

ALABAMA REAL ESTATE APPRAISERS BOARD
ADMINISTRATIVE CODE

CHAPTER 780-X-6
EXPERIENCE

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780-X-6-.01 Qualifying Experience - Trainee Real Property Appraiser.

No appraisal experience is required before an applicant is approved for this classification.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-11(d).

History: **Emergency adoption** filed February 15, 1991; effective February 18, 1991. **Permanent adoption** filed April 8, 1991; effective May 15, 1991. **Proposed New Rule:** Filed April 21, 1994

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Repealed and Replaced: Filed June 22, 1994; effective July 27, 1994. **Repealed and Replaced:** February 23, 1998; effective March 30, 1998. **Amended:** Filed May 18, 2007; effective June 22, 2007.

780-X-6-.02 Qualifying Experience - State Registered Real Property Appraiser.

As of the date the application is filed with the Board, a minimum of 1000 hours or 100 points of appraisal experience is necessary for approval for this license. In evaluating experience offered as qualifying experience under Code

of Ala. 1975, §34-27A-11, the Board will look for the following minimum experience:

(a) Points or Hours Required Per Year. One years experience will require proof of completion of at least 100 pints of approved appraisals. A total of 100 points or 1000 hours is required for a State Registered License. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented.

(b) Residential and Non-Residential Appraisals Counted. Appraisals of both residential and non-residential properties can be included in the experience points necessary for the State Registered License. Experience for a dwelling (residential appraisal) will be awarded only if there is an interior and exterior inspection.

(c) One Years Experience. A minimum of one calendar years experience shall be required for Licensure. Experience credit will be given for appraisals completed within the last five years.

(d) USPAP Compliance. Appraisals must comply with USPAP for points to be awarded for experience credit. The Board will select a representative sample of appraisals from the logs submitted by the applicant. The applicant will submit the selected sample for the Board to examine for compliance with USPAP. If the sample complies with USPAP the Board will consider that all of the experience submitted by applicant complies with USPAP. A determination by the Board that the sample does not comply with USPAP shall be presumptive that all of the appraisals submitted for experience credit do not comply with USPAP. The applicant then has the burden and shall have the opportunity to demonstrate that the experience claimed is USPAP compliant at a reconsideration hearing held pursuant to Rule 780-X-3-.05.

(e) State Registered Appraisal Points or Hours. State Registered appraisal points shall be awarded as follows:

- | | | |
|----|--------------------------------------|----------------------|
| 1. | one unit dwelling (including a site) | 1 point or 10 hours |
| 2. | two to four unit dwelling | 2 points or 20 hours |
| 3. | residential lot (1-4 family) | ½ point or 5 hours |

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- 4. residential subdivision sites
(NOT TO EXCEED FIVE POINTS) ½ point or 5 hours
per lot

 - 5. farm or timber acreage suitable
for a house site less than 10
acres 1 point or 10 hours
 - 10-100 acres 2 points or 20 hours
 - over 100 acres 3 points or 30 hours

 - 6. all other unusual structures,
acreages, which are much larger
or more complex than typical
properties described herein submitted to committee
for determination ½
to 5 points
items 1 to 4 and 6
- The prorated number of points or
hours of each co-signed report,
review, shall be awarded to each
signer of the report.
- 7. review appraisals shall be worth
20% of the points or hours
awarded to the appraisal.

 - 8. restricted appraisal reports
shall not exceed 25% of required
experience points or hours.

 - 9. Rural residence - one unit
primary dwelling. 10 acres or
less 1 point or 10 hours

 - 10. Ranchette - Part time rural use
10 3 points or 30 hours
to 25 acres with main dwelling
and outbuildings such as
additional residence, barns or
other outbuildings

Points or hours for non-residential appraisals shall also be
awarded pursuant to section 780-X-6-.05 below.

