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Institute®**

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Real Estate Solutions*

*The  
Wisconsin  
Chapter*

**MESSENGER**

<http://www.wisai.com>

FEBRUARY 2012

## PRESIDENT'S COLUMN

### Stephen C. Lauenstein, MAI

The New Year has begun and is underway. Most appraisers and review appraisers that I speak with are busy. Residential transaction velocity is increasing and commercial loan concerns continue to cause demand for commercial appraisals. Interest rates are low and some segments of our markets are showing signs of life. This could be a good year for appraisers.

The State of the Union report on our Wisconsin Chapter of the Appraisal Institute shows a stable membership rate at 328 members, grouped as follows:

41	MAI
38	SRA
6	SRPA
172	Associates
13	Affiliates
58	Non-practicing
328	Total

I am aware of four MAI candidates that are in hot pursuit of completing designation requirements, demonstration reports and comprehensive exams. Our goal as a Chapter is to see those four obtain designations in 2012.

The Chapter board has proposed and passed a budget showing zero net income for the year. In short, our revenue comes from membership dues and educational offerings and seminars. Our expenses are operational and those associated with sponsoring appraisal education. We plan to have revenue meet expenses this year.

Please make a note to attend the Separating Real & Personal Property from Intangible Business Assets class on March 14 & 15, 2012. The Small Business Administration (SBA) is requiring this course for appraisers and review appraisers to complete certain appraisals which include the SBA as one of the clients.

As a Chapter, we plan to send three members to the Leadership Development and Advisory Council (LDAC) in Washington D.C. on May 22-24, 2012. Additionally, we will hold four Chapter/Board meetings this year. The dates are scheduled to be February 23, June 7, September 20, and December 12, 2012, at 5:00 pm at the Wisconsin

Association Management (WAM) offices at 11801 West Silver Spring Drive, Suite 200, Milwaukee.

The list of Chapter officers can be seen later in this newsletter. I encourage all Chapter members to become involved and attend the meetings to meet fellow appraisers and board members. I have personally found it satisfying to be involved in the Institute and getting to know other professionals working in the industry.

The Past Presidents Dinner was held on January 19, 2012, at North Hills Country Club in Menomonee Falls, with over 30 attendees and was an excellent event to network and socialize. Relationships built at events like this are valuable in meeting other appraisers and reviewers working in our market.

Other social events will be announced throughout the year. They are called "Catch a Drink" and are cocktail hour events paid out of chapter funds for purposes of gathering the local appraisers and reviewers to further build relationships among our members. These are lots of fun. So, turn your computers off and come and join in!

Last year, I attended the national meeting of the Appraisal Institute in Las Vegas, Nevada and reported back to the Chapter regarding changes com-

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## 2012 OFFICERS & DIRECTORS

### President

Stephen Lauenstein, MAI .....(414) 732-2880  
*Mequon, WI*

### Vice President

Jason Teynor .....(608) 337-4595  
*Ontario, WI*

### Secretary

Cheryl Dodson .....(262) 820-6723  
*Sussex, WI*

### Treasurer

Ryan Gieryn .....(262) 677-9092  
*West Bend, WI*

### Past President

Timothy Warner, MAI, SRA, MS .....(262) 784-3985  
*Brookfield, WI*

### Directors

Todd Delahunt .....(262) 369-5400x25  
*Hartland, WI*

Kevin Dumman .....(920) 487-2345  
*Algoma, WI*

Matt Gehrke .....(262) 782-8680  
*Lisbon, WI*

Curt Kolell, MAI .....(262) 820-6722  
*Menomonee Falls, WI*

Bill Sirny, MAI .....(262) 781-3750  
*Brookfield, WI*

David Thill .....(414) 861-9606  
*Mequon, WI*

Kathryn Thompson .....(262) 732-2880  
*Richfield, WI*

### Associate Liaisons

Elizabeth Goodman .....(414) 529-5755  
*Greenfield, WI*

Kathryn Thompson .....(262) 732-2880  
*Richfield, WI*

### Chapter Office / Executive Director

Christopher T. Ruditys .....(414) 271-6858  
 11801 W. Silver Spring Dr., Suite 200 .....Fax: (414) 464-0850  
*Milwaukee, WI 53225*  
[www.wisai.com](http://www.wisai.com)

