			
6E2	Market-extracted			
6F	Yield capitalization			
6F1	Discounted cash flow			
6F2	Property models			
6F3	Yield rates			
6G	Indicate value through direct capitalization			
6G1	Fee simple			
6G2	Leased fee			
6G3	Leasehold			

6H	Indicate value through yield capitalization			
6H1	Fee simple			
6H2	Leased fee			
6H3	Leasehold			
6I	Reconciliation to indicated value by the income approach			
7	**Reconciliation of value indications**	**1%**	**5%**	**2%**
7A	Reconciliation of value indications among developed approaches			
8	**Uniform standards of professional appraisal practice (USPAP)**	**17%**	**18%**	**22%**
8A	Definitions and preamble			
8B	Ethics rule			
8C	Record keeping rule			
8D	Competency rule			
8E	Scope of work rule			
8F	Jurisdictional exception rule			
8G	Standard 1 (development of assignment scope and value opinion)			
8H	Standard 2 (communication of results)			
8I	Standard 3 (appraisal review development)			
8J	Standard 4 (appraisal review reporting)			
8K	USPAP Advisory Opinions and FAQs as guidance			
8L	Extraordinary Assumption and its use			
8M	Hypothetical Condition and its use			
8N	Valuation bias and fair housing laws and regulations			
8N1	Understanding historical and contemporary real estate bias			
8N2	Federal fair housing and antidiscrimination laws and regulations			
8N3	Valuation bias			
9	**Emerging appraisal methods**	**3%**	**5%**	**0%**
9A	Appropriate use of property and market information sources			
9B	The appropriate use of alternative inspection techniques			
9C	The appropriate use of Valuation Models (including AVMs)			
10	**Appraisal statistical methods**	**3%**	**5%**	**3%**
10A	Statistical Measures of Central Tendency			
10B	Statistical Measures of Variation			
10C	Advanced Statistical Techniques Used in Appraising			

Sample Questions

The following illustrate the type of questions used in the examinations. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

1. The subject property is a 10,000 sf office building encumbered by a full-service lease with a contract base rent of $1.25 per sf monthly. Stabilized vacancy/ credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of $0.15 per sf. Based on these facts, what is the projected net operating income?

   A. $97,650
   B. $93,000
   C. $96,150
   D. $94,500

2. The assignment is a warehouse located in an industrial park. The client requires the cost approach be completed. There are no vacant land comparables in the market area. There are 3 sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:

   Sale 1 sold for $1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.

   Sale 2 sold for $1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. He paid $100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

   Sale 3 sold for $3,500,000. The buyer estimated that 90% of what he paid was for the structure.

   What is the indicated value of the lot using the allocation approach?

   A. $350,000
   B. $500,000
   C. $135,000
   D. $125,000

3. During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?

   A. Remainderman
   B. Life tenant
   C. Trustee
   D. Trustor

4. A homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit residence entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?

   A. Surplus land
   B. Vacant site
   C. Excess land
   D. Underutilized site

5. The subject assignment is to appraise a 1880s vintage house using the cost approach. The house has metal stamped ceilings, lath and plaster walls, which are items not easily available in today's construction. The estimated replacement cost using modern materials is $120 per sf. Contractors charge $15 more per sf to work on older houses. The estimated reproduction cost is $185 per sf. What is the estimated loss in utility?

   A. $65 per sf
   B. $33 per sf
   C. $80 per sf
   D. $15 per sf

6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand the appraiser notes that all of the builders are currently averaging
   2 new sales contracts per month (combined), and are expecting to sell 24 homes within the next year. What conclusion could be drawn with regard to the 100 available home sites and a market period of the next 12 months?

   A. The market is in a condition of supply and demand.
   B. The market is in a condition of balance.
   C. The market is in a condition of oversupply.
   D. The market is in a condition of undersupply.