(f) Appraisal Affidavits

1. Proof of appraisal affidavit will be submitted by
the applicant as a notarized affidavit to include subject
property address (street, lot square, subdivision, county) date
of appraisal report, property type (including units, lots,
acres), gross building area, client (name, contact person,
address and telephone number), purpose of report with a tally of

the points or hours being required by the applicant, description of work performed by the applicant and scope of the review and supervision of the supervising appraiser; number of actual work hours by the applicant on the assignment, signature and state certification number of the supervising appraiser if applicable and any other information deemed appropriate by the committee.

2. Verification of experience can include any or all of:

(a) client verification of report at discretion of the committee.

(b) Submission of selected reports to the committee upon request as part of certification process where the report remains the property of the appraiser.

(c) Field inspection of all reports identified by the applicant at their offices during normal business hours.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-11.

History: Repealed and Replaced: Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 18, 2003; effective July 23, 2003. **Amended:** Filed July 20, 2007; effective August 24, 2007. **Amended:** Filed November 25, 2008; effective December 30, 2008.

780-X-6-.03 Qualifying Experience -Licensed Real Property

Appraiser. As of the date the application is filed with the Board, a minimum of 2,000 hours or 200 points appraisal experience is necessary for approval of a Licensed Real Property Appraiser license. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. In evaluating experience offered as qualifying experience under Code of Ala. 1975, §34-27A-11, the Board will look for the following minimum experience:

(a) Residential and Non-Residential Appraisals Counted. Appraisals of both residential and non-residential properties can be included in the experience points necessary for the State Licensed Real Property Classification. Experience for a dwelling (residential appraisal) will be awarded only if there is an interior and exterior inspection.

(b) Two Years Experience. A minimum of two-calendar years experience shall be required for this classification. All experience points cannot be earned in one calendar year. Experience credit will be given for appraisals completed within the last five years.

(c) USPAP Compliance. Appraisals must comply with USPAP for points to be awarded for experience credit. The Board will select a representative sample of appraisals from the logs submitted by the applicant. The applicant will submit the selected sample for the Board to examine for compliance with USPAP. If the sample complies with USPAP the Board will consider that all of the experience submitted by applicant complies with USPAP. A determination by the Board that the sample does not comply with USPAP shall be presumptive that all of the appraisals submitted for experience credit do not comply with USPAP. The applicant then has the burden and shall have the opportunity to demonstrate that the experience claimed is USPAP compliant at a reconsideration hearing held pursuant to Rule 780-X-3-.05.

(d) Residential Appraisal Points or Hours. Residential appraisal points or hours shall be awarded as follows:

- | | | |
|----|--|--|
| 1. | one unit dwelling (including a site) | 1 point or 10 hours |
| 2. | two to four unit dwelling | 2 points or 20 hours |
| 3. | residential lot (1-4 family) | ½ point or 5 hours |
| 4. | residential subdivision sites
(NOT TO EXCEED FIVE POINTS) | ½ point or 5 hours
per lot |
| 5. | farm or timber acreage suitable
for a house site less than 10 acres | 1 point or 10 hours |
| | 10-100 acres | 2 points or 20 hours |
| | over 100 acres | 3 points or 30 hours |
| 6. | all other unusual structures,
acreages, which are much larger
or more complex than typical
properties described herein
items 1 to 4 and 6. | submitted to committee
for determination ½
to 5 points or 5 to
50 hours |

The prorated number of points of each co-signed report, review, article and textbook shall be

- awarded to each signed of the report.
7. review appraisals shall be worth 20% of the points awarded to the appraisal.
 8. restricted appraisal reports shall not exceed 25% of required experience points.
 9. Rural residence - one unit primary dwelling, 10 acres or less 1 point or 10 hours
 10. Ranchette - Part time rural use 10 to 25 acres with main dwelling and outbuildings such as additional residence, barns or other outbuildings 3 points Or 30 hours

Points or hours for non-residential appraisals shall also be awarded pursuant to section 780-X-6.05 below.

