

## Chapter RL 81

### APPLICATION

RL 81.01 Applications for certified and licensed appraisers.  
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**RL 81.01 Applications for certified and licensed appraisers.** An applicant for certification or licensure shall apply on a form provided by the department. Any applicant who files an application for certification or licensure, but does not comply with a request for information related to the application or meet all requirements within one year from the date of filing, shall file, subsequent to the denial of the application, a new application and fee if certification or licensure is sought at a later date. A qualified applicant with a disability shall be provided with reasonable accommodations. The application shall include:

(1) A fee as established by the department plus the annual registry fees required under s. 458.21, Stats.

(2) A statement relating to any pending criminal charge or conviction record subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the department with all related information necessary for the department to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of appraisal.

(3) A transcript or proof of 90, 120 or 180 hours of instruction as provided for in ss. RL 84.02, 84.03 and 84.04.

(4) Evidence of successful completion of 15 hours of instruction in professional standards and code of ethics as required in s. 458.06 (2) (d), Stats.

(5) Evidence of successful completion of the national and state examinations as specified in s. RL 82.01.

(6) An affidavit verifying the appraisal experience as required in s. RL 83.01 (4) (a).

(7) A log of appraisal experience as required in s. RL 83.01 (4) (b).

(8) A chronological resume of employment as required in s. RL 83.01 (4) (c).

**Note:** Applications for certification or licensure are available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. intro., (3), (6) and (7), eff. 10-1-91; am. (intro.), (3), (6), (7), Register, May, 1992, No. 437, eff. 6-1-92; am. (intro.), (2) to (4), (6) and (7), cr. (8), Register, April, 1994, No. 460, eff. 5-1-94; am. (intro.) and (1) to (7), Register, June, 1996, No. 486, eff. 7-1-96; am. (3), Register, January, 1998, No. 505, eff. 2-1-98.

**RL 81.03 Temporary registration. (1) REQUIREMENTS.** An appraiser who holds a current appraiser certificate in another state may use the titles described under s. 458.055, Stats., when performing an appraisal in this state, if all of the following apply:

(a) The appraisal is performed in a federally related transaction.

(b) The appraiser's practice in this state is practice of a temporary nature.

(c) The appraiser completes an application and pays the fee specified in s. 440.05 (2), Stats.

**(2) APPLICATION.** An appraiser seeking a temporary registration shall apply on a form provided by the department. An applicant who fails to comply with a request for information related to the application or to meet all requirements for registration within one year from the date of filing, shall submit a new application and fee if registration is sought at a later date. The application shall include all of the following:

(a) The fee specified in s. 440.05 (2), Stats.

(b) A description of the appraisal assignment in this state including, but not limited to, information pertaining to the type of property being appraised, the location and approximate size of the property, the anticipated completion date and the name and address of the lender requesting the appraisal.

(c) A statement relating to any pending criminal charge or conviction record, subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the department with all related information necessary for the department to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of appraisal.

(d) A written statement identifying each state in which the applicant practices as an appraiser.

**Note:** Applications for temporary registration are available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. Register, June, 1996, No. 486, eff. 7-1-96; am. (2) (intro.), (d), Register, June, 1996, No. 486, eff. 7-1-96; am. (1) (c), (2), (a), (b) and (c), Register, January, 1998, No. 505, eff. 2-1-98.; am. (2) (b), cr. (2) (e), Register, January, 1999, No. 517, eff. 2-1-99; **CR 01-100: am. (1) (c), r. (2) (b), renum. (2) (c) to (e) to be (2) (b) to (d) and am. (2) (d), Register February 2002 No. 554, eff. 3-1-02.**

#### RL 81.04 Reciprocal licensure and certification.

**(1)** An individual applying for licensure or certification as an appraiser on the basis of a license or certification in another state or territory of the United States shall do all of the following:

(a) Submit an application on a form provided by the department.

**Note:** Application forms are available on request to the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935.

(b) Pay the fee specified in s. 440.05 (2), Stats.

(c) Submit evidence satisfactory to the department that he or she has done all of the following:

1. Holds a current appraiser license or certification in another state or territory of the United States which was granted in accordance with the requirements set forth under the financial institutions reform, recovery, and enforcement act of 1989, 12 USC 3331 et seq.

2. Has passed the examination on Wisconsin statutes and rules governing appraisers, as provided under s. RL 82.01.

3. Subject to ss. 111.321, 111.322 and 111.335, Stats., does not have an arrest or conviction record.

**(2)** In determining whether to grant a reciprocal license or certification, the department shall consider whether the requirements for a license or certification in the other state or territory are substantially equivalent to the requirements for licensure or certification as an appraiser in this state. For purposes of reciprocity, the department shall consider the requirements for a license or certification in effect in the other state or territory at the time a credential was granted by the other state or territory rather than at the time of the filing of an application in this state.

**History:** Cr. Register, January, 1999, No. 517, eff. 2-1-99.

**RL 81.05 Scope of appraisal practice.** Except as permitted by state or federal law, licensed and certified appraisers are authorized to conduct appraisals in conjunction with federally related and non-federally related transactions as follows:

(1) **CERTIFIED GENERAL APPRAISER.** A certified general appraiser may conduct appraisals of residential real estate and commercial real estate without regard to transaction value.

(2) **CERTIFIED RESIDENTIAL APPRAISER.** A certified residential appraiser may conduct appraisals of residential real estate without regard to transaction value and of commercial real estate having a transaction value of not more than \$250,000.

(3) **LICENSED APPRAISER.** A licensed appraiser may conduct appraisals of complex 1-to-4 family residential property having a transaction value of not more than \$250,000; non-complex 1-to-4 family residential property having a transaction value of

not more than one million dollars, and commercial real estate having a transaction value of not more than \$250,000.

**Note:** Under federal law, a financial institution is responsible for making the final determination of whether an appraisal is complex. A financial institution may presume that appraisals of 1-to-4 family residential properties are not complex, unless the institution has readily available information that a given appraisal will be complex. If during the course of the appraisal a licensed appraiser identifies factors that would result in the property, form of ownership, or market conditions being considered atypical, the financial institution must either ask the licensed appraiser to complete the appraisal and have a certified appraiser approve and cosign the appraisal, or engage a certified appraiser to complete the appraisal. 12 CRF 225.63.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. (3), Register, January, 1998, No. 505, eff. 2-1-98; renum. from RL 81.04 and am. (intro.), Register, January, 1999, No. 517, eff. 2-1-99.