Answers

1. C	4. C
2. A	5. A
3. A	6. C

HOW TO OBTAIN AN APPRAISER CLASSIFICATION

Obtain a License

Persons who have successfully completed the real estate appraiser examination and who meet all other licensing requirements will be able to obtain a State Licensed, State Certified Residential, or State Certified General appraiser classifications at any one of the four PSI Test Centers in the state of Georgia.

Appraiser classifications will be issued on a first-come, first-serve basis from 9:00 a.m. to 12:00 p.m. and from 2:00 p.m. until 4:45 p.m. during the regular business days for each Test Center. You must apply for a license/certificate not more than 12 months from the date you passed the examination. If you fail to apply for your license/certificate within 12 months, you must retake the examination to qualify for the classification.

What You Will Receive

If you provide the appropriate information and fees for the license category for which you are qualified and are approved by the Board, you will receive the appropriate certificates, which may include a plastic laminated 8½" x 4" wall certificate and two laminated pocket cards.

License or Certification Candidates

To apply for a license or certification, the following information/documentation must be presented at the Test Center.

1. A valid form of **photo identification**. Acceptable forms of identification include the following:
   - A driver's license or identification card, issued by one of the United States, its commonwealths or territories.
   - A United States passport or passport card.
   - A United States military identification card.
   - A United States Permanent Resident Card or Alien Registration Receipt Card.
   - An Employment Authorization Document that contains a photograph of the bearer.
   - A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer.
   - A passport issued by a foreign government.
   - A Certificate of Citizenship or Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services.
   - A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
   - A Free and Secure Trade (FAST) card.
   - A NEXUS card.
   - A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
   - A driver's license issued by a Canadian government authority.
2. The ***nonrefundable*** fee of $135 or $175. If you have not had a birthday in the calendar year in which you apply for your appraiser classification, your classification period will be for greater than one year. Therefore, the Appraisal Subcommittee (ASC) requires the payment of a registry fee of $80 for a total fee of $175. If you have had your birthday in the calendar year in which you apply for your appraiser classification, your classification period will be for a year or less, and the ASC requires a registry fee of $40 for a total of $135.
3. **Criminal History Report:** No more than 60 days prior to making application for your appraiser classification, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia Crime Information Center (GCIC) of the Georgia Bureau of Investigation. You may obtain a GCIC report at most sheriff's offices or police stations in Georgia. The report, which must be no more than 60 days old, must be attached to the application for licensure or approval. If that report indicates that the applicant has a criminal record outside of their state of residence, the Commission / Board may request that the applicant obtain, at the applicant's expense, a National Crime Information Center (NCIC) report from the Federal Bureau of Investigation. **Do not** obtain this report unless the Commission / Board requests you to do so.
4. **A signed and notarized Lawful Presence Affidavit,** located on "Lawful Presence Affidavit" on page 25, is required.

   Until you receive a wall certificate and pocket card with your appraiser classification on it and showing your active status, you must not engage in or conduct or advertise or hold yourself out as engaging in, conducting the business of, or acting in the capacity of a real estate appraiser in Georgia with the classification for which you are applying.

REAPPLYING TO TAKE THE EXAMINATION

If you fail the examination, follow the instructions on the score report. It may not be necessary to resubmit an Affidavit of Experience, an Appraisal Experience Log for Classification, or an Applicant Summary of Classroom Education if you reapply.

GEORGIA REAL ESTATE APPRAISER EXAMINATION APPLICATION

Be sure to read the entire Candidate Handbook before filling out this form. You must provide all information requested. Please type or print legibly. Registration materials that are illegible or incomplete will not be accepted. Send your application and documentation to:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543

This information constitutes part of the application process for those candidates who successfully pass the Georgia Real Estate Appraiser Examination and must be complete. The speed with which your appraiser licensure or certification application is processed and your classification issued depends directly upon the accuracy of the information provided on this application.

Personal

1. **Social Security Number** ☐☐☐ ☐☐ ☐☐☐☐

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN) You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is mandatory. Failure to disclose your SSAN shall result in the denial of your application. The GREAB shall not release your SSAN to any third party except as required by law.