**Office Hours:**  
**8:00 a.m. - 5:00 p.m. Monday - Friday**

## TREASURER'S REPORT

The Chapter funds as of 12/31/11 are:

Primary Checking Account:	\$26,649.17
Money Market Account:	\$28,400.73
CD Account:	\$7,620.52
Advocacy Fund:	\$3940.90
Total funds balance:	\$66,611.32

### PRESIDENT'S COLUMN

(Continued from Page 1)

ing in the national organization. This year, the national meeting will be held in San Diego, California on August 1-3, 2012. This event is an excellent way to obtain continuing education credits and stay current with the shifts occurring in our industry. Again, I encourage you to attend one of these events and learn about the trends in our national organization.

Lastly, in this newsletter, I want to introduce the new Candidate for Designation program. The following are comments by Joe Magdziarz, MAI, SRA, the recent past President of the Appraisal Institute.

"Following months of extensive deliberation and careful consideration of member feedback, the Appraisal Institute Board of Directors voted to approve the proposed Candidate for Designation program, effective January 1, 2013.

The Appraisal Institute Board of Directors in September 2010 announced a new strategic vision for the organization that will implement a sweeping transformation by 2016, moving the organization from its present professional association business model to a professional society business model. The Board's action will begin that transformation.

Under the Candidate for Designation program, the Appraisal Institute will consist of: Designated members, Candidates for Designation, and Affiliates (practicing and non-practicing), as newly defined. The program's emphasis will be on designated members and those seeking to become designated. The proposed Bylaws implementing the program were sent to Appraisal Institute members October 14, 2011.

In 2012, current Associate members will have the opportunity to choose whether they wish to become Candidates for Designation or Affiliates, as newly defined. The program will begin January 1, 2013. Notices regarding amendments to the AI Regulations, consistent with the new Bylaws will be forthcoming."

Please see the attached FAQs regarding this program on pages 5-8.

As always, the Wisconsin Chapter Board is here to serve you. We welcome your comments, involvement, and feedback. Best wishes to you and your families in 2012.

# BOARD MEETING MINUTES

December 22, 2011

Tom Swan called the meeting to order at 5:10 at the office of Wisconsin Association Management, 11801 West Silver Spring Drive, Milwaukee, WI

## Members Present

Tim Warner, Todd Delahunt, Ryan Gieryn, Katie Thompson, David Thill, and Chris Ruditys were in attendance. Cheryl Dodson, Dominic Landretti and Tom Swan were on teleconference.

## Secretary's Report

The minutes from the October 25, 2011 meeting were approved. (Motion, Gieryn - 2nd Thompson) with unanimous approval.

## Treasurer's Report

Approval of Financials - The financials through November 30th were reviewed. It is anticipated that the Association will have a net loss of approximately \$2,800 for fiscal year 2011. Discussion of whether advanced courses should be offered because the association loses quite a bit of money on those offerings. Motion, Thill - 2nd Dodson to approve the financial statements.

2012 Proposed Budget - The 2012 budget was reviewed and discussed. Education income and expenses should be reviewed quarterly. The Board will determine if the budget needs to be revised. Motion Thill - 2nd Dodson to approve the budget as presented.

WAM Contract - The contract between WCAI and WAM is from January 1, 2012 - December 31, 2013. The administrative fee will remain the same for a two year period. The only decision is if the Board wants to elect to receive a \$1,500 a year discount by paying the administrative fee in advance for one year versus monthly. The Board excused WAM staff, so they could have an open discussion regarding the contract. Motion, Gieryn - 2nd Thill to approve the WAM contract and elect to pay the administrative fee in advance for one year and save \$1,500. (unanimous approval)

## Old/New Business

Dues Increase - The Board thought it would be prudent to raise the dues for the WCAI portion. Dues have not been increased for years. No decision has been made Motion Thompson - 2nd to place the dues increase on the agenda the idea of raising dues of the association on the next Board agenda.