(e) Appraisal Affidavits

1. Proof of appraisal affidavit will be submitted by the applicant as a notarized affidavit to include subject property address (street, lot square, subdivision, county) date of appraisal report, property type (including units, lots, acres), gross building area, client (name, contact person, address and telephone number), purpose of report with a tally of the points or hours being required by the applicant description of work performed by the applicant and scope of the review and supervision of the supervising appraiser; number of actual work hours by the applicant on the assignment, signature and state certification number of the supervising appraiser if applicable and any other information deemed appropriate by the committee.

2. Verification of experience can include any or all of:

(a) client verification of report at discretion of the committee.

(b) Submission of selected reports to the committee upon request as part of certification process where the report remains the property of the appraiser.

(c) Field inspection of all reports identified by the applicant at their offices during normal business hours.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-11.

History: Repealed and Replaced: Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 18, 2003; effective July 23, 2003. **Amended:** Filed July 20, 2007; effective August 24, 2007. **Amended:** Filed November 25, 2008; effective December 30, 2008.

780-X-6-.04 Qualifying Experience -Certified Residential Real Property Appraiser. As of the date the application is filed with the Board, the equivalent of 2500 hours or 250 points appraisal experience is necessary for approval of a license for Certified Residential Real Property Appraiser classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. In evaluation of experience offered as qualified experience under Code of Ala. 1975, §34-27A-11, the Board will take into consideration the following minimum experience:

(a) Residential and Non-Residential Appraisals Counted. Appraisals of both residential and non-residential properties can be included in the experience points or hours necessary for the Certified Residential Real Property Appraiser Classification. Experience for a dwelling (residential appraisal) will be awarded only if there is an interior and exterior inspection.

(b) Two Years Experience. A minimum of twenty-four months experience shall be required for this classification. Experience credit will be given for appraisals completed within the last five years.

(c) USPAP Compliance. Appraisals must comply with USPAP for points to be awarded for experience credit. The Board will select a representative sample of appraisals from the logs submitted by the applicant. The applicant will submit the selected sample for the Board to examine for compliance with USPAP. If the sample complies with USPAP the Board will consider that all of the experience submitted by applicant complies with USPAP. A determination by the Board that the sample does not comply with USPAP shall be presumptive that all of the appraisals submitted for experience credit do not comply with USPAP. The applicant then has the burden and shall have the opportunity to demonstrate that the experience claimed is USPAP compliant at a reconsideration hearing held pursuant to Rule 780-X-3-.05.

(d) Residential Appraisal Points. Residential appraisal point shall be awarded as follows:

- | | | |
|-----|--|--|
| 1. | one unit dwelling (including a site) | 1 point or 10 hours |
| 2. | two to four unit dwelling | 2 points or 20 hours |
| 3. | residential lot (1-4 family) | ½ point or 5 hours |
| 4. | residential subdivision sites
(NOT TO EXCEED FIVE POINTS) | ½ point or 5 hours
per lot |
| 5. | farm or timber acreage suitable
for a house site less than 10 acres | 1 point or 10 hours |
| | 10-100 acres | 2 points or 20 hours |
| | over 100 acres | 3 points or 30 hours |
| 6. | all other unusual structures,
acreages, which are much larger
or more complex than typical
properties described herein
items 1 to 4 and 6 | submitted to committee
for determination ½
to 5 points or 5 to
50 hours |
| | The prorated number of points or
hours of each co-signed report,
review shall be awarded to each
signer of the report. | |
| 7. | review appraisals shall be worth
20% of the points awarded to the
appraisal. | |
| 8. | restricted appraisal reports shall
not exceed 25% of required
experience points. | |
| 9. | Rural residence - one unit
primary dwelling, 10 acres or less | 1 point or 10 hours |
| 10. | Ranchette - Part time rural use 10
to 25 acres with main dwelling and
out buildings such as additional
residence, barns or other outbuildings | 3 points or 30 hours |

Points or hours for non-residential appraisals shall also be awarded pursuant to section 780-X-6.05 below.

