

District of Columbia Real Estate Appraiser Board - Appraiser Assignment Log (Please Print)

Name: \_\_\_\_\_

Certification, License or Apprentice Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Hours Requested: *This page* \_\_\_\_\_ *Total* \_\_\_\_\_

**Applicants must enter actual hours, subject to maximums permitted in Board rules.**

Report Date	Subject Address	Report Type	Type of Property	Client	Est. Market Value	A - Apprentice S - Supervisor										Applicant Hours					
						I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbrhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)						
						A															
						S															
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Report Type: Restricted Use = R Summary = S Self-Contained = SC

**Apprentices only must:** \_\_\_\_\_ **Appraisers who are not now Apprentices do not need to complete columns I thru X**

- 1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.
- 2) Prepare a separate log for each month and have their supervisors follow instructions 3 & 4 below.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility **C** – Co-appraised **R** – Reviewed and Approved
- 4) **Supervisor Name (Print)** \_\_\_\_\_ **Supervisor's Lic/Cert No.** \_\_\_\_\_  
**Supervisor Name (Sign)** \_\_\_\_\_ **Date Signed** \_\_\_\_\_