



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1166
www.state.tn.us/regboards/treac
Phone (615) 741-1831

APPRAISER LICENSE/CERTIFICATE APPLICATION

A non-refundable check, certified check, or money order in the amount of \$555, made payable to the State of Tennessee, must accompany this application.

APPLICATION FOR (check one)

- CERTIFIED GENERAL REAL ESTATE APPRAISER
- CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER
- LICENSED REAL ESTATE APPRAISER

SECTION 1: Applicant Identification and Eligibility Verification

Social Security # _____ **Birth Date** _____

Full Name: _____
First **Middle** **Last**

Mailing Address: _____

City **State** **Zip Code**

Business Phone Number **Email Address**

Business Name _____
(Doing Business As)

Business Address: _____
(Physical Address)

City **State** **Zip Code**

Home Address: _____

City **State** **Zip Code**

Home Phone Number



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

- _____ A United States citizen;
- _____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹
- _____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

EDUCATION INSTRUCTIONS FOR APPLICATION

State Certified Residential and Certified General Appraiser applicants are required to provide proof of a Bachelor’s degree or higher from an accredited college or university. State Licensed Appraiser applicants must complete 30 semester credit hours of college-level education from an accredited college, junior college, community college, or university OR an Associate’s degree or higher (in any field). No need to list individual courses if proof of college degree is provided.

***Courses must be taken at a college, university or community college that is approved or accredited by the Commission on Colleges, a regional national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

****For college-level courses taken in a quarterly system versus a semester system, one quarter hour credit is equivalent to .67 semester credit hours.

List degree(s) earned and attach a copy of college transcript(s).

Degree Earned	College or University	Date(s) Attended

Appraisal Course Requirements:

Complete only one (1) of the following three (3) education logs specific to the credential you are applying.

State Licensed Appraiser - An applicant must have 150 hours of approved qualifying appraisal education courses completed with successful passage of course final exams.

State Certified Residential Appraiser – An applicant must have 200 hours of qualifying education courses in the following categories and credit hours must be completed, with the successful passage of the course final exams.

State Certified General Appraiser – An applicant must have 300 hours of qualifying education courses in the following categories and credit hours must be completed, with the successful passage of the course final exams.

LICENSED REAL ESTATE APPRAISER EDUCATION LOG

Copies of the education letters must be attached to this application. Submit **Qualifying Education** only. Course ID numbers can be obtained from the State website, click the “**Approved Course Listing**” link.

Course Name	Hours Required	Course Provider	Hours Completed	Date Completed	Course ID Number from State website
Basic Appraisal Principles	30				
Basic Appraisal Procedures	30				
The 15-Hour National USPAP Course	15				
Residential Appraiser Market Analysis and Highest & Best Use	15				
Residential Appraiser Sales Comparison and Income Approaches	30				
Residential Appraiser Site Valuation and Cost Approach	15				
Residential Appraiser Reporting Writing and Case Studies	15				

TOTAL EDUCATION HOURS CLAIMED _____

STATE LICENSED REAL ESTATE APPRAISER TOTAL HOURS REQUIRED 150

CERTIFIED RESIDENTIAL APPRAISER EDUCATION LOG

Copies of the education letters must be attached to this application. Submit **Qualifying Education** only. Course ID numbers can be obtained from the State website, click the “**Approved Course Listing**” link.

Course Name	Hours Required	Course Provider	Hours Completed	Date Completed	Course ID Number from State website
Basic Appraisal Principles	30				
Basic Appraisal Procedures	30				
The 15-Hour National USPAP Course	15				
Statistics, Modeling and Finance	15				
Residential Appraiser Market Analysis and Highest & Best Use	15				
Residential Appraiser Sales Comparison and Income Approach	30				
Residential Appraiser Site Valuation and Cost Approach	15				
Residential Appraiser Reporting Writing and Case Studies	15				
Advanced Residential Applications and Case Studies	15				
Appraisal Subject Matter Electives (May include hours above required above in other modules OR an additional course approved for qualifying education not previously used above.	20				

TOTAL EDUCATION HOURS CLAIMED _____

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER TOTAL HOURS REQUIRED 200

CERTIFIED GENERAL APPRAISER EDUCATION LOG

Copies of the education letters must be attached to this application. Submit **Qualifying Education** only. Course ID numbers can be obtained from the State website, click the “**Approved Course Listing**” link.

Course Name	Hours Required	Course Provider	Hours Completed	Date Completed	Course ID Number from State website
Basic Appraisal Principles	30				
Basic Appraisal Procedures	30				
The 15-Hour National USPAP Course	15				
Statistics, Modeling and Finance	15				
General Appraiser Market Analysis and Highest & Best Use	30				
General Appraiser Sales Comparison	30				
General Appraiser Site Valuation and Cost Approach	30				
General Appraiser Income Approach	60				
General Appraiser Reporting Writing and Case Studies	30				
Appraisal Subject Matter Electives (May include hours above required above in other modules OR an additional course approved for qualifying education not previously used above.	30				

TOTAL EDUCATION HOURS CLAIMED _____

CERTIFIED GENERAL REAL ESTATE APPRAISER TOTAL HOURS REQUIRED 300