

RENEWAL APPLICATION

Full Name: _____
Address: _____
Phone: _____
License Number: _____
Social Security Number: _____
Which License Type do you hold? _____

Board of Real Estate
Appraisers
301 South Park Ave
PO Box 200513
Helena MT 59620-0513
406-841-2325

Your Montana **Appraiser** license / certificate will expire on March 31.

YOU MAY ALSO RENEW ONLINE AT THE FOLLOWING ADDRESS:

<http://www.realestateappraiser.mt.gov>

In order to renew your license:

- 1) Complete the renewal application
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check of money order for \$400.00 made payable to the Board of Real Estate Appraisers. Do not send cash. Canadian residents pay in U.S. Funds only. (Fee Break Down: \$375 Renewal Fee, \$25 Federal Registry Fee)
- 4) Renewals with an U.S. Postal Service postmark after March 31 will be assessed a late license renewal fee of \$375.00, increasing the total amount due to \$775.00.
- 5) Sign the renewal application.
- 6) A license or certificate that is not renewed within 2 years of the most recent renewal date automatically terminates.
- 7) There is a \$15.00 fee for a change of address. If you have changed your address on this form, you must include this additional fee.

8) If your Continuing Education is due this year, follow the Continuing Education Reporting Form printed below.

9) Return the renewal application, fee(s), and ensure that the CE hours are completed below, if required, to report courses taken between 04/01/2006 and 03/31/2008 to the Board office postmarked by March 31. INACTIVE STATUS: A.R.M. 24.207.515 provides for an inactive status. A licensee can place his / her license / certificate on an inactive status for a period of one year. It is the responsibility of the licensed or certified appraiser to keep the board informed of any changes of resident of mailing address during the inactive status. Failure to renew the inactive status or become active will result in the lapsing of his / her license or certification. If you want to become inactive, write "inactive at present" below and return the renewal form with the inactive fee of \$100.00, made payable to the Board of Real Estate Appraisers. INCOMPLETE OR UNSIGNED RENEWAL APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED.

If your renewal is returned as incomplete, it must be resubmitted to the Board office, postmarked prior to March 31 to avoid the late license fee.

CONTINUING EDUCATION REPORTING FORM:

You are required to have completed at least 28 hours of Board approved continuing education, of which 7 hours must be from the USPAP course. Please complete the following form. My signature below certifies that all information provided is true and correct.

- 1. Enter the number of approved real estate appraiser CE hours attended: _____
- 2. Enter the number of approved USPAP hours attended: _____
- 3. Total lines 1 and 2. _____

Note: Please do not include your Continuing Education Certificates

Yes ___ No ___ Have any legal or disciplinary actions been instituted against you since your renewal?

If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

MILITARY EXEMPTION: Section 37-1-138, MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed on inactive status. Therefore, upon request of verification of active military service and submission of this completed form, the board will place such person's license on inactive status.

Your signature: _____ **Date:** _____

DO NOT SEND CASH