## Adjournment

Tim thanked the entire Board for getting together prior to the Holidays and for their commitment in serving this past year.

The meeting adjourned at 5:54.

Respectfully Submitted,  
Christopher Ruditys  
*Executive Director, Wisconsin Chapter of the Appraisal Institute*

## 2012 UPCOMING COURSES & SEMINARS

For more information on each offering and TO REGISTER, please go to:

<http://www.appraisalinstitute.org/education/Wisconsin>

Date	Course/Seminar
Mar 2, 2012	7-Hour National USPAP Update Course (7 Hours)
Mar 14 - 15, 2012	Fundamentals of Separating Real, Personal Property, and Intangible Business Assets Course (15 Hours)
Apr 23, 2012	Commercial Appraisal Engagement and Review (7 Hours)
May 18, 2012	7-Hour National USPAP Update Course (7 Hours)

All seminars/courses will be offered at WCAI's facility located at:  
11801 W. Silver Spring Drive, Suite 200  
Milwaukee, WI 53225  
(Unless otherwise noted.)

## QUESTIONS?

Please call the WCAI office at (414) 271-6858 or visit [www.wisai.com](http://www.wisai.com).

*Specific dates and locations will be published as they become available.*

## “CATCH A DRINK”

**Don't miss a chance to get to know your fellow Appraisal Institute members at one or ALL of these great "casual" networking opportunities!**

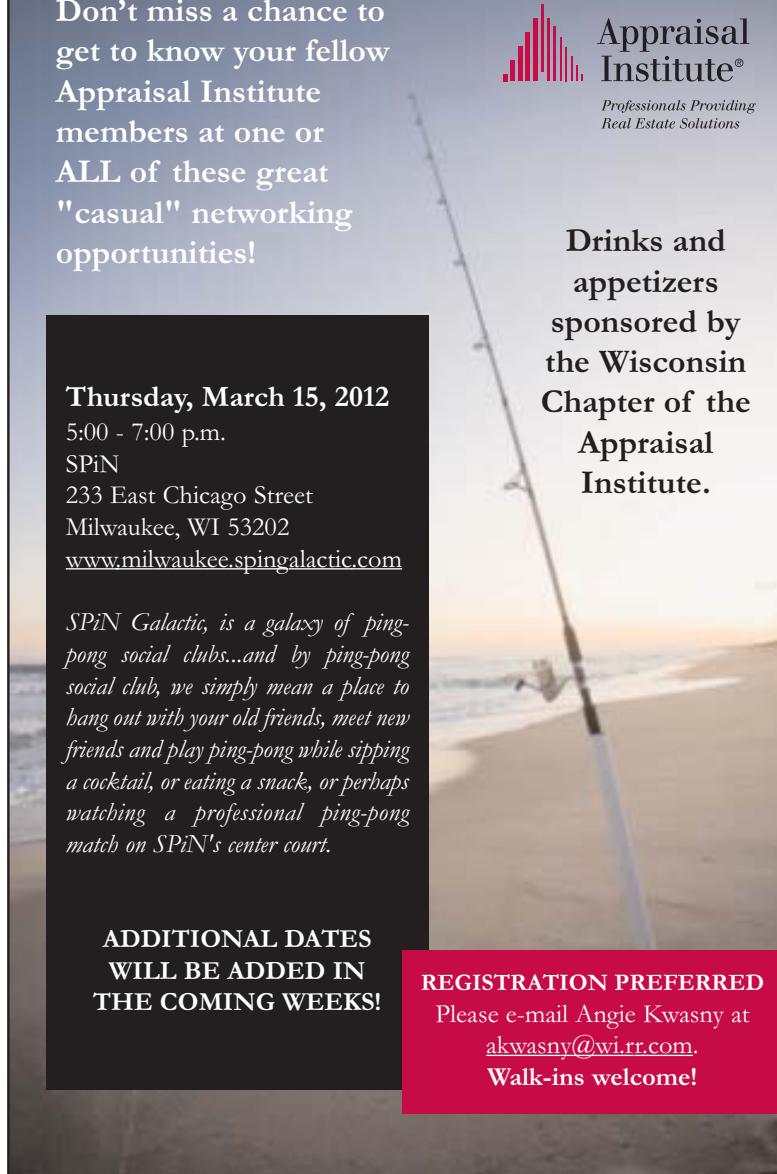
**Thursday, March 15, 2012**  
5:00 - 7:00 p.m.  
SPiN  
233 East Chicago Street  
Milwaukee, WI 53202  
[www.milwaukee.spingalactic.com](http://www.milwaukee.spingalactic.com)

