

THE IOWA APPRAISER

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IOWA DIVISION OF BANKING
IOWA REAL ESTATE APPRAISER EXAMINING BOARD

A Letter From The Editor

Greetings Everyone!

The last group of renewals have finished. This means all active and inactive licensees now have a contact in the system. Remember, we no longer mail out license cards. You can find your card by logging into the system, clicking on your license number, and scrolling down to the bottom of the screen. If you don't see your license number on the home page when you login, you can

shoot me an email or you can click "Find My Existing License" on the left menu. It's likely that you have more than one contact in our system and they just need to be combined together.

The Appraisal Subcommittee conducted their audit of the State's appraisal program from July 16-19, 2019. The Board was happy to have them and value their recom-

mendations and feedback. I know I appreciate their prompt responses and guidance when I have a question or when a unique situation arises. The Board will not obtain the final results of the audit for a few more weeks, but overall we feel it went well and that we will remain on a two-year review cycle.

–Brandy March,
Executive Officer



Real Estate Appraiser Board Member Update

Vacant Board Position

There is still one vacant board position. Per the Governor's Office, in an effort to comply with State laws requiring political and gender balance on State boards and commissions, the ideal candidate is a non-republican female. It's recommended that the candidate not be from a geographic location already served, but that is not required. The Board members currently serve Iowa City, Mason City, Indianola, Urbandale, Fort Dodge, and Bettendorf. To apply for the Board, you must submit an application to the Governor's Office. The website/login page is located at: <https://openup.iowa.gov/register/>. We'd love to have you join the Board. The average time a Board member spends on Board business each month is 12-15 hours. There are 10 meetings per year and some committee work. Board members are paid \$50 per diem for meetings and are reimbursed mileage to and from the meetings.

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Contact Information

Iowa Division of Banking
200 E. Grand Ave; Suite 350
Des Moines, IA 50309
AMCSupervision@iowa.gov
realestateappraiserboard@iowa.gov
Phone: 515-725-9025 Fax: 515-725-9032

Welcome Appraisers

ASSOCIATE APPRAISER

Bruns, Marcus (AR03694)
 Cuddeback, Jeffrey (AG03691)
 Dewerff, Ross (AR03692)
 Gurney, Brayden (AR03702)
 Howe, John (AG03701)
 Kurtis, Anthony (AR03696)
 Loken, Lisa (AR03699)

Sloan, Joseph (CG03697)
 Woodward, Bart (CG03690)

REINSTATEMENTS/REACTIVATIONS

Hardej Jr., Adam (CG02919)
 Hillman, John (CG03478)
 Radcliff, Juli (CR01829)

INITIAL CERTIFICATION

Carey, Shelby (CG03409)
 Dirks, Caleb (CR03505)
 McCreight, Tyson (CG03357)

Welcome AMC Registrants

Vetterra, LLC (00110)

RECIPROCITY

Burke, John (CG03693)
 DiNapoli, Donald (CG03689)
 Joesting, Cavin (CG03700)
 Morrissey, Roger (CG03698)



Special Board Meeting

WHO: Real Estate Appraiser Examining Board, Appraisers, Stakeholders, & Public

WHAT: The Iowa Real Estate Appraiser Examining Board is going to hold its September 2019 Board Meeting in Mason City, Iowa, in the Mason City Chamber of Commerce's Third Floor Event Room.

WHEN: September 18, 2019.

WHERE: Mason City Chamber of Commerce, Third Floor Event Room, 9 N. Federal Ave, Mason City, IA 50401.

WHY: The Board is seeking to obtain greater public participation and allow for more attendees by potentially offering meetings in various locations around the State. This is a pilot offering, and feedback will be requested at the end of the meeting by the participants via a short survey.

CONTINUING EDUCATION: Appraisers who attend the Board meeting for more than two hours will be eligible for continuing education credit towards their Iowa credential. For licensees held outside of the State of Iowa, Appraisers, wishing to obtain continuing education credit, should consult with that particular State's appraiser regulatory body to determine if the CE credit given in Iowa will be accepted for the other credential.

TOPICS FOR DISCUSSION: The Board will conduct its regular business. However, there will be an extended period for public comment by stakeholders (lenders, borrowers, attorneys, real estate agents, home buyers, sellers, etc.), appraisers, and appraisal industry professionals. Topics for consideration include evaluations, appraisal waivers, AQB Criteria, pending legislation, and more.

Word From The Board



In May I had the privilege of attending my third Association of Appraiser Regulatory Officials (AARO) conference in beautiful Denver, Colorado. Board Members are asked if they are interested in attending. The conferences are held in the spring at various locations and every fall in Washington, DC. This year, a 7 hour Regulatory Training Course was offered the day before the AARO conference.