2. **Name** _____
Last Name First Name Middle Name

3. **Resident Street Address (Required)** _____
Number, Street, Apartment Number

_____
City County State Zip Code

4. **Personal Mailing Address** _____
Number, Street, P.O. Box

_____
City County State Zip Code

5. **Birthdate** ☐☐ / ☐☐ / ☐☐☐☐
Month Day Year

Email _____

6. **Gender** ☐ Male ☐ Female

7. **Telephone Numbers** ☐☐☐ / ☐☐☐ – ☐☐☐☐
Area Code Home Phone

☐☐☐ / ☐☐☐ – ☐☐☐☐
Area Code Alternate Daytime Phone

Yes No

8. ☐ ☐ Have you ever held any appraiser classification in another state? (If your answer to this question is Yes, contact the Georgia Real Estate Appraisers Board to determine if you are eligible to obtain a license via reciprocity, which does not require an examination.)

If yes, what state or states? _____

Under what name(s)? _____

9. ☐ ☐ Have you ever held or do you hold an appraiser classification in Georgia? If yes, please provide your classification number.

_____

_____

If yes, but under a different name, what name? _____

10. ☐ ☐ Are you a high school graduate or the holder of a General Education Development (G.E.D.) certificate?

(next page)

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Yes No

11. ☐ ☐ Have you every been convicted of, pled *nolo contendere* to, or been granted first offender treatment upon being charged with: (1) any criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

You must answer "Yes" to this question even if: (1) you have been pardoned for the criminal offense; (2) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (a) the offense is not, or is no longer, "on record", (b) the offense has been expunged from your record, (c) you do not need to disclose the offense, or (d) your civil and political rights have been restored, (e) any similar statement that appears to suggest your 'record' has been cleared; or (3) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

12. ☐ ☐ Have you ever been disciplined by the Georgia Real Estate Appraisers Board or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as a reprimand, a suspension, a revocation, a fine or any restriction placed on your right to operate as a licensee.)

If you answered Yes on question 11 and/or 12 you should submit details in writing to the GREAB prior to scheduling for an examination using the BACKGROUND CLEARANCE APPLICATION form on page 19 of this handbook.

13. I am applying for a classification as a: ☐ Georgia Resident ☐ Non-Resident

14. Classification applying for:
☐ State Licensed Appraiser
☐ State Certified Residential Appraiser
☐ State Certified General Appraiser

☐ If applying for a Certified Residential or Certified General classification, **an official transcript**, verifying possession of a degree or completion of specific college courses, as noted in the "Required Core Curriculum" section of the Candidate Handbook (page 3), must be submitted with this application.

15. Exam Payment: ☐ I am submitting the $175 examination fee with this registration form in the form of cashier's check or money order.
☐ I will submit the $175 examination fee when I schedule my examination appointment using a credit card.

---

16. By signing this application I agree to the conditions contained in the Real Estate Appraiser Examinations Candidate Handbook, certify that I am the person whose name and address appear on this application, and certify that all information which I have given on this application and accompanying documents is true, correct, and complete.

_____ _____
Applicant's Signature Date

Real Estate Appraisers Program

REAL ESTATE APPRAISER EXAMINATIONS

GEORGIA APPRAISER, AFFIDAVIT OF EXPERIENCE

(This document must be executed before a Notary Public.)

