



**INSTRUCTIONS TO REQUEST A CERTIFICATION AS A PUERTO RICO
REAL ESTATE APPRAISER THROUGH RECIPROCITY**

SEND ORIGINAL TO:

Puerto Rico Board of Examiners of Professional Real Estate Appraisers
P.O. Box 9023271
San Juan, PR 00902-3271

SEND COPY TO:

Email: To: jvazquez@estado.gobierno.pr
cc: junta.evaluadores@gmail.com

Fax (787) 722-4818

INSTRUCTIONS:

This form is to be used only by a person currently certified in good standing as a real estate appraiser in another state or jurisdiction who seeks a certification at an equivalent level in Puerto Rico through reciprocity. All others: Use the regular application form.

Type or print clearly. To avoid processing delay, complete each item and attach required documentation. Attach additional pages as necessary.

PLEASE INCLUDE:

1. The original completed reciprocity application including the attached questionnaire should be sent by mail to the address shown above.

To expedite the application process, you may send the application by email or fax, as indicated above. Incomplete applications will not be processed.

If the applicant fails to complete the request for reciprocity within 90-days of the Board receiving the application, the application shall expire and a new application must be filed.

2- Include a non-refundable fee of \$200.00 (two hundred dollars). Make payment to "Secretary of the Treasury".

Only Manager Checks or Money Orders are accepted. No Cash or Credit Card accepted. Application fees are NOT refundable.



Commonwealth of Puerto Rico

Department of State - Auxiliary Secretariat for the Examining Boards

Pursuant to Article 14.2 of Section 14 of the Regulation No. 7205 of August 21, 2006, as amended, (hereinafter, the Regulation), and to the powers conferred on the the Board of Examiners of Professional Real Estate Appraisers (hereinafter "the Board") under Article 7 (b) of Act No. 277 of 31 July 1974, as amended, known as the "Act to create the Board of Examiners of Professional Real Estate" (hereinafter, Act 277), the revised Puerto Rico Policies and Procedures and in accordance with the provisions of Act No. 170-1988, as amended, the Administrative Procedure Act Uniform of the Commonwealth of Puerto Rico (hereinafter, Act 170-1988), the undersigned applicant requests a real estate appraiser certification in Puerto Rico through reciprocity process as indicated below:

Select type of certification requested:

Certified General Appraiser

Certified Residential Appraiser

1. Name				
	(Mr. or Mrs.)	(Last)	(First)	(Middle)

2. Social Security No.	
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3. Place of Birth:				
	(City)	(State)	(Country)	(or Other)

4. Residence Physical Address:				
	(Street - No.)	(City)	(State)	(Zip Code)

5. Mailing Address:				
	(P.O. Box No.)	(City)	(State)	(Zip Code)

6. Contact Phones:				
	(Cellular)	(Work Phone)	(Home Phone)	(Fax)

7. Email Address:	
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8. Business (Work) Physical Address:				
	(Street - No.)	(City)	(State)	(Zip Code)

9. Business (Work) Postal Address:				
	(P.O. Box No.)	(City)	(State)	(Zip Code)

10. State upon which this request is based:				
	(State)	(Certification No)	(Year granted)	(Exp. Date)



In accordance with the provisions of the laws and regulations identified in the preamble, as amended by Title XI of FIRREA and the Dodd-Frank Act (DFA), the Board shall issue a certification to an individual from another jurisdiction when:

- a. The licensing and certification program of the other state is in compliance with the provisions of Title XI of FIRREA and;
- b. The appraiser holds a valid credential from the state or jurisdiction with requirements that meet or exceed the current requirements for granting a Certified General or Certified Residential certificate in Puerto Rico.