I volunteered to attend the conference for the third time since serving on the board effective May 1, 2018. As a public board member, I was asked to attend the Regulatory Training Course the day before the conference. I was glad to attend and grateful for the opportunity to learn about the responsibilities of being a board member and how other states handle similar issues that the Board deals with in Iowa. As a public member there is definitely a learning curve with the real estate appraisal profession itself and then the rules and regulations of the

board and board responsibilities. This conference, along with the Regulatory Training, has allowed me to leap forward in understanding my responsibilities as a board member.

In my humble public board member opinion, anyone and everyone who is in the real estate appraisal industry should attend this conference. This is where all the regulatory bodies and professionals across the industry gather to learn, collaborate and determine how the real estate appraisal industry evolves. As a self-employed financial advisor I appreciate first hand the value of belonging to professional organizations that represent your field. I also appreciate the sacrifice it takes to attend any conference that requires you to take time away from your practice taking care of clients; however, I believe as professionals in any field we have the responsibility to continue to educate ourselves about our industry and stay on top of regulatory changes as well as the overall industry-specific environment.

I strongly encourage anyone in the real estate appraisal profession to consider attending at least one conference and then maybe a second one in the future. The conferences I've attended have been well organized with pleasant arrangements and informative of current topics about the real estate industry.

Please contact Brent Jayes at brent.jayes@meetingsoncue.com if interested in joining AARO.

I want to thank the State of Iowa in supporting board members attending such conferences as they help us better fulfill our board responsibilities.

Tracy Crimmins, Board Member

Future Board Meetings

Board meeting times are subject to change. The public is welcome to attend at the Board office located at: 200 East Grand Ave, Suite 350 in Des Moines, IA 50309. Agendas can be found on the Board's website at: <https://www.idob.state.ia.us/REAP/> by clicking on "About the Board," "Board Meeting Schedule, Agendas and Minutes," and "2019."

Thursday, August 29, 2019 (In-Person) 12:00 pm

Wednesday, September 18, 2019 (In-Person) 12:00 pm *Mason City, IA*

Thursday, October 31, 2019 (In-Person) 12:00 pm

FAQ (Frequently Asked Questions)



Q: How can I get another copy of my license card?

A: You can print your license card by logging into your online ac-

count, clicking on your license number, scrolling to the bottom and viewing the document titled, "Card." License cards are no longer mailed.

Q: I submitted a late renewal and was required to take an extra 14 hours of continuing education. Can these hours count towards my next renewal?

A: No. Per Iowa Administrative Code rule 193F—9.4 (2), the continuing education completed between July 1 and July 30 that fulfills a shortage of continuing education in the prior biennium shall not be counted toward the continuing education required in a subsequent renewal.

Q: I just realized my licensed has lapsed. How do I go about getting it active again?

A: You would need to submit a reinstatement application through the online system. You will need to show proof of 14 hours for each year since your last active renewal. Example: Your license lapsed on June 30, 2015. You are submitting your reinstatement application on August 23, 2019. Your last active renewal was May 27, 2013. You need to show a total of 98 hours between 7/1/2013 and August 23, 2019.

Q: I'm worried that I won't pass my work product review. Can I submit reports for review before I get called to meet with the work product committee of the Board?

A: Yes. Iowa Administrative Code rule 193F—5.6 (9) and 6.6(9) states that once an associate appraiser accumulates a minimum of 500 hours of appraisal experience, they may voluntarily submit work product to the board to be reviewed by a peer reviewer for educational purposes only. A maximum of three reports may be submitted for review during the experience portion of the certification process. Fees for work product submission are found in Chapter 12.

Q: I've moved my office and can only change my residential address. How do I update my business address?

A: In order to change your business address, you must submit an online application titled, "General-Request to Change License Address." Address changes are to be reported to the Board within 10 calendar days of such change for the principal place of business and 30 calendar days for all other addresses at which the appraiser engages in appraisal business.

Q: I want to be the spotlight interviewee. How do I get contacted?

A: Ok, so, this question hasn't actually ever been asked, but if you want to be highlighted in the newsletter, send an email to the Executive Officer at realestateappraiserboard@iowa.gov.

Q: I was recently disciplined by another Board. Do I need to notify Iowa if I hold an appraiser license in Iowa?

A: Yes. A registrant or certificate holder must report any disciplinary action taken by a licensing authority in any jurisdiction, including action taken by a board other than the appraiser board in Iowa, within 30 calendar days of the final action.

Q: I am an associate appraiser in Iowa. Can I claim hours logged in another state?

