



**INSTRUCTIONS FOR FILLING OUT THE APPRAISER EXPERIENCE LOG**

In accordance with OAR 161-015-0000(3), appraiser applicants are required to submit on the Board's prescribed experience log, details of points (hours) of experience claimed for credit. All experience listed on this log is subject to audit by the ACLB Administrator. If you submit an experience log that is incomplete, your application will be *deferred*.

- **CATEGORY:** Choose from one of the categories of approved appraisal experience (OAR 161-010-0020), which are listed on the back of your Appraiser Experience Log. These categories must be filled in on your log.
- **REPORT DATE:** This date should reflect the date your appraisal reports were *issued*, by month, day and year.
- **EFFECTIVE DATE:** This date should reflect the effective date of value in your appraisal report.
- **FILE NO:** This should reflect the individual file number for each appraisal report.
- **REPORT TYPE:** This is the type of report that was issued. Use either a form number if you used a specific appraisal form such as 1004, 2055, etc, or if no report form was used, write narrative.
- **PROPERTY LOCATION:** Property identification must reflect ADDRESS, CITY & STATE, or if no address was available, the legal description of each property, including city and state.
- **PROPERTY CODE:** Identify the type of the property by using the codes listed on the back of your experience log.
- **COMPLEXITY:** Complexity is limited to residential property only. Complexity is defined in OAR 161-02-0000 (12) in your ACLB Administrative Rules. You may check either non-complex or complex for each line entry.
- **SIGNED & CO-SIGNED:** If you signed the appraisal reports you are claiming on your log, check the "signed" box. If you co-signed the appraisal reports you are claiming on your log, check the "co-signed" box.
- **HOURS:** The total number of actual time spent in preparing and issuing the appraisal report.