

North Carolina Appraisal Board

5830 Six Forks Road Raleigh, NC 27609 Telephone: 919/870-4854 Facsimile: 919/870-4859 www.ncappraisalboard.org ncab@ncab.org

TEMPORARY PRACTICE PERMIT

Instructions

Appraiser licensure and certification in North Carolina are *mandatory* for all appraisal assignments. Applicants for temporary practice permits in North Carolina are advised that such permits are required in order to perform appraisals in North Carolina and that receipt of such permits will not entitle them to advertise or otherwise hold themselves out as being North Carolina licensed or certified appraisers.

North Carolina temporary practice permits are granted solely on the basis of the permittee's appraiser licensure or certification in his or her resident state. They are not an endorsement or approval by the North Carolina Appraisal Board of the permittee's competency or qualifications to perform the appraisal assignment for which the permit is issued.

Note for Trainees

North Carolina does not require that a trainee have a temporary practice permit. If a trainee will work on an assignment, the supervising appraiser for the assignment must be either licensed or certified as an appraiser in North Carolina or obtain a temporary practice permit for the assignment. If a trainee does enter the state to inspect a property located in this state, the trainee must be accompanied by the trainee's supervising appraiser. [See Rule 57A.0210(e)]

Applicants for temporary practice permits must carefully complete the enclosed application form, sign the form before a notary public, and return the form to the Board's office together with any other documentation required. A nonrefundable \$150 fee is required. The fee must be paid by certified check or money order.

In completing Item #15 of the application, applicants may wish to refer to the following examples:

Example #1

"A multi-tenant shopping center (Crabtree Valley Mall) located on Glenwood Avenue and the I-440 Beltline, Raleigh, Wake County, North Carolina. The purpose of the appraisal is to estimate fair market value."

Example #2

"A 240-acre unimproved tract of land located approximately 5 miles West of the city of Wilson, North Carolina. Subject tract is located at the southwest quadrant of the intersection of Secondary Roads 2125 and 1001 in Wilson County. Purpose of the appraisal is to estimate fair market value."

Note: Temporary Practice Permits are issued *per assignment*. If you have more than one assignment, you must complete a separate application for each assignment. If there are several properties involved in one assignment, you may attach the letter of engagement instead of listing each property on the form, as long as the letter of engagement states each property to be appraised.

IMPORTANT NOTE

Temporary practice permits are not retroactive. The earliest date one can be effective is the date received in the Appraisal Board office. You may not begin working on the assignment until the permit is issued.

Extensions

The Temporary Practice Permit expires on the date stated on the permit or upon the completion of the assignment, whichever comes first.

If you are unable to complete the assignment before the expiration date of your temporary practice permit, you may request that the Board issue an extension of the permit. No fee is required to request an extension, but the request must be received in the Board's office on or before the expiration date of the permit. If the request for extension is received after the expiration date, it will not be granted and you will need to complete a new application [see Rule .0210(c)].

For further information concerning temporary practice permits, contact the North Carolina Appraisal Board, 5830 Six Forks Road, Raleigh, NC 27609. Phone: (919) 870-4854.

NOTE:

PLEASE SEPARATE THESE INSTRUCTION PAGES FROM THE APPLICATION.

MAIL IN ONLY THE APPLICATION PORTION OF THIS PACKET, WITH APPROPRIATE FEE AND DOCUMENTS.

NORTH CAROLINA APPRAISAL BOARD

5830 Six Forks Road Raleigh, NC 27609 (919) 870-4854

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Permit #		
Date		
Amt Rec		
Transaction	#	

APPLICATION FOR TEMPORARY PRACTICE PERMIT

\$150 FEE REQUIRED

payable by certified check or money order

(1) Fu	ıll Name			
		First Name/Full	Middle Name/Last Name	
(2) Re	esidence Address			
		PO Box or Stree	et Address	
				_/
	City	State	Zip (9-digit if known)	Phone
(3) Bi	usiness Name and Address	Business Name		
		Business Name		
		PO Box or Stree	et Address	
				/
	City	State	Zip (9-digit if known)	Phone
(4) En	nail			
(5) Da	te of Birth// Month Day Ye		#/(7) Legal	Resident ofState
(8) Dr	iver's License #			
		License or Certific	cation Currently Held	
(9) Ty	rpe		(10) Number	
(11)	license of any type suspended (in ever been reprimanded, fined or r professional licensing board in N pending against you in connection license that you hold?	nee registration, appraise ense or certificate, a real cluding suspended suspe received any other discip forth Carolina or elsewhe in with any appraiser, rea	estate license or other professional nsions), revoked or surrendered, or ha linary action from an occupational or re, or are there currently any charges I estate or other professional	Yes □ No □
(12)	Have you ever been convicted of is there any criminal charge now	any criminal offense (o pending against you?	applicable, and a <u>complete</u> explanate ther than minor traffic offenses) or ent, arrest warrant or bill of indictners.	Yes □ No □
	and/or release from parole or p			,

PUBLIC NOTICE STATEMENT required by N.C. Gen. Stat. §143-764(a)(5), effective December 31,2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§95-25.2(4) (NC Department Of Labor), 143-762(a)(3) (Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2) (Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor.

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 015 or 143 of the General Statutes by misclassifying an employee as an independent contractor. Employees who believe that they have been misclassified as an independent contractor by an employer may report the suspected misclassification to the Employee Classification Section within the Industrial Commission. In making such a report, the employee shall provide the physical location, mailing address, telephone number, and e-mail address where the alleged incidents of employee misclassification occurred. The report shall be sent to the Employee Misclassification Section within the Industrial Commission.

Contact information for the Employee Misclassification Section:

Employee Classification Section North Carolina Industrial Commission 1233 Mail Service Center Raleigh, NC 27699-1233

E-mail: emp.classification@ic.nc.gov Telephone: (919) 807-2582 Fax: (919) 715-0282

Appraisal Assignment To Be Performed Under Temporary Permit

(13)	Projected beginning date*//(14) Projected Ending Date//				
	* The earliest date that the permit will be effective is the date the application is received by the Boar Permits are not retroactive. You cannot begin working on the assignment until the temporary practice permits is issued.				
(15)	Identify subject properties (complete address and/or legal description) and state the purpose of the appraisal assignment (Attach additional sheets if necessary).				

NOTE

The above information must be sufficient to identify the appraisal assignment, but you are **not** required to divulge any information that would breach your duty of confidentiality under USPAP.

Affidavit

The undersigned swears (or affirms) that he (or she)

- a. is the applicant named herein and that all information provided in connection with this application is true to the best of his (or her) knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny issuance of the permit.
- b. does hereby irrevocably consent, stipulate and agree that suits, actions, and administrative proceedings may be commenced against him (or her) in the courts and agencies of this State by the service of any process or pleading authorized by the laws of this State on the Executive Director of the North Carolina Appraisal Board, and that

service of such process or pleadings upon said Director shall be taken and held in all courts to be as valid and binding as if the service had been made upon the applicant in the State of North Carolina.

- c. has read and agrees to abide by all appraiser laws and rules in this State and agrees to cooperate with any investigation initiated by the Appraisal Board including supplying relevant documents and personally appearing before the Board or its investigator.
- d. has read the Public Notice Statement and have disclosed any investigations for employee misclassification and the result of those investigations.

(16)	Signature of applicant:				
	Sworn and subscribed to before r	ne this	day of	, 20	
	(Name of Notary Public)		(Signature of Notary Pub	lic)	
		My Commi	ission expires		
	(AFFIX SEAL)	County		State	