I, _____, the undersigned applicant for a Georgia Appraiser classification, do hereby affirm:

1. That I give this affidavit to be used as part of my application for classification by the Georgia Real Estate Appraisers Board (Board);
2. That I have earned the experience noted in my experience log in accordance with the requirements of the Appraiser Qualifications Board and the rules and regulations of the Georgia Real Estate Appraisers Board;
3. That in calculating my hours of experience, I have **included**:
   (a) only time spent appraising real estate or real property while registered or classified in Georgia or in another state,
   (b) experience in both the act or process of valuation of real estate or real property and the preparation of an appraisal report, and
   (c) only fee and staff appraisals, ad valorem tax appraisals, review appraisals, appraisal analysis, real estate counseling, highest and best use analysis, feasibility analysis/study and market analysis/study, which included both evaluation and appraisal reports;
4. That I have **not included** in calculating my hours of experience:
   (a) market value estimates as a real estate licensee in connection with the listing and/or sale of real estate,
   (b) mass appraisals for real estate for ad valorem tax purposes,
   (c) appraisals of businesses,
   (d) appraisals of personal property,
   (e) a feasibility or market analysis except to the extent that I estimated the market value of a proposed real estate project, or
   (f) any appraisal experience gained while not registered or classified in Georgia or in another state, and any appraisal experience gained prior to January 1, 1991.
5. That I will produce upon the Board's request at any time in the next five years appraisal reports, file memoranda or other documentation satisfactory to the Board to document my hours of experience.

Witness the hand and seal of the undersigned at (city, state) _____,

this _____ day of (month) _____, 20___.

_____
Applicant's Signature

_____Notary Public

State of:

County of: Seal

My Commission expires:

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Georgia Real Estate Appraisers Board

Appraisal Experience Log For Classification

Name: _____ Classification# _____

Check one:

☐ State Licensed Appraiser

☐ State Certified Residential Appraiser

☐ State Certified General Appraiser

Page ____ of ____

Rev 01/2014

Report Date	Property Address	PROPERTY TYPE: RESIDENTIAL 1 - 4 UNITS	RESIDENTIAL 5+ UNITS	NON-RES IMPROVED	NON-RES UNIMPROVED	REPORT TYPE*	A - Applicant S – Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)	APPRAISAL HOURS
							A											
							S											
							A											
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***Report Type:** Appraisal Report = **A** Restricted Appraisal = **RA**

Subtotal Hours on This Page _____

TOTAL HOURS OF ALL PAGES _____

Applicant Appraisers under supervison must:

1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.

2) Prepare a separate log for each Supervisor & have each Supervisor follow instructions 3 & 4 below. Only Certified Residential or Certified General Appraisers can supervise.

3) Supervisors must indicate for each portion of theassignment, whether they: **P** – Had **P**rimary Responsibility **C** – **C**o-appraised **R** – **R**eviewed & Approved

4) **Supervisor's Signature** _____ **Supervisor's Classification #** _____

Georgia Real Estate Commission
Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Email:grecmail@grec.state.ga.us

Background Clearance Application

READ CAREFULLY: Please ensure that your application is complete and that you have answered ***all*** questions and included ***all*** required documents. Only complete applications will be accepted to begin a review. If all documentation is not included, the application is considered incomplete and will be returned to you by mail, which may considerably delay the process. A background investigation is extensive and requires time to complete. You will be notified in writing, when the investigative process is complete. Information **CANNOT** be provided by telephone.

☐ Attach a Georgia Criminal Information Center (GCIC) report, from a local police station or sheriff's department, if you are a GA resident. If you are not a resident of GA, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. ***Any*** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence ***not*** reflected on the report.

☐ Attach **ORIGINAL DOCUMENTS.** Keep a copy of all documents for your records. Once an application is complete, the original documents cannot be returned.

☐ **DO NOT FAX -** Mail or deliver the application and all documentation to :

Investigations Section
Georgia Real Estate Commission & Appraisers Board
229 Peachtree Street NE, Suite 1000 - InternationalTower
Atlanta, Georgia 30303-1605

Section A — Applicant Information

Name:

Birth Date: SSN: ◯ Male ◯ Female

Race: Email:

Residence Address:

City: State: Zip Code:

County: Phone Number:

Mailing Address:

City: State: Zip Code:

County: Alt Phone Number:

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law.

