

MARYLAND STATE COMMISSION OF REAL ESTATE APPRAISERS AND HOME INSPECTORS

ADDENDUM FOR APPRAISAL ASSISTANTS



As one of two options, the Commission requires this checklist be used when an appraisal assistant is utilized in the performance of an appraisal and does not sign the appraisal. This checklist must be signed and dated by the supervisory appraiser and included in the appraisal that is delivered to the client. It should also be retained in the appraiser’s workfile. For another reporting option, please refer to the REAHI website.

This checklist is considered to meet applicable Maryland State Commission of Real Estate Appraisers and Home Inspectors requirements for acknowledgement and disclosure of significant real property appraisal assistance.

The Commission will not grant experience hours for appraisal assignments in which the appraisal assistant is not properly acknowledged in the report. This form must be referenced at the bottom of the first page of a URAR report in the “Improvements” section. For other Form Appraisal reports, it must be similarly located at the bottom of page one of the report. (e.g. “Please refer to the addendum regarding significant appraisal assistance in the preparation of this report.”) This form is not required when the assisting appraiser signs the appraisal report.

Subject Property Address: _____

The assistant to the supervisory real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the assistant:

Yes	No	N/A	Description of Assistance
			Assisted in determining the scope of work of the appraisal. Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.
			Inspected the subject property?
			If yes, accompanied by supervisor?
			Complete interior and exterior inspection of the subject property.
			Exterior only inspection of the subject property.
			Assisted in analyzing the highest and best use of the subject property.
			Assisted in the collection of data, analysis, and conclusions of the Market Analysis section of the report.
			Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.
			Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.
			Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.
			Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.
			Assisted in sketch drawing.
			Assisted in entering subject and comparable data on the form and in the comment areas.
			Assisted in reconciliation and final opinion of value for the subject property.
			Assisted in the final review of this report.
			Assisted in the preparation of the workfile, with all forms and general information for the appraisal.

Date of Appraisal: _____ Number of Assistance Hours Claimed: _____

Printed name and license # of Assistant Appraiser: _____

The supervising real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the assistant. The supervising appraiser further certifies that the person named as assistant understands the concepts and processes associated with the appraisal process.

Signature of Supervising Appraiser: _____ Print Name: _____