**Instructions:**

Complete the application and email it to the Local Program Real Estate Project Manager (LPREPM) or the statewide Local Program Real Estate Manager (LPREM). Contact information is on the Local Program Real Estate website.

The LPREM and LPREPMs review all applications and will either approve or deny them. If denied, WisDOT will send the reasons via email. If approved, WisDOT will send an email with an LPA STAFF / CONSULTANT ACKNOWLEDGEMENT form. You must sign, date and return this form before you be added to the list.

**Evaluation Criteria**:

Individuals seeking admittance to the approved appraiser list must meet the criteria in the Local Program Real Estate Manual 1.7.3.1, WisDOT’s REPM and Addendum A (I-III) of the REPM. Consultant appraisers must have an active Certified Residential Appraiser or Certified General Appraiser credential in the state of Wisconsin.

Individuals seeking admittance to the approved review appraiser list must meet the criteria in the Local Program Real Estate Manual 1.7.3.2, WisDOT’s REPM and Addendum A of the REPM. Addendum A (I-IV) must be met to review non-complex appraisals under $10,000 in damages. Addendum A (I-V) must be met to review appraisals over $10,000 in damages or complex in nature. Consultant review appraisers must have an active Certified Residential Appraiser or Certified General Appraiser credential in the state of Wisconsin. Applicant must already be approved as a WisDOT Local Program appraiser. If not, please complete both portions of this Application.

WisDOT will evaluate the applicant on the information provided on this application and any supplemental information provided. Key to approval is whether the applicant has active eminent domain appraisal / appraisal review experience, has completed the online courses as prescribed and meets the qualifications of Addendum A. If applying with less than the amount of practical experience, the applicant must have an approved mentor or co-worker. LPREM or LPREPM will confirm with mentor/co-worker that they will review and sign all necessary documentation. Applicant will be asked to provide sample appraisals as part of approval.

**APPLICANT INFORMATION**

Date: Click or tap to enter a date.

Name: First & Last Name

 Business Name

 Address 1

 Address 2

Office Telephone: (XXX) XXX-XXXX

Cellular: (XXX) XXX-XXXX

Email: Email address

***Applying for:***

[ ]  Appraiser

[ ]  Review Appraiser.

*Attach copy of appraisal certification to this application.*

**KNOWLEDGE**

**Check all that Apply:**

[ ]  Familiar with the Federal regulations (especially the Uniform Act) and Wisconsin State statutes that pertain to appraisal work.

☐ Read and are familiar with the Real Estate Program Manual (REPM), Chapter 2 Appraisal. [https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx](http://apwmad0a4030:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)

☐ Read and are familiar with the LP RE Manual, Section 1.7.3 Minimum Qualifications for R/W Personnel and Section 2 Appraisal Process. [https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx](http://apwmad0a4030:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx)

☐ Agree to follow the Uniform Standards of Professional Appraisal Practice (USPAP). Agree to only accept assignments you have both the knowledge and the experience for, or you must confer with another qualified appraiser for guidance.

☐ Completed the National Uniform Standards of Professional Appraisal Practice (USPAP) 15-hour Course. Include certificate or proof of completion

**☐** Completed the National Highway Institute Training *“Foundations of Federal-Aid Highway Program Appraisals”* [COURSE NUMBER: FHWA-NHI-141053 (no cost).](https://www.nhi.fhwa.dot.gov/course-search?tab=0&key=appraisal&sf=0&course_no=141053) Include certificate or proof of completion

**APPRAISER LICENSURE**

[ ]  Certified General Appraiser*.*

[ ]  Certified Residential Appraiser.

[ ]  Full Time Employee of LPA

I have competed the following Part(s) of Addendum A “*WisDOT Real Estate Appraisal Training”* to the REPM

* [ ]  Part I
* [ ]  Part II
* [ ]  Part III
* [ ]  Part IV
* [ ]  Part V
* [ ]  Part VI

**APPRAISAL EXPERIENCE**

1. Appraisal experience on projects with eminent domain authority?

[ ]  Completed 24 eminent domain ROW appraisals over at least 3 projects and have provided eminent domain ROW appraisal services in the past year.