(e) Appraisal Affidavits

1. Proof of appraisal affidavit will be submitted by the applicant as a notarized affidavit to include subject property address (street, lot square, subdivision, county) date of appraisal report, property type (including units, lots, acres), gross building area, client (name, contact person, address and telephone number), purpose of report with a tally of the points or hours being required by the applicant description of work performed by the applicant and scope of the review and supervision of the supervising appraiser; number of actual work hours by the applicant on the assignment, signature and state certification number of the supervising appraiser if applicable and any other information deemed appropriate by the committee.

2. Verification of experience can include any or all of:

(a) Client verification of report at discretion of the committee.

(b) Submission of selected reports to the committee upon request as part of certification process where the report remains the property of the appraiser.

(c) Field inspection of all reports identified by the applicant at their offices during normal business hours.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-11.

History: Repealed and Replaced: Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 18, 2003; effective July 23, 2003. **Amended:** Filed July 20, 2007; effective August 24, 2007. **Amended:** Filed November 25, 2008; effective December 30, 2008.

780-X-6-.05 Qualifying Experience -Certified General Real Property Appraiser. As of the date the application is filed with the Board, the equivalent of three thousand (3000) hours of appraisal experience or 300 points is necessary for approval of a license for the Certified General Real Property classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. In evaluation of experience credit offered as qualifying experience under Code of Ala. 1975, §34-27A-11, the Board will take into consideration the following:

(a) Points or Hours Required. A total of 300 points or 3000 hours is required for general certification.

(b) Residential Experience Limited. No more than one hundred fifty points or 1500 hours shall be applied for credit toward a general certification. Experience for a dwelling (residential appraisal) will be awarded only if there is an interior and exterior inspection.

(c) At least thirty months experience. Three hundred points or three thousand hours obtained within at least thirty months shall be required for a general certification, of which at least one hundred fifty points or 1500 hours shall be on non-residential property. Experience credit will be given for appraisals completed within the last five years.

(d) USPAP Compliance. Appraisals must comply with USPAP for points to be awarded for experience credit. The Board will select a representative sample of appraisals from the logs submitted by the applicant. The applicant will submit the selected sample for the Board to examine for compliance with USPAP. If the sample complies with USPAP the Board will consider that all of the experience submitted by applicant complies with USPAP. A determination by the Board that the sample does not comply with USPAP shall be presumptive that all of the appraisals submitted for experience credit do not comply with USPAP. The applicant then has the burden and shall have the opportunity to demonstrate that the experience claimed is USPAP compliant at a reconsideration hearing held pursuant to Rule 780-X-3-.05.

(e) General Appraisal Points. General appraisal points shall be awarded as follows:

1. Apartments

5-20 units	4 points or 40 hours
21-100 units	8 points or 80 hours
over 100 units	10 points or 100 hours

2. Hotels/Motels

50 or fewer units	6 points or 60 hours
51-150 units	8 points or 80 hours
over 150 units	10 points or 100 hours

3. Meeting, conference or auditorium

20,000 square feet or less	4 points or 50 hours
over 20,000 square feet	6 points 60 hours