A: It depends. Without an exception granted by the Board, the hours must have been claimed under your approved Iowa supervisor. To reduce the risk of discipline or a complaint, the associate appraiser will need to check with the other state to determine if they need to register as a trainee appraiser in that state.

Refer to Iowa Administrative Code rule 193F—5.4 or 6.4 for more information, including about the exception process.





[The Appraisal Foundation Pleaded SB1722 Improves FHA Mortgage Process](#)

Senator John Thune (R-SD) introduced legislation aimed at improving the process for obtaining a Federal Housing Administration (FHA) mortgage. The legislation also seeks to increase appraisers in rural areas by allowing licensed appraisers to perform FHA appraisals. .

[Apps for Appraisers](#)

This article highlights apps that can be downloaded to your phone to help you be a more efficient appraiser. Apps highlighted are E-Key, Mint, CoPilot GPS, Burner, and Dwolla.

[We want to hear your crazy appraisal stories!](#)

This fun article lets you read stories on the not so common aspects of appraising and the unforgettable interactions with homeowners.

[Testimony of David S. Bunton, President The Appraisal Foundation \(TAF\)](#)

On June 20, 2019, David Bunton, President of TAF testified at the Congressional hearing, "What's Your Home Worth: A Review of the Appraisal Industry." David's written testimony stated that only an estimated 10-15 percent of all mortgage transactions are backed by the federal government. He stated TAF is opposed to another increase to the *de minimus* level for residential real estate transactions. He also outlined the lack of enforcement on evaluations. He presented many recommendations to Congress.

[Appraisal Subcommittee \(ASC\) 2018 Annual Report](#)

The ASC issued their 2018 Annual Report on June 4, 2019. The Report stated the ASC has 199 AMCs registered from 4 states, they received 723 contacts via email, phone and their portal which resulted in 391 referrals to state and federal agencies. Out of the 21 states reviewed for Title XI compliance with regard to appraiser standards, 6 received a score of excellent, 10 received a score of good and 5 needs improvement. The largest area of concern was under the enforcement category. Two states had their AMC programs reviewed. Both states received a score of good. All concerns fell under the Statutes, Regulations, Policies and Procedures section.

[ASC Ok's North Dakota Request for Temporary Waiver](#)

On July 9, 2019, the ASC granted the North Dakota "temporary waiver from appraisal licensing requirements after state officials claimed a scarcity of appraisers." The waiver was granted for one year, with an additional year possible if requested and a scarcity argument is made. The vote was approved by 5-2. The waiver covers both residential and commercial appraisals.

Submit a
Story

Submit A Story

We'd love to hear from you. If you have a story to submit, or are aware of something going on in the profession, let us know. Maybe you have an interesting story that pertains to the profession or one that would benefit our readers. Email Brandy March at: brandy.march@iowa.gov with the subject line, Story Submission. Your story may be published in the next newsletter.

Discipline (May 1, 2019-July 30, 2019)

Since May 1, 2019, the Board has received eight (8) new complaints and has closed five (5) cases.

There were two amendments to a prior consent order for continued USPAP violations during this period. Otherwise, there were no other consent orders, suspensions, or voluntary surrenders in lieu of discipline during this period. You can find existing consent orders on the Board's website at: <https://www.idob.state.ia.us/REAP/> and clicking on "Disciplinary Index" on the left side of the screen and performing a search by an individual's last name or by a case number.

Case 16-06 Robert Olson CG02731 Urbandale, IA

The Board and Respondent entered into a Second Amendment to Consent Order on June 26, 2019. Respondent is required to take a seven hour income approach course, a seven hour sales comparison approach course, and a seven hour land valuation course within ninety (90) days and submit a certificate of completion within 10 days completing each course. Respondent must submit logs by the 10th of each month for the previous month's appraisals. Approximately 120 days after the education is completed, the Board will select two appraisals for Standard 3 review for which the respondent will pay the peer reviewer fees. The Respondent may not act as a supervisor during the time that he is under this Second Amendment to Consent Order.

Case 16-06 Robert Olson CG02731 Urbandale, IA

The Board and Respondent entered into a Third Amendment to Consent Order on July 18, 2019. Respondent's license is placed on inactive status. Prior to reactivating his license, Mr. Olson must apply to reinstate through the Board's disciplinary reinstatement process set forth in Iowa Administrative Code rules 193F—8.17 and 20.38. Prior to any reinstatement, Respondent must, at a minimum, comply with the education requirements in the Second Amendment to Consent Order and submit at least two (2) demonstration reports to the Board to be evaluated for USPAP compliance. The Board will use these and other factors to determine whether or not to grant or deny any future Application for Reinstatement. Respondent may not engage in any appraisal services or act as a supervisor unless and until his license is reinstated by future order of the Board.