*SPiN Galactic, is a galaxy of ping-pong social clubs...and by ping-pong social club, we simply mean a place to hang out with your old friends, meet new friends and play ping-pong while sipping a cocktail, or eating a snack, or perhaps watching a professional ping-pong match on SPiN's center court.*

**ADDITIONAL DATES WILL BE ADDED IN THE COMING WEEKS!**

**Drinks and appetizers sponsored by the Wisconsin Chapter of the Appraisal Institute.**

  
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Professionals Providing Real Estate Solutions



**Online Education:**  
Learn at your own pace anytime, anywhere.  
Visit [appraisalinstitute.org/online](http://appraisalinstitute.org/online) for a list of classes!

  
**Appraisal Institute®**  
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[http://www.appraisalinstitute.org/education/online\\_education.aspx](http://www.appraisalinstitute.org/education/online_education.aspx).

*Top-notch Appraisal Institute courses and seminars come straight to your desktop with online education! Learn from any computer anywhere, whenever you have time. It's easy, convenient and a great way to get the education you want. Check out the current course listing now!*



## Candidate for Designation Program Frequently Asked Questions

### **What is the background of the Appraisal Institute's Candidate for Designation program?**

The AI Board of Directors approved a new strategic vision in 2010 that will transition the organization from a professional association to a professional society. As part of that goal, in August 2011 the Board voted to send to 45-Day Notice proposed bylaws changes that would create a Candidate for Designation Program. The Board voted on creating the proposed Candidate for Designation program and it was approved late in 2011.

### **What is the Candidate for Designation Program?**

The Candidate for Designation Program will be the one and only path to Designated membership in the Appraisal Institute. Those committed to becoming Designated members will enroll in a proactive, structured program – similar to an MBA program – that will offer guidance and financial incentives for Candidates to make progress toward designation. The program is consistent with the new strategic direction previously approved by the AI Board of Directors.

### **Why is the Candidate for Designation Program important/necessary?**

As the real property valuation profession grows and changes, the Appraisal Institute must grow and adapt with it. The Candidate for Designation Program will help identify and motivate qualified individuals to become designated in a timelier and more effective manner so that they can use their skills to better serve the public.

### **How does the Candidate for Designation program benefit the AI?**

Implementing the Candidate for Designation Program will play an integral role in moving the Appraisal Institute from a professional association business model to a professional society business model. Along with other initiatives, such as core competencies and possible designations for appraisal reviewers, the Candidate for Designation Program will reinforce the stature of the Appraisal Institute.

### **How will the membership categories change with the introduction of the Candidate for Designation Program?**

Instead of Designated Members, Associate Members and Affiliate Members, the Appraisal Institute would have:

- Designated members.
- Candidates for Designation.
- Affiliates – practicing; non-practicing.