Reset Form Print Form

Georgia Real Estate Commission
Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Email:grecmail@grec.state.ga.us

Section B — Background Information

(1) I am requesting Clearance for: ◯ Real Estate ◯ Appraiser ◯ Both

License Type: _____

Classification Type: _____

(2) I am qualifying by : ◯ Examination ◯ Reciprocal Agreement

(3) If applying by examination: ***(check all that apply)***

☐ I have completed the required education coursework.
☐ I have taken, and passed, the examination at AMP.
☐ I have paid the license / classification fee.
☐ I have NOT met all requirements for licensure.

(4) Have you previously held a Georgia Real Estate License and / or an Appraiser Classification? ◯ **YES** ◯ **NO**

Name: _____ License #: _____

(5) Have you previously applied for a Clearance Letter from the Georgia Real Estate Commission and Appraisers Board? ◯ **YES** ◯ **NO**

If YES, when: _____

(6) Have you ever been denied licensure by an occupational licensing body in Georgia or any other state, jurisdiction, or country? ◯ **YES** ◯ **NO**

If Yes, Please Explain: _____

Section C — Conviction Question

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

ATTENTION: If you have a **single felony conviction** or **crime of moral turpitude conviction**, you are ineligible to apply for a license until **2 years** have passed since the completion of all term and conditions of any sentence.

If you have **multiple felony convictions** or crimes of moral turpitude convictions, you are ineligible to apply for a license until **5 years** have passed since the completion of all terms and conditions of any sentence.

Additionally, an applicant for licensure as a **Broker or Associate Broker** may be licensed as such only if **10 years have passed** since the later of the conviction, sentence or release from incarceration.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

◯ **YES** ◯ **NO**

You must answer YES to this question even if:

(a) you have been pardoned for the criminal offense;
(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction ***AND*** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
(B) For ***every*** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
1) an explanation of the circumstances surrounding every conviction
2) whether you have made any required restitution
3) whether you have completed all conditions of your sentence
4) whether you were on parole or probation *(and the date it ended)*

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229 Peachtree Street NE
Suite 1000 - International Tower
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Email:grecmail@grec.state.ga.us

Section D — Disciplinary Question

(1) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

○ **YES** ○ **NO**

(2) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

○ **YES** ○ **NO**

If you answered "YES" to question (2), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
(B) Provide a **detailed written statement** that includes:
1) an explanation of the circumstances surrounding the disciplinary action
2) whether you have made any required payment
3) whether you have completed all conditions of your disciplinary action
4) whether your license is currently suspended or revoked

Section E — Certification

I hereby authorize a representative of the Georgia Real Estate Commission and Appraisers Board to periodically obtain and receive any criminal history record information on me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Commission and Appraisers Board may require me to provide additional information in order to process the application.

I hereby certify the information provided in this application is true and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

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Georgia Real Estate Commission
Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Fax: 404-656-6650
www.grec.state.ga.us

Attention: *You must take this form with you to the* ***PSI Test Center*** *to obtain your license.*

HOW TO FILL OUT THIS FORM:

Space #1 - For "type of public benefit," fill in the type of license you are applying for. *(Real Estate License, Appraiser Classification, etc.)*

Space #2 - For "name of government entity," applicant should fill in one of the following: GREC or GREAB.

Spaces #3 - #5 - Put an X in the space that best describes the applicant's citizenship status. *(Choose only ONE option.)*

Space #6 - Fill in the alien number issued by the Department of Homeland Security or other federal immigration agency. *(ONLY required if applicant is a qualified alien or non-immigrant under the Federal Immigration and Nationality Act.)*

Space #7 - Fill in the type of secure and verifiable document provided with the affidavit. (*For example: driver's license, U.S.* passport*, etc)*

Lawful Presence Verification Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____ [*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from _____ [*name of government entity*], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number Issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1).

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____(state).

_____
Signature of Applicant

_____
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS,
THE _____ DAY OF _____, 20_____

_____
NOTARY PUBLIC
My Commission Expires:

GEORGIA TEST CENTER LOCATIONS

The Real Estate Appraisers examinations are computer administered at the locations listed. The examinations are offered five days a week and designated Saturdays. Licensing is available at the four designated locations Monday through Friday. If you test in the afternoon, you will not be able to license the same day.