Did You know...

The ASC distributes a daily report to all state administrators on disciplinary actions taken on an appraiser. This report lists the appraiser's name, license number of the state that issued the discipline, type of discipline, and the other states, including that state's license number, that the appraiser holds a credential, even if it's no longer active. Iowa utilizes this report, along with other measures, to ensure that appraisers conform with Iowa Administrative Rules and Statutes.

The Board rules can be found at: <https://www.legis.iowa.gov/docs/iac/agency/193F.pdf>. Chapter seven (7) outlines the grounds pursuant to which disciplinary action may be instituted against certified and associate appraisers.

A licensee must report any revocation, suspension, or other disciplinary action taken by a licensing authority, in Iowa or any other jurisdiction, to the Board within 30 days of the final action. Because it says any licensing authority, it is not restricted to discipline on your appraisal licensee only and would include discipline to other licenses you may hold such as a salesperson, broker, architect, or the like.

Spotlight Interview— (Cody Seeley CG03095)

This issue highlights Cody Seeley, a certified general appraiser living in Clinton, Iowa. Cody currently acts as a supervisor to one associate. Cody started as an associate appraiser with Rally Appraisal in December of 2012 and continues to work there today. He became certified on May 9, 2014.

Cody grew up in Anamosa, Iowa. His mother was from Waverly, Iowa, and he has relatives in both these areas. He obtained his Associate's degree at Kirkwood and then received a Bachelors of Business Administration and Marketing from the University of Iowa. He was a member of lots of organizations and groups at both Kirkwood and the University of Iowa; for instance, he started a new investment club with his group of friends called Hack Trade which is still active today. He relocated to Clinton, Iowa, around 2010. Cody enjoys boating, biking, and anything outdoors. He is heavily involved in the Clinton area with a variety of organizations and committees. He is a member of the Kiwanis and the Clinton City Council. His four year term at the Clinton City Council ends in January 2020.

When asked about entering the profession, he stated that his friend's father, William (Bill) Pruett, started talking to him about the business. At the time, Cody was Series 66 and 7 licensed. The Series 66 is a license for investment advisor representatives or securities agents while the Series 7 is a license to trade all types of securities products, except commodities and futures.



I have the opportunity to meet a lot of great people in this profession and truly value their time, information, professional relationships and friendships.

Cody has seen a lot of changes to the industry since he became an appraiser with regard to technology, clients, and mass data collection. The technology changes have resulted in expectations to get assignments out quicker. Cody said, "[t]he ability to search data on the web is the single most important factor in appraising." Cody said when he first started appraising, there were only a few appraisal management companies and stronger relationships with local banks. He said the trust grew over the years and many of these individuals became lifelong friends. Today, this type of contact is not acceptable, but it does result in less pressure to meet value expectations. The flipside to this is a downward pressure on fees and clients picking the cheapest bid. He said, "[a]ppraisers gain and lose clients now and do not know why this is the case as the process of selection is so far removed." The data collection and use of appraisal data through so many portals is keeping appraisers on their toes and ensuring they report on the more accurate data. He claims a concern in the future is the chance of becoming only data collectors and picture takers.

Flexibility over hours and the ability to control his earnings is a positive attribute of being an appraiser for Cody. He says the volatility of the market is the bad part. However, he seems to be in demand more than he isn't, which is good. He has no plans to leave the appraisal industry. He wishes to continue to be the best appraiser he can be, service his clients with expertise and train future appraisers. He wants to help maintain and expand public trust in the appraisal industry.

He'd love to see appraisers and real estate agents working together in the sharing and reporting of data and the understanding of how important quality data is.

Compliance Corner (AO 28)

This communication by the Appraisal Standards Board (ASB) does not establish new standards or interpret existing standards. Advisory Opinions are issued to illustrate the applicability of appraisal standards in specific situations and to offer advice from the ASB for the resolution of appraisal issues and problems.

SUBJECT: Scope of Work Decision, Performance, and Disclosure

APPLICATION: Real Property, Personal Property, Intangible Property

THE ISSUE:

The SCOPE OF WORK RULE states:

For each appraisal and appraisal review assignment, an appraiser must:

- 1. identify the problem to be solved;*
- 2. determine and perform the scope of work necessary to develop credible assignment results; and*
- 3. disclose the scope of work in the report.*

How are the requirements in the SCOPE OF WORK RULE incorporated into the process of developing and reporting assignment results?