### **What are the benefits of the Candidate for Designation Program?**

The Candidate for Designation Program will offer many benefits for individuals seeking Designated membership, existing Designated members and the Appraisal Institute as a whole. Qualified Candidates will receive the structure and financial incentives to facilitate attainment of their professional goals in a timely manner. Existing Designated members will have an opportunity for meaningful interaction with Candidates and participation in the cultivation of the next generation of Designated members.



Successful Candidates also will enjoy the enhanced reputation and esteem of MAI and SRA membership, as the AI recruits and retains the most highly qualified candidates for Designated membership. Implementing the Candidate for Designation Program will play an integral role in strengthening the Appraisal Institute as the preeminent professional society for real property professionals.

**Who can become a Candidate for Designation?**

The Appraisal Institute will invite all current state certified Associate members (or equivalent) into the Candidate for Designation program. Those who accept would receive Candidate status. Candidates will be able to use the title "Candidate for Designation" on resumes, business cards and for similar uses. State certified (or equivalent) appraisers new to AI will have up to one year to become a Candidate for Designation. Non-state certified appraisers, including those who are currently Associate members, will become newly-defined Affiliates.

**What happens if an Associate does not want to become a Candidate for Designation?**

Associate members who decline to become Candidates will become Affiliates, as newly defined.

**What is an Affiliate?**

Affiliates will include:

- Existing, non-state certified Associate members.
- Existing, state certified Associate members who choose not to become Candidates.
- Practicing state certified appraisers who join the Appraisal Institute after January 1, 2013 (for up to one year, after which they will be required to become Candidates).
- Non-state certified appraisers who join the Appraisal Institute after January 1, 2012 (until they become state certified).
- Non-practicing professionals.

**How will this affect the Appraisal Institute's current Associate membership?**

The Associate membership category will be retired as of December 31, 2012. The Appraisal Institute will invite all current Associate members, who are also general and/or residential state certified (or equivalent), to become Candidates for Designation with Candidate status. Non-state certified Associate members (including trainees, aspiring trainees) will become Affiliates, as newly defined.

**What are the added benefits to being a Candidate?**

There are several new benefits to Candidates, including:

- One-on-one, personalized support from an AI Designated member adviser.
- Mutually agreeable goals and milestones.
- Clear and structured sequence of steps for completing the requirements for a designation.
- Established timeframes for earning a designation.

**How will the program help Candidates become Designated members in less time?**

The Candidate for Designation Program will provide a structured plan that will help Candidates remain committed and focused on the end goal: Designated membership. Participation in the program will constitute a commitment between the Candidate and AI. Candidates will commit to meeting the designation requirements within an established timeframe, and the Appraisal Institute will help them be successful. There will be a maximum time limit set for completing the designation requirements.



**What are the maximum time limits for designation?**

There will be a four-year time limit for those who are pursuing an MAI designation and a three-year time limit for those who are pursuing an SRA designation. Those who have one, two or three requirements remaining as of January 1, 2013 will receive a one- to two-year time frame in which to finish all designation requirements and become a Designated member. Extensions could be granted for good cause.

**What happens if a Candidate does not complete the program in the established timeframe?**

Program participants who do not complete the program within established requirements will be dropped from the program. The participant could join the program again only after a specified period of time that has not yet been established.

**What are the new requirements for Candidate for Designation, in addition to established requirements for a designation?**

Candidates must agree to make specific progress within set timeframes. Candidates must attend at least one chapter, regional or national event per year. The program will include pairing Candidates with an adviser, and Candidates will have contact with their adviser multiple times each year.

**What is the role of an adviser, and how would this help a Candidate member?**

The program will provide advisers for Candidate members. Advisers will:

- Receive technical assistance from staff.
- Receive continuing education credit.
- Complete a training program (e.g., online, live meeting).
- Receive tools, such as flow charts, checklists.

Chapters will provide a Candidate Guidance Chair similar to the current Associate Member Guidance Chair.

