

## Proper Disclosure of Real Estate Appraisal Assistance

In order to receive experience credit for obtaining your license or certification, you must be registered as an appraiser assistant. In addition, you must be aware of the following:

Oregon Administrative Rule (OAR) **161-025-0025(2)(d)** requires a supervising appraiser to make a clear and prominent disclosure of real estate appraisal assistance in each appraisal report by identifying each individual category of experience that the appraiser assistant provided as outlined in OAR 161-025-0025(4)(a)(A-H). Each of the individual categories of experience are listed in the OAR below.

### **OAR 161-025-0025(2)(a)(A-H)**

(2) The supervising appraiser must directly supervise the registered appraiser assistant in each assignment to ensure that the results of each assignment comply with USPAP and all applicable appraisal laws and rules. To do so, the supervising appraiser must:

- (a) Ensure that the appraiser assistant gains sufficient knowledge, skills and abilities that will enable them to do all of the following:
  - (A) Define the appraisal problem
  - (B) Conduct preliminary analysis, select and collect applicable data
  - (C) Conduct an analysis of the subject property
  - (D) Conduct highest and best use analysis
  - (E) Estimate land value, including on-site improvements
  - (F) Estimate value of the property using each of the three approaches to value – cost, sales comparison and income capitalization
  - (G) Reconcile each value indication and reconcile the final value estimate
  - (H) Report estimate(s) of value(s) as defined

The following example illustrates how real estate appraisal assistance could be reported in the addendum of an appraisal report by simply placing an X next to the category of experience in which assistance was rendered:

Jane Smith, Registered Appraiser Assistant #AA0xxxx, provided significant real estate appraisal assistance in the development and reporting of this appraisal as follows:

- Define appraisal problem
- Collection and selection of data
- Subject property analysis
- Estimate highest and best use
- Estimate land/site value
- Estimate value of the property
- Reconcile value in each approach used to a final value estimate
- Report final value estimate

If the assistant contributed in all experience categories all blanks would be checked.