ADVICE FROM THE ASB ON THE ISSUE:

Problem Identification

Problem identification is the beginning point of every assignment. The appraiser must gather and analyze the information needed to properly recognize the appraisal or appraisal review problem to be solved. The information necessary for problem identification is presented in each Standard that addresses the development process for an appraisal or appraisal review assignment. For example, Standards Rules 1-2, 5-2, 7-2 and 9-2 provide the assignment elements that must be defined and analyzed in order to identify the problem to be solved in an appraisal assignment. These assignment elements include the:

- client and any other intended users;
- intended use of the appraiser's opinions and conclusions;
- type and definition of value;
- effective date of the appraiser's opinions and conclusions;
- subject of the assignment and its relevant characteristics; and
- assignment conditions.



Identifying the problem to be solved is required in order to make critical judgments in determining the appropriate scope of work. Therefore, the assignment elements necessary for problem identification in an appraisal or appraisal review assignment also serve as reference points in determining whether the scope of work performed was appropriate to provide credible assignment results.¹⁹

Additionally, proper identification of the problem to be solved is required for compliance with the COMPETENCY RULE, which states:

An appraiser must determine, prior to agreeing to perform an assignment, that he or she can perform the assignment competently. Competency requires (1) the ability to properly identify the problem to be addressed; (2) the knowledge and experience to complete the assignment competently; and (3) recognition of, and compliance with, laws and regulations that apply to the appraiser or to the assignment.

Compliance Corner (AO 28) Continued

One of the assignment elements that affects the scope of work is assignment conditions.²⁰ Some assignment conditions are not a matter of choice, such as an inability to inspect a property because it has been destroyed. Other assignment conditions are a matter of choice, such as a client's request to perform a desktop appraisal of machinery and equipment to reduce fees.

19 See Advisory Opinion 29, *An Acceptable Scope of Work*.

20 See DEFINITIONS, Assignment Conditions

Determining and Performing the Scope of Work

USPAP recognizes that the appropriate scope of work may differ significantly for different assignments; the SCOPE OF WORK RULE provides flexibility in determining the scope of work. The competency necessary to determine an appropriate scope of work within the allowed flexibility resides with the appraiser. Therefore, while it is common and reasonable for the client to provide input to the appraiser regarding a desired scope of work, the responsibility for determining the appropriate scope of work resides with the appraiser.

The flexibility and responsibility are linked in the SCOPE OF WORK RULE when it states:

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal or appraisal review assignment.

This responsibility is described when the SCOPE OF WORK RULE states:

The appraiser must be prepared to demonstrate that the scope of work is sufficient to produce credible assignment results.

The client, for example, might request that the appraiser include, or exclude, specific inspections, data collection, or analysis in the scope of work. The appraiser may accept an assignment with these types of assignment conditions provided that the assignment results are credible in the context of the intended use. The SCOPE OF WORK RULE addresses this issue in the Scope of Work Acceptability section:

An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use.

An appraiser must not allow the intended use of an assignment or a client's objectives to cause the assignment results to be biased.

Determining the appropriate scope of work requires judgment. This judgment rests on the appraiser's identification of the assignment elements and understanding of what is required to solve the identified problem. In many assignments, experienced appraisers are able to make this judgment about the appropriate scope of work quickly because they have performed many assignments addressing a similar problem to be solved (assignment with similar assignment elements). In other assignments, the determination of the appropriate scope of work may require more analysis by the appraiser because the problem to be solved has certain unusual characteristics. In yet other assignments, the appraiser may begin with a planned scope of work but in the course of the assignment find that the planned scope of work must be modified in order to produce credible assignment results.

Compliance Corner (AO 28) Continued

The SCOPE OF WORK RULE recognizes that the scope of work actually performed may differ from the scope of work initially planned, when it states:

Determining the scope of work is an ongoing process in an assignment. Information or conditions discovered during the course of an assignment might cause the appraiser to reconsider the scope of work.

Disclosing the Scope of Work Performed

The SCOPE OF WORK RULE explains that proper disclosure of the scope of work:

...is required because clients and other intended users rely on the assignment results.

The Rule also states that:

The report must contain sufficient information to allow intended users to understand the scope of work performed.

An appraiser must disclose research and analyses not performed when such disclosure is necessary for intended users to understand the report properly and not be misled.

These disclosure requirements apply to the scope of work performed, rather than the scope of work initially planned by the appraiser. The appraiser must disclose the type and extent of research and analyses that were actually completed in the development process. Additionally, the information required to allow intended users to understand the scope of work may include disclosure of research and analyses not performed. There is no requirement for the scope of work description to be in a particular or separate section of the report.