Candidates will be contacted numerous times each year by a Designated member adviser, who will provide encouragement and offer knowledge and advice on the benefits of pursuing Designated membership. Candidates also will have access to national staff members who specialize in admissions counseling and who have the expertise to address technical questions that Candidates may have about the designation requirements. All Candidates will have the option of a la carte pricing or bundled pricing for all admissions-related requirements, including application fees and education tuition.

**What is the Candidate for Designation Program expected to cost?**

The options will be as follows:

- MAI path cost options:
  - A la carte pricing (existing fee structure).
  - Bundled pricing (fixed for four years – payable annually or quarterly) will include:
    - annual program fee.
    - chapter fee.
    - advanced education (four courses).
    - comp exam fee, demo application fee and experience application fee.
- SRA path cost options:



- A la carte pricing (existing fee structure).
- Bundled pricing (to be determined).

**What is the cost of maintaining Affiliate status?**

Affiliates will pay a yearly affiliation fee. Affiliates will receive discounts on qualifying education and continuing education only, but those discounts will be less than the discount available to those individuals participating in the Candidate for Designation program.

**When did AI approve and implement the Candidate for Designation Program?**

The Board of Directors has approved the Candidate for Designation Program. The Candidate for Designation Program will launch January 1, 2013.



## ADVERTISING OPPORTUNITIES AVAILABLE

The Wisconsin Chapter of the Appraisal Institute (WCAI) is proud to offer advertising opportunities in its newsletter and website. To sign up to advertise, please fill out the form below.

If you have any questions regarding advertising, please call the WCAI office at 414-271-6858.

<b>AD SIZES</b>	<b>1 Issue</b>	<b>2 Issues</b>	<b>3 Issues</b>	<b>4 Issues</b>
<b>A. Business Card</b>	\$50 / \$75	\$45 / \$70	\$40 / \$65	\$35 / \$60
<b>B. 1/4 Page</b>	\$85 / \$125	\$80 / \$120	\$75 / \$115	\$70 / \$110
<b>C. 1/2 Page</b>	\$125 / \$175	\$120 / \$170	\$115 / \$165	\$110 / \$160
<b>D. Full Page</b>	\$225 / \$300	\$215 / \$290	\$205 / \$280	\$190 / \$265
<b>E. Inside Front Cover</b>	\$325 / \$425	\$310 / \$410	\$295 / \$395	\$280 / \$380
<b>F. Inside Back Cover</b>	\$325 / \$425	\$310 / \$410	\$295 / \$395	\$280 / \$380
<b>F. Back Cover (1/2 pg)</b>	\$375 / \$475	\$360 / \$460	\$345 / \$445	\$330 / \$430
<b>G. Website*</b>	\$175 / \$225	\$250 / \$350	\$300 / \$400	\$325 / \$425

*Price per issue decreases for each additional issue you advertise in First number indicates member rate, second number indicates non-member rate.*

*\*Per Quarter (For Website)*

Confirm your selection by e-mailing a .jpeg/.tif/.pdf/or .eps file to Heather Westgor at [heather@wamllc.net](mailto:heather@wamllc.net) and mail your advertising fee and order form to WCAI, 11801 W. Silver Spring Dr., Ste 200, Milwaukee, WI 53225.

### ORDER FORM

Circle Issue(s):      January      April      July      October      Website

Ad Size: \_\_\_\_\_

Calculate your total:    \$\_\_\_\_\_

*(Multiply price per issue x number of issues)*

### Contact Information

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_



## Associate Membership Application

### Return to:

Return completed application to Appraisal Institute, 200 W. Madison, Suite 1500, Chicago, Illinois 60606; fax to 312-335-4146.

Questions? Contact the AI Service Center at 888-7JOINAI or email [aiservice@appraisalinstitute.org](mailto:aiservice@appraisalinstitute.org).

### Category

**Associate Membership** is open to individuals who are performing work identified by the Standards of Professional Appraisal Practice.