4. Industrial or warehouse building

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- | | | |
|-----|--|--|
| | 20,00 square feet or less | 4 points 40 hours |
| | over 20,000 square feet | 8 points or 80 hours |
| | over 100,000 square feet and multiple tenant | 10 points or 100 hours |
| 5. | Office Buildings | |
| | 10,000 square feet or less | 6 points or 60 hours |
| | 10,001 square feet or less | 8 points or 80 hours |
| | 10,001 square feet or more and multiple tenants | 10 points or 100 hours |
| 6. | Condominium residences with income Approach to value | |
| | 5 to 30 units | 6 points or 60 hours |
| 7. | Retail Buildings | |
| | 10,000 square feet or less | 6 points or 60 hours |
| | over 10,000 square feet, single tenant | 8 points or 80 hours |
| | over 50,000 square feet and multiple tenants | 10 points or 100 hours |
| 8. | Acreage of non-residential land for Commercial or multiple family use | |
| | Less than 10 acres | 3 points or 30 hours |
| | 100 acres or more | 6 points or 60 hours |
| | 100 acres or more with income approach to value | 8 points or 80 hours |
| 9. | Timber or farm acreage | |
| | 100 to 200 acres | 3 points or 30 hours |
| | over 200 acres | 6 points or 60 hours |
| | over 200 acres with income approach to value | 8 points or 80 hours |
| 10. | All other unusual structures or which are much larger or more complete than the typical properties described herein described herein items (1)-(9) | submitted to committee for determination
1-15 points or 50 to 150 hours |
| 11. | Reviews of appraisals shall be worth 20% of the points or hours awarded to the appraisal. | |
| 12. | Restricted appraisal reports shall not exceed 25% of required experience points. | |

The prorated number of points or hours each co-signed report, review shall be awarded to each signer of the report.

13. No more than 40% of the cumulative points or hours may be earned from any one category items (1)-(10). The applicant may request the waiver of this requirement for unique depth experience in a single area.
14. Pasture or Grazing Enterprises
- | | |
|---------------------|----------------------|
| 25-50 acres | 1 point or 10 hours |
| 50-100 acres | 2 points or 20 hours |
| 100-500 acres | 3 points or 30 hours |
| 500-2,000 acres | 6 points or 60 hours |
| 2,000 acres or more | 8 points or 80 hours |
15. Row Crop Enterprises
- | | |
|---------------------|------------------------|
| 25-50 acres | 2 points or 20 hours |
| 50-100 acres | 3 points or 30 hours |
| 100-500 acres | 4 points or 40 hours |
| 500-2,000 acres | 6 points or 60 hours |
| 2,000 acres or more | 10 points or 100 hours |
16. Orchard, Vineyard, and Plant Nursery Enterprises
- | | |
|-----------------|----------------------|
| 0-50 acres | 2 points or 20 hours |
| 50-100 acres | 4 points or 40 hours |
| 100-500 acres | 5 points or 50 hours |
| 500-2,000 acres | 8 points or 80 hours |
17. Aquaculture Enterprises
- | | |
|-----------------|------------------------|
| 0-50 acres | 4 points or 20 hours |
| 50-100 acres | 6 points or 60 hours |
| 100-500 acres | 8 points or 80 hours |
| 500-2,000 acres | 10 points or 100 hours |
18. Truck Farm Enterprises
- | | |
|-----------------|----------------------|
| 0-50 acres | 2 points or 20 hours |
| 50-100 acres | 4 points or 40 hours |
| 100-500 acres | 6 points or 60 hours |
| 500-2,000 acres | 8 points or 80 hours |
19. Dairy Enterprises
- | | |
|-------------------------------|----------------------|
| 0-50 cow milking herd | 4 points or 40 hours |
| 50-100 cow milking herd | 6 points or 60 hours |
| 100 and over cow milking herd | 8 points or 80 hours |

- 20. Diversified agricultural operations of over 500 acres involving two or more of the above enterprises; assuming multiple disciplines are exhibited in the report. 10 points or 100 hours
- 21. Specialized agricultural properties submitted to committee for determination
- 22. Timber and Timber Land Appraisals
 - 40-100 acres 2 points or 20 hours
 - 100-500 acres 3 points or 30 hours
 - 500-2,000 acres 5 points or 50 hours
 - 2,000-10,000 acres 7 points or 70 hours
 - Over 10,000 acres submitted to committee for determination
- 23. No more than 40% of the cumulative points or hours may be earned from any one category (items 16-24). The applicant may request a waiver of this requirement for unique depth of experience in a single area.