Location 1: Atlanta NE

PSI
3505 Koger Blvd., Suite 175
Duluth, GA 30096

Directions: From I-85 N - Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building will be on the right.

Hours of operation: Testing – Appointment times may vary.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

Location 2: Atlanta NW

PSI
The Pavillions at East Lake Shopping Center
2100 Roswell Road (State Route 120), Suite 2128
Marietta, GA 30062

Directions: From I-75 North: exit 263 the 120 Loop E toward Roswell. Drive approx. 1.5 miles, exit right toward Roswell, turn right at light off exit onto Roswell Rd. Pavilions at East Lake Shopping Center is 0.5 mile on right. Site is located in Suite 2128 in same shopping center as Krogers.
From I-75 South: exit 265 GA 120 Loop E, left on North Marietta Pkwy. Go 1.4 miles, take right exit ramp to GA-3 Roswell Marietta, turn left onto GA-120E Roswell Rd. Continue to Pavilions Shopping Center.

Hours of operation: Testing – Appointment times may vary.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

Location 3: Decatur

H&R Block Office
2891 N. Decatur Rd
Suite D, E and F
Decatur, GA 30033

Directions: From 285S - Take exit 40 for Ponce De leon Ave towards Clarkston. Keep right at the fork, follow signs for Dekalb Medical hospital and merge onto E Ponce De Leon Ave. Turn right onto N Decatur Rd. Located in the H&R Block office.

Hours of operation: Testing – Appointment times may vary.
Licensing – Not available

Location 4: Fayetteville

Open Arms Outreach Inc.
385 Glynn Street North
Fayetteville, GA 30214

Directions: From 75 S/N, take the GA-85 S exit, Exit 237A, toward Riverdale. Merge onto Georgia Highway 85 which becomes GA-85. Keep straight, driving through Riverdale until you reach Fayetteville (approx 10.68 miles). Destination is 0.1 miles past Hudson Plaza Shopping Center.
From Hwy 54: take 54 to Hwy 85 in Fayetteville. Turn Left onto 85N. Go about a mile to Fayette Place shopping center on the right hand side. Turn right into the center. Drive past the La Hacienda Restaurant. Open Arms will be a brick building with a blue roof/blue door #385.

Hours of operation: Testing – Appointment times may vary.
Licensing – Not available

Location 5: Macon

PSI
6394 Zebulon Road, Suite 102
Macon, GA 31220

Directions: From I-475S - At exit 9, take the ramp and follow the signs for Zebulon Road. Turn right onto Zebulon Road and get immediately into the left lane. Get into the first left turn lane and do a U turn. The office is located in Zebulon Plaza on the south side across the street from Zaxby's.

From I-475N - Take exit 9 and turn left onto Zebulon Road. Get in the left lane. After you cross the bridge, take the first left turn lane and do a U turn. The office is located in Zebulon Plaza on the south side across the street from Zaxby's.

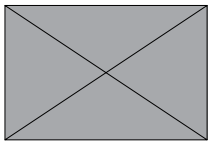
Hours of operation: Testing – Appointment times may vary.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

Location 6: Savannah

PSI
The Chatham Center, Orlean Building
Suite 155
6001 Chatham Center Drive
Savannah, GA 31405

Directions: Exit I-16 at Chatham Parkway (exit 162). Go south on Chatham Parkway; turn left on Chatham Center Drive. Turn right to Orlean Building. Located on the first floor in suite 155.

Hours of operation:
Testing – Appointment times may vary.
Licensing – Monday - Wednesday: 9:00 a.m. – 12:00 p.m. Monday - Wednesday: 2:00 p.m. – 4:45 p.m.
Thursday - Friday: 9:00 a.m. – 2:00 p.m.



18000 W. 105th St.
Olathe, KS 66061-7543

888-818-5834

