

STATE OF TENNESSEE DEPARTMENT OF
COMMERCE AND INSURANCE REAL ESTATE
APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY, SUITE 620
NASHVILLE, TENNESSEE 37243
615-741-1831

**CHANGE OF ACTIVE/INACTIVE STATUS
APPLICATION**

ACTIVE TO INACTIVE

The fee for changing from active to inactive status is \$25. A check or money order for that amount must accompany this form made out to: State of Tennessee.

AFFIDAVIT

Under Rule 1255-7-.01, I would request that my license/certificate be placed in an inactive status. My current licensee number is _____. I understand that while my license/certificate is in an inactive status, I cannot conduct any appraisals. During this period of time, I shall not represent myself as an appraiser. I will pay renewal fees as appropriate.

Printed Name

Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public _____ My Commission Expires _____

INACTIVE TO ACTIVE

The fee for changing from inactive to active status is \$25 + licensure/certification fee as applicable (see instructions on the next page). A check or money order for that amount must accompany this form made out to: **State of Tennessee**. Proof of twenty-eight (28) hours of approved continuing education obtained within the past renewal period must also accompany the form, seven (7) of which must be the National USPAP Update course. Proof of twenty-eight (28) hours of approved continuing education is also required for each additional renewal cycle since the license was placed in inactive status. Only one (1) seven (7) hour USPAP Update course is required for the period and must have been taken in the last renewal cycle time period.

Your license/certificate will be mailed to the office address as quickly as possible after receipt by the Real Estate Appraiser Commission of this correctly completed form and appropriate fee. You may not actively engage in real estate appraisal until the license/certificate has been received and posted within the office.

AFFIDAVIT

I certify that I have taken the required continuing education for each renewal period and the seven (7) hour USPAP Update course within the last renewal cycle. I shall not begin the practice of real estate appraising until such time as I have received my license/certificate and it has been posted within the office.

Printed Name

Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____ My Commission Expires _____

TO THE LICENSEE:

This form must be completed to change your status from active to inactive or to return to an active status. The fee is \$25 for either transaction. **This form only changes your status.** Please read below regarding renewals and other requirements.

Renewals - 3-4 months prior to expiration date

If changing from **active to inactive** within renewal period (after renewal form has been issued by office):

- 1) \$25 application fee is required
- 2) renewal fee of \$100 is required
- 3) no continuing education is requested

If changing from **inactive to active** within first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken within 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within 2-yr licensing cycle

If changing from **inactive to active** after the first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken for each 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within last 2-yr licensing cycle

Change of Status Within Licensing Cycle (no pending renewal)

1. Prior to the renewal period throughout the licensing cycle, if going from **active to inactive**, only \$25 and appropriate application required.

2. If in the midst of licensing cycle and changing from **inactive to active**, the following is required:

- a) \$25 and appropriate application
- b) \$350 additional renewal fee
- c) \$80 Federal Registry fee
- d) proof of a total of 28 hours of continuing education within current 2-yr. licensing cycle
- e) proof of 7-hour USPAP Update within 2-yr licensing cycle

Late Fee

Inactive renewals also require a \$100 late penalty fee if not submitted thirty (30) days prior to the expiration date of the license or certificate.