(f) Appraisal Affidavits

1. Proof of appraisal affidavit will be submitted by the applicant as a notarized affidavit to include subject property address (street, lot square, subdivision, county) date of appraisal report, property type (including units, lots, acres), gross building area, client (name, contact person, address and telephone number), purpose of report with a tally of the points or hours being required by the applicant description of work performed by the applicant and scope of the review and supervision of the supervising appraiser; number of actual work hours by the applicant on the assignment, signature and state certification number of the supervising appraiser if applicable and any other information deemed appropriate by the committee.

2. Verification of experience can include any or all of:

(a) client verification of report at discretion of the committee;

(b) Submission of selected reports to the committee upon request as part of certification process where the report remains the property of the appraiser;

(c) Field inspection of all reports identified by the applicant at their offices during normal business hours.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-11.

History: Repealed and Replaced: Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 18, 2003; effective July 23, 2003. **Amended:** Filed July 20, 2007; effective August 24, 2007. **Amended:** Filed November 25, 2008; effective December 30, 2008.

780-X-6-.06 Qualifying Experience Given For Review Appraisals.

Experience credit will be given for reviewing appraisal pursuant to the following guidelines:

(a) Separate Forms For Reviews. Reviews shall be identified on a separate listing all the information in item six plus the purpose of the review and agency supervisor for the unit requesting the review (address and telephone number).

(b) Points or Hours Associated With Review. Twenty percent of the points associated with the report shall be awarded to the reviewer.

(c) Review Requirements. The review must meet the requirements listed below.

1. In reviewing an appraisal, an appraiser must observe the following specific guidelines:

(a) Identify the report being reviewed, the real estate and real property interest being appraised, the effective date of the opinion in the report being reviewed, and the date of the review;

(b) identify the scope of the review process to be conducted;

(c) form an opinion as to the adequacy and relevance of the data and the propriety of any adjustments to the data;

(d) form an opinion as to the appropriateness of the appraisal methods and techniques used to develop the reasons for any disagreements;

(e) form an opinion as to the correctness and appropriateness of the analyses, opinions, and/or conclusions in the report being reviewed and developed the reasons for any disagreement.

(f) state in the letter of transmittal whether or not exterior or interior building inspections were made and, if so, when and by whom;

(g) the review must be in writing and include items a-f.

2. In reporting the results of an appraisal review, an appraiser must:

(a) disclose the nature, extent, and detail of the review process undertaken;

(b) disclose the information that must be considered in Paragraphs 1, a and b.

(c) set forth the opinions, reasons, and conclusions required in Paragraphs 1, c, d, and e. No pertinent information shall be withheld.

3. In reviewing an appraisal and reporting the results of that review, an appraiser must separate the review function from any other function.

(d) Maximum Points or Hours For Review. No more than 20 points or 200 hours in reviewing in any one year shall be awarded as experience credit.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-S

History: Repealed and Replaced: Filed February 23, 1998, effective March 30, 1998. **Amended:** Filed May 18, 2007; effective June 22, 2007.

780-X-6-.07 Experience Credit Which May Be Claimed By Military Personnel.

(1) An individual who holds an appraiser license and is a member of any branch of a military reserve unit or the national guard may claim credit for experience obtained more than five (5) years immediately preceding an application for upgrade of his or her license under the following circumstances:

(a) The licensee is deployed to active duty for a declared war or conflict or natural disaster;

(b) The deployment results in a loss of experience credit which could be claimed in support of an upgrade of licensure;

(c) The licensee may claim experience for a time period identical to the period of deployment which may be more than 5 years prior to the application date provided the licensee has retained documentation of the experience in the form of reports or file memoranda shall be available to support the experience claim.

Author: Alabama Real Estate Appraisers Board

Statutory Authority: Code of Ala. 1975, §34-27A-S

History: New Rule: Filed May 1, 2008; effective June 5, 2008.