Illustrations:

1. A real property appraiser is engaged to appraise the market value of a twelve-unit apartment building. The appraiser initially decided that the scope of work should include the inspection of two of each of the three unit types (studio, one- and two-bedroom). In the course of conducting the inspection, the property manager had a key for only one of the two-bedroom units; thus the appraiser was not able to inspect one of the two-bedroom units as planned.

The scope of work, which includes the degree of inspection, was affected in this assignment because of lack of access. If the appraiser decides that she has sufficient information to produce credible assignment results, the appraiser can complete the appraisal based on the inspection completed. The report would include a description of the scope of work performed, stating that five units had been inspected.

2. A personal property appraiser was engaged to appraise four sets of china. The intended use of the report was for litigation regarding an estate. The client requested that all pieces of each set of china be inspected, since one cause of action claimed that several pieces were damaged.

When the appraiser contacted the estate's administrator to arrange for inspection, he was told that one set of china was in storage and could not be retrieved until after the Court's deadline for the submission of expert reports.

Compliance Corner (AO 28) Continued

In this case, assignment conditions have changed the appraiser's scope of work. The appraiser may not have sufficient information to produce credible assignment results in the context of the intended use. The appraiser should consult with the client on the proper course of action. The appraiser may alter the scope of work to include the appraisal of only the three sets of china available for inspection or use an extraordinary assumption regarding the condition of the fourth set.

3. A business appraiser is appraising a closely held business enterprise with real property and personal property assets. In the course of the assignment, the appraiser's research indicates that the market for the company's product is declining and management's projections are not supported. Therefore, the appraiser believes the company might be worth more in liquidation than as a going concern, which would make performance of the work addressed in Standards Rule 9-3 necessary for credible assignment results.

The scope of work must be modified because of what the appraiser learned in the course of performing research and analyses.

4. A real property appraiser is contacted by a potential client to appraise an occupied manufacturing facility. The client requests that the occupants not be disturbed by a property inspection. Additionally, the client requests that the cost approach be performed in the appraisal of the building. These requests are assignment conditions and will be part of the appraiser's identification of the problem to be solved and determination of the appropriate scope of work.

Accepting and completing this assignment requires the appraiser to:

- Determine that the client's assignment conditions do not limit the scope of work to such a degree that assignment results are not credible in the context of the intended use;
- Gather information on relevant characteristics by means other than inspection and/or use extraordinary assumptions;
- Include a cost approach in the scope of work, even if this approach is not otherwise necessary for credible assignment results; and
- Properly reconcile the applicability or suitability of the cost approach in arriving at the value conclusion.

5. A real property appraiser accepted an assignment to appraise a three-unit residential property. The intended use of the appraisal was for mortgage financing. The client requested that the appraiser not verify the legal status (e.g., compliance with zoning, building codes, use permits) of the three units with municipal officials.

The appraiser withdrew from the assignment because she concluded that the client's assignment condition limited the scope of work to such a degree that assignment results would not be credible in the context of the intended use. The use of an extraordinary assumption about the legal use of the property would not produce credible assignment results in the context of the mortgage financing use.

The scope of work must be modified because of what the appraiser learned in the course of performing research and analyses.

Compliance Corner (AO 28) Continued

6. An appraiser was engaged to appraise a one-unit residence. Based on the appraiser's identification of the appraisal problem, the appropriate scope of work was determined to include development of the sales comparison approach and cost approach. However, at the time of the inspection the appraiser discovered that the property was not a one-unit, but instead a three-unit property.

Based on this new information, the appraiser re-considered the appraisal problem and the appropriate scope of work. The change in relevant property characteristics for the subject property significantly changed the appropriate scope of work; the initially planned scope of work was no longer suitable and would not produce credible assignment results. The type of data to be researched and the type of analysis to be applied changed when the property type changed from a single-unit to a three-unit.

A new appraisal problem requires reexamination of the scope of work. The appropriate scope of work for the new appraisal problem includes an income approach, and the cost approach is not necessary for credible assignment results.

The appraiser should consult with the client since the appraisal problem has changed.

AO 28 is published by the Appraisal Standards Board of The Appraisal Foundation.



