

Real Estate Appraiser Board

Guidance Document re: Signing any Appraisal Report

Adopted February 21, 2006

1. When signing a pre-printed appraisal report, appraiser trainees shall sign their name in the following manner: John Doe, Appraiser Trainee. Their license number must be indicated on the line marked State License #. Section 18 VAC 130-20-10 of the Regulations of the Board, defines *appraiser trainee* as “*an individual who is licensed as an appraiser trainee to appraise those properties which the supervising appraiser is permitted to appraise.*”
2. The Board recognizes that there are unlicensed trainees. While an unlicensed individual may sign an appraisal report, § 54.1-2009 of the Code of Virginia, prohibits an unlicensed individual from using the terms “appraiser” or “appraisal”. Unlicensed trainees shall sign their name in the following manner: John Doe, Unlicensed Trainee. Failing to include a license number will further notify users and reviewers of the report, that they are not licensed.
3. All appraisal reports submitted to the Board that were completed after June 1, 2006, shall adhere to the above requirements. Reports submitted in violation of these requirements, shall subject the supervising appraiser to disciplinary action by the Board.