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Reciprocity and Temporary Practice Permits (TPPs)

I have an assignment in Iowa, but I'm not licensed there. What is the difference between Reciprocity and a Temporary Practice Permit?

A Temporary Practice Permit, or TPP, grants a certified appraiser in another state access to appraiser real property in Iowa for a specific engagement. The TPP is only valid for six months, though a six-month extension may be requested. TPPs are issued per engagement letter, meaning if more than one property located in Iowa is on the engagement letter, the appraiser may use one TPP for all properties. However, if the client issues separate engagement letters, additional TPPs will be necessary. A reciprocity grants the certified appraiser a full license in Iowa. Licenses are expire on June 30 and are based on the applicant's last name. Last names beginning with the letters A-K expire in even years and last names beginning with L-Z expire in odd years.

Other Considerations

- Cost Factor
 - TPP: \$100 per permit
 - Reciprocity
 - A license issues for less than 365 days is \$140
 - A license issued for 365 days or more is \$280
- Issuance Timeframes
 - Both TPPs and Reciprocity applications take less than five business days to process so long as the application is considered complete.
- Required Documents/Information Required at Time of Application
 - TPP
 - The actual address, full legal description, or parcel ID and county will be required for each property being appraised.
 - In some instances, a letter of engagement will be requested.
 - If the national registry shows disciplinary action, a copy of the consent order or information regarding the situation may be requested.
 - If you are not listed on the national registry, you'll need a letter of good standing from your home state. Note: Home state does not necessarily mean state of residence.
 - Reciprocity

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How do I apply for Reciprocity or a TPP?

If you do not already have an account in our online licensing system

(https://iowaplb.force.com/IPLB_login) you will create a new user and submit an application titled, Temporary Practice Permit, or Reciprocity, under the Real Estate Appraiser Examining Board. If you have an account, simply login, click submit application/renew on the left menu board, select the Real Estate Appraiser Examining Board, then choose the applicable application of Reciprocity or Temporary Practice Permit.

A few things to mention:

- Temporary Practice Permits require you to pay the license fee up front whereas reciprocity applications will be reviewed and then marked as ready for payment.
- You must ensure the application status states pending internal review. For Temporary Practice Permits, this means you need to go back to the application after you make payment and click the 'submit for review' button.
- Both application types take less than five business days to process once a completed application is received.
- Temporary Practice Permits are valid for six months from the date of issuance. A one-time (six-month) extension may be requested so long as the request is submitted prior to the expiration of the TPP.
- Reciprocity expiration dates are June 30 and are based on last names (A-K = even years; L-Z = odd years). If the license will be issued for less than 365 days, the fee is \$140. If the license will be issued for 365 or more days, the fee is \$280.

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