Appraisal Management Company Bond Claims

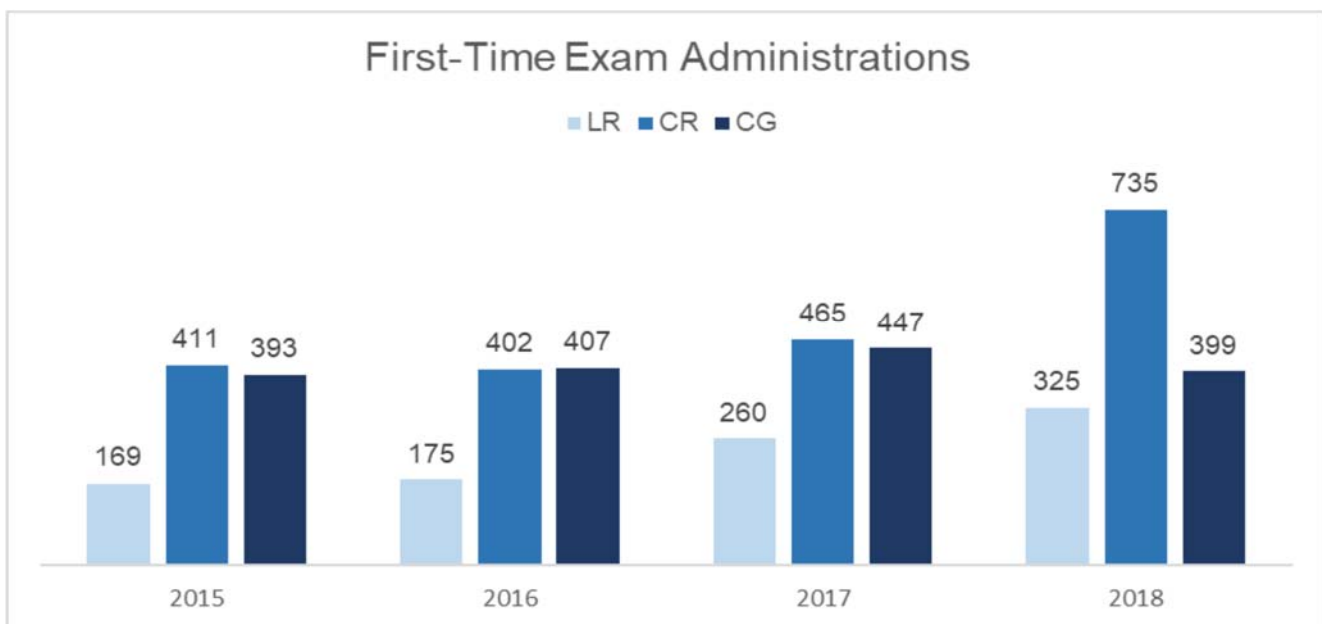
An Appraisal Management Company (AMC) registered in Iowa is required to be covered by a \$25,000 surety bond per Iowa Code 543E.19. An action on the surety bond shall only relate to liabilities, damages, losses, or claims arising out of the appraisal management services performed by the AMC involving real estate located in Iowa. The bond provides that a person having a claim against an AMC may bring suit directly on the bond or the administrator may bring suit on behalf of such person.

In Iowa, it is recommended that the person having a claim against an AMC bring suit directly on the bond. A claimant may contact the Executive Officer at 515-725-9025 or via email at AMCSupervision@iowa.gov to obtain bond information of an AMC.

The Iowa Division of Banking will make bond information readily available to claimants when aware of adverse circumstances with an AMC. At this time, we are not aware of any adverse circumstances with an AMC.

First-Time Exam Administrations

License Level	Year			
	2015	2016	2017	2018
Licensed Residential	169	175	260	325
Certified Residential	411	402	465	735
Certified General	393	407	447	399
Total	973	984	1,172	1,459



Reasonable Accommodations for Examinees

The Board has recently received a number of waiver requests to extend the deadline by which applicants upgrading from an associate appraiser to a certified appraiser must submit an application following the completion of the work product review process. Specifically, Iowa Administrative Code rule 193F—5.6 (11) establishes the following sixty (60) day deadline: “Upon successful completion of the work product review process, an applicant will have 60 days to submit an application.” Many of these recent waiver requests have been tied to some form of test anxiety, which results in applicants having difficulty completing the examination, and thereby the application process, within sixty (60) days of the completion of the work product process. The Board has generally been amenable to such requests, and takes very seriously issues concerning examinees who may require reasonable accommodations as a result of a disability.

In further investigating these issues in light of these recent waiver requests, the Board wanted to take this opportunity to let prospective applicants who may have a disability know that the Board’s examination administrator, PSI Examination Services (“PSI”), is required to, and does, make reasonable accommodations for individuals with disabilities upon request. If you have a disability, the Board encourages you to contact PSI in advance of scheduling an examination to request an accommodation. PSI will supply examinees with the necessary accommodations. Accommodations may be made through a number of methods, including but not limited to: a Reader, large-print written examinations, or extended time.

In order to provide an accommodation, PSI requires that applicants complete and submit an “Exam Accommodations or Out-of-State Testing Request” form, and submit supporting documentation from a medical authority or learning institution rendering a diagnosis for the examinee. Such supporting documentation of or related to the diagnosis must be submitted to PSI on letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing;
- Recommended accommodation/modification;
- Name, title, and telephone number of the medical authority or specialist;
- Original signature of the medical authority or specialist.