Please answer ALL questions in the following questionnaire:

Reciprocal Application Questionnaire

Section I - Required Administrative Application Information

- 1) Have you previously held a Puerto Rico appraiser classification?
___ NO ___ YES If yes, provide classification _____ license # _____
- 2) In Puerto Rico, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with:
 - a. Any criminal offense other than a traffic violation?
___ NO ___ YES If yes, please attach a copy of the Court's Judgment
 - b. Any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
___ NO ___ YES If yes, please attach a copy of the Court's Judgment
- 3) Have you ever been pardoned of a criminal offense, even if the offense is no longer 'on record'?
___ NO ___ YES If yes, please attach a letter of explanation
- 4) Have you ever been disciplined by any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license).
___ NO ___ YES If yes, please attach a letter of explanation
- 5) Are you obligated to pay child alimony in any state or jurisdiction?
___ NO ___ YES If yes, please attach a letter which explains any de
- 6) Do you authorize a representative of the Puerto Rico Real Estate Appraisers Board to receive any criminal history record information and/or full lifetime history pertaining to you which may be in the files of any state, federal or civil justice agency?
___ NO ___ YES

Section II- Credentialing Requirements

Note: To determine if the reciprocal applicant has met credentialing requirements that meets or exceeds those of Puerto Rico applicants must answer affirmatively to ALL of the following questions. Non-residents may also apply for a Puerto Rico credential via the alternative application process for non-residents.



Commonwealth of Puerto Rico

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- 1) Are you listed as active on the National Registry maintained by the Appraisal Subcommittee?
 NO YES

- 2) Are you currently classified as being in Good Standing by the state licensing board in the state from which you are seeking reciprocity?
 NO YES

- 3) Do you hold a State License (EPA) as established in Article 10 of Law 277 (20 LPRA sec 2310)?
 NO YES

- 4) Have you completed the 15-hour course in Puerto Rico's laws and regulations governing the profession of Licensed Professional Appraisers in the Commonwealth of Puerto Rico?
 NO YES

- 5) Do the **current** laws, regulations, and policies of the state upon which your reciprocal application is based:
 - a. Require both Certified Residential and Certified General Appraisers to hold a Bachelor's degree and *not* accept the "in lieu of" degree education for either classification?
 NO YES

 - b. Require both Certified Residential and Certified General Appraiser applicant to successfully complete fifteen (15) credit hours of college courses related to real estate appraisals?
 NO YES

 - c (1). Require, for Certified General applicants, a minimum of four (4) narrative appraisal reports in a non-commercial property and two (2) in residential property in which the applicant had considered all three approaches to value in compliance with USPAP to be submitted to the Board or Program staff for review as part of the application process?
 NO YES

 - c (2). Require, for Certified Residential applicants, a minimum of four (4) appraisal reports in a residential property (including single-family, multi-family (2-4 units), unimproved land *and* condo unit) in compliance with USPAP to be submitted to the Board or Program staff for review as part of the application process?
 NO YES

Section III- Certification:

I hereby certify that I have read and understand Regulation 7205 Chapter 14, as amended, and agree to abide by its provisions in all appraisal activity in Puerto Rico.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as a state real property appraiser within the jurisdiction of Puerto Rico and if at the time I am not a resident of Puerto Rico, suit may be commenced against me in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Puerto Rico Board of Examiners of Professional Real Estate Appraisers, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the Commonwealth of Puerto Rico.



I hereby agree that if I am or become a nonresident of Puerto Rico, I will cooperate with any investigation initiated in accordance with all applicable laws and regulations identified herein, by promptly supplying any documents that any authorized investigator of the Board may request and by personally appearing at the Board's offices or other location in Puerto Rico as the Board's investigator may request.

I hereby authorize a representative of the Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Board may require additional information in order to process the application.

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of a certified real estate appraiser in Puerto Rico until I receive my wall certificate.

Appraisers granted reciprocity must comply with Puerto Rico's policies, rules and statutes governing appraisers, including requirements for payment of certification and licensing fees, as well as continuing education. A National Registry fee must be paid to the Appraisal Subcommittee (ASC) for each state or jurisdiction in which a credential is held.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Applicant's Signature: _____
Print Name: _____ Date Signed: _____

Notice of Denial:

When a reciprocity application is denied by the Board, a letter setting forth the reasons for denial shall be mailed within 30-days to the applicant by registered or certified mail. This order also will advise that the applicant has 30-days from date of receipt to request a hearing in accordance with Regulation 7205 and include an application for the alternative non-resident application process.

FOR INTERNAL USE OF THE BOARD:
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
DATE:
BOARD MEMBERS (NAME AND SIGNATURE):
1.
2.
3.
4.
5.