



North Carolina Appraisal Board

5830 Six Forks Road

Raleigh, NC 27609

Telephone: 919/870-4854

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www.ncappraisalboard.org

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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

| BOARD USE | | |
|---------------|-------|-------|
| Approved | N/A | By |
| LR | _____ | _____ |
| CR | _____ | _____ |
| CG | _____ | _____ |
| Permit # | _____ | |
| Date | _____ | |
| Amt Rec | _____ | |
| Transaction # | _____ | |

APPLICATION FOR TEMPORARY PRACTICE PERMIT

\$150 FEE REQUIRED
payable by certified check or money order

(1) Full Name _____
First Name/Full Middle Name/Last Name

(2) Residence Address _____
PO Box or Street Address

_____ / _____
City State Zip (9-digit if known) Phone

(3) Business Name and Address _____
Business Name

_____ / _____
City State Zip (9-digit if known) Phone

(4) Email _____

(5) Date of Birth ____/____/____ (6) Social Security # ____/____/____ (7) Legal Resident of _____ State
Month Day Year

(8) Driver's License # _____

License or Certification Currently Held

(9) Type _____ (10) Number _____

Character

(11) Have you ever been denied a trainee registration, appraiser license or certificate or had a trainee registration, appraiser license or certificate, a real estate license or other professional license of any type suspended (including suspended suspensions), revoked or surrendered, or have you ever been reprimanded, fined or received any other disciplinary action from an occupational or professional licensing board in North Carolina or elsewhere, or are there currently any charges pending against you in connection with any appraiser, real estate or other professional license that you hold? Yes No
(If yes, provide copy of the licensing agency's order, if applicable, and a complete explanation.)

(12) Have you ever been convicted of any **criminal offense** (other than **minor** traffic offenses) or is there any criminal charge now pending against you? Yes No
(If yes, provide copy (as appropriate) of court's judgment, arrest warrant or bill of indictment, and/or release from parole or probation. Also provide a complete explanation.)

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 me this _____ day of _____, 20_____

(Name of Notary Public)

(Signature of Notary Public)

My Commission expires _____

(AFFIX SEAL)

County _____ State _____