Information on how to complete the process and the corresponding forms can be found in the Exam Accommodations Bulletin, available at: https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=69&bulletinurl=.pdf. If you have difficulty finding this information, please contact PSI’s ADA Services Team at 1-800-733-9267 ext. 6750 for further information.

The Board hopes that providing more information to prospective applicants about this process will better addresses the underlying needs forming the basis of recent waiver requests, lead to more uniform treatment of all applicants as it relates to the sixty (60) day rule, and ensure that all examinees are on a level playing field when taking the examination. In the future, should applicants continue to seek waivers of the sixty (60) day rule because of a disability, the Board would request that any such request be accompanied by evidence that the applicant has previously requested an accommodation from PSI, the supporting documentation from the medical authority or learning institution rendering a diagnosis for the examinee provided to PSI in connection with such request, and information regarding whether PSI did or did not grant the request, and what, if any, accommodation was provided.

Lapsed & Retired Certifications and Registrations

Contact: Last Name	Contact: First Name	License: Number	License Status
Lezotte	Norman	CG03497	Lapsed
Lofing	Melissa	CG03603	Lapsed
Lowe	William	CR01365	Retired
Malecha	Kelsey	CG03179	Lapsed
Mann	Darren	AG03579	Lapsed
Manning	Chad	AR03605	Lapsed
Matthews	C. David	CG03247	Lapsed
Mausbach	Scott	CG03398	Lapsed
Mc Gee	Jeanne	CR01776	Retired
Mccarville	Joseph	CR02728	Lapsed
McElveen	Michael	CG03573	Lapsed
Mcwilliams	Ronald	CR01068	Retired
Mleynek	Travis	AG03407	Lapsed
Moreland	John	CG01475	Retired
Morrow	John	CG01224	Lapsed
Mosteiro	Christine	CG03302	Lapsed
Mouw	David	AG03362	Lapsed
Muff	Michael	CG01090	Lapsed
Mullan	Andrew	AG03344	Lapsed
Mullins	Thomas	CG03374	Lapsed
Nemitz	Barbara	CG01080	Lapsed
Nesburg	Robin	CG03141	Lapsed
O'Brien	Steve	CR03593	Lapsed
Orton	Stanley	CR01742	Lapsed
Patterson	Mark	AG02854	Lapsed
Peasley	Casey	AR03496	Lapsed
Perju	Sergiu	AG03356	Retired
Perry	Joel	CR02683	Retired
Pincomb	Arthur	CG03624	Lapsed
Ramsey	William	CG01321	Lapsed
Reburn	John	AG03596	Lapsed
Reilly	John	CR01679	Lapsed

Lapsed & Retired Certifications and Registrations

Contact: Last Name	Contact: First Name	License: Number	License Status
Reitzler	Kayla	CR02935	Lapsed
Richardson	Brian	CG03375	Lapsed
Roach	Christopher	CG03277	Lapsed
Rodgers	Ron	CG01751	Lapsed
Rogers	Thad	CG02940	Lapsed
Rumple	Wretha	CR01265	Retired
Sands	Thomas	CR01846	Lapsed
Sankot	James	CG01512	Retired
Schmidt	John	CR02143	Retired
Schroeder	Richard	CR01349	Retired
Sharpe	Michael	CG02909	Lapsed
Shickell	Brittany	AG03580	Lapsed
Shirley	Charles	CG01862	Lapsed
Shoven	Michelle	CR03460	Lapsed
Shuliga Cardenas	Galina	CG03563	Lapsed
Sidney	Kelvin	CR01079	Retired
Sommerfeld	Elizabeth	CR02059	Lapsed
Stablein	Anthony	CG03289	Lapsed
Starling	Dennis	CG01162	Lapsed
Stockdale	Alan	CG01558	Lapsed
Swaim	Caryl	CR01420	Retired
Swenson	Martin	CR01352	Retired
Tesar	Carolyn	CG01693	Lapsed
Tinjum	Brian	CG03615	Lapsed
Torkelson	Scot	CG03688	Lapsed
Tunink	Andrea	AG03456	Lapsed
Urban	David	CG01940	Lapsed
Van Dyke	Douglas	CG02246	Lapsed
Wageman	Douglas	CG02653	Lapsed
Walker	Jeffrey	CG03381	Lapsed
Ward Taylor	Shaun	AG03591	Lapsed
Weller	William	CR02676	Retired
Wessels	Luke	AR03470	Lapsed
Wycoff	David	CG01939	Retired