[ ]  Completed 24 eminent domain ROW appraisals over at least 3 projects but have not provided eminent domain ROW appraisal services for over a year.

[ ]  Less than 24 eminent domain ROW appraisals over at least 3 projects.

1. To illustrate the practical experience in ROW appraisal work for entities with the power of eminent domain (preferably in Wisconsin) or the ability to fulfill the requirements of such appraising, provide a list of projects and detail type of appraisal work done:
* Date and year of project
* Briefly describe project
* Number and types of appraisals done
* Specific appraisal problems analyzed
* Include a reference for each project described
* Attach a Statement of Qualifications or Resume
1. If applying with less than prescribed amount of eminent domain appraisal experience:
	* Attach list of projects and detail type of work done (see above number 3.)
	* Attach written confirmation that applicant will work with mentor(s) or co-worker(s) (who is already an approved appraiser) and they will review and co-sign all documentation. Include contact information for mentor(s) or co-worker(s).

☐OTHER Applicable Classwork/Webinar/Designations (optional)

***\*\* Attach list of additional classwork or designations to this application***

**APPRAISAL REVIEW EXPERIENCE**

1. Is an approved WisDOT Local Program real estate appraiser?

[ ]  Yes

[ ]  No, but have completed the above part of the Application for review and approval.

1. Appraisal review experience on projects with eminent domain authority?

[ ]  Completed 12 eminent domain ROW appraisal reviews over at least 2 projects and have provided eminent domain ROW appraisal review services in the past year.

[ ]  Completed 12 eminent domain ROW appraisal reviews over at least 2 projects but have not provided eminent domain ROW appraisal review services for over a year.

[ ]  Less than 12 eminent domain ROW appraisal reviews over at least 3 projects.

1. To illustrate experience in ROW appraisal review work for entities with the power of eminent domain (preferably in Wisconsin) or the ability to fulfill the requirements of such appraising, provide a list of projects and detail type of work done:
* Date and year of project
* Briefly describe project
* Number and types of appraisals done
* Specific appraisal problems analyzed
* Include a reference for each project described
* Attach a Statement of Qualifications or Resume
1. If applying with less than the prescribed experience:
	* Attach list of projects and detail type of work done (see above number 3.)
	* Attach written confirmation that applicant will work with mentor(s) or co-worker(s) (who is already an approved relocation specialist) and they will review and co-sign all documentation. Include contact information for mentor(s) or co-worker(s).

☐OTHER Applicable Classwork/Webinar/Designations (optional)

***\*\* Attach list of additional classwork or designations to this application***

\*\*\*A probation period is required for all appraisers / review appraisers unless they are on the current WisDOT Real Estate Master Contract List. The probation period will require completion of 10 Local Program eminent domain ROW appraisals / appraisal reviews and must include at least 2 complex assignments. Once these files are submitted and reviewed, the applicant will be added to the approved list.

**DOCUMENTATION & READS**

All data modules of READS (Real Estate Automated Data System) are now accessible for real estate documentation for the Local Program and connecting highway projects.

All appraisers must know how to use READS or be willing to learn how to use it for appraisal/review appraisal purposes.

***IMPORTANT: The LPA/consultant must be willing to learn how to use READS if not currently proficient.***

**Check all that Apply:**

[ ]  I am proficient in READS and **have a WAMS ID**.

[ ]  **I have a WAMS ID** and am aware of READS but will need training. (This will not disqualify you from approval.) I, as the Applicant, agree to learn READS.

[ ]  **I do not have a WAMS ID** and am unfamiliar with READS. (This will not disqualify you from approval.) I, as the Applicant, agree to obtain a WAMS ID and learn READS.

[ ]  I am not willing to use READS.

**Provide your WAMS ID**: Click or tap here to enter WAMS ID.

**FOR WISDOT USE ONLY**

[ ]  Approved

[ ]  Denied

**Comments:**

Click or tap here to enter text.

WisDOT staff signature

Statewide LPREM