#### I am applying for (choose one):

- |   |  |
|---|--|
| <input type="checkbox"/> General Associate Membership – not pursuing designation            | <input type="checkbox"/> Residential Associate Membership – not pursuing designation |
| <input type="checkbox"/> General Associate Membership – pursuing MAI designation            | <input type="checkbox"/> Residential Associate Membership – pursuing SRA designation |
| <input type="checkbox"/> Dual Associate Membership – pursuing both MAI and SRA designations |  |

#### Please indicate your appraisal licensure status (choose one):

- |  |  |
|--|--|
| <input type="checkbox"/> General Certified Appraiser | <input type="checkbox"/> Residential Certified Appraiser |
| <input type="checkbox"/> Licensed Appraiser          | <input type="checkbox"/> no appraisal license            |

State of licensure: \_\_\_\_\_ License number: \_\_\_\_\_ License expiration date: \_\_\_\_\_

*For individuals who hold a trainee or equivalent license or are seeking such a license, please see the application for Trainee Associate Membership.*

#### Please indicate your previous membership status:

- |   |
|---|
| <input type="checkbox"/> I am a new applicant to the Appraisal Institute  |
| <input type="checkbox"/> I was previously a Designated member, Associate member, or Candidate with the Appraisal Institute or one of its predecessor organizations. |

Per the membership Regulations, prior Associate members (including Trainee Associate members) seeking readmission must meet the Standards and Ethics requirements within the four (4) years prior to applying for readmission. Please indicate the date you have met BOTH portions of the requirement:

- |  |
|--|
| <input type="checkbox"/> Must provide proof of your most current <a href="#">USPAP</a> completion certificate - Date Completed: _____  |
| <input type="checkbox"/> Complete the Appraisal Institute <a href="#">Business Practices and Ethics</a> course - Date Completed: _____ |

- I am currently an Appraisal Institute Designated or Associate member applying for dual membership. Member number: \_\_\_\_\_

#### Were you recruited by an Appraisal Institute member:

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> No     | <input type="checkbox"/> Yes – Recruiter's name: _____ |
| Recruiter's phone number: _____ |  |

### 2012 Membership Dues

Membership will become effective upon receipt of dues payment and acceptance into membership. Membership dues for Associate Members are \$330. Members joining between February and November have prorated dues. Members joining after November will be charged the full dues amount for the upcoming year. *Once remitted, membership dues are non-refundable.*

Chapter: Wisconsin

National Dues      \$302.50      (Pro-Rated)

Total Amount      \$302.50

### Dues Payment Method

- Check       VISA       MasterCard       American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

YES, I would like to go paperless and receive future dues invoices via email

### Identification

Mr./Ms. \_\_\_\_\_

Last \_\_\_\_\_

First \_\_\_\_\_

Middle Initial \_\_\_\_\_

Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

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Business Address	City/State/Zip
Home Phone	Business Phone
Fax	E-mail
Preferred Mailing Address	<input type="checkbox"/> Home <input type="checkbox"/> Business
How did you hear about us?	<input type="checkbox"/> Education Program <input type="checkbox"/> Mailing/email <input type="checkbox"/> www.appraisalinstitute.org <input type="checkbox"/> Local Chapter <input type="checkbox"/> Appraisal Institute Publication <input type="checkbox"/> Other: _____

**Good Moral Character**

All Members of the Appraisal Institute must have good moral character, which is honesty, truthfulness, and respect for the law. Please answer the following questions:

Are you currently the subject of a pending criminal proceeding, or have you ever been convicted of any criminal offense, either misdemeanor or felony?  Yes       No

Are you currently the subject of any regulatory proceedings, or have you ever been disciplined, or had a license, certification, or registration suspended, revoked, or denied by a regulatory agency?  Yes       No

Are you currently the subject of a civil proceeding in which you are alleged to have acted or failed to act in a manner reflecting negatively on your honesty, truthfulness, or respect for the law, or have you ever been the subject of a civil proceeding in which a finding has been made that reflects negatively on your honesty, truthfulness, or respect for the law?  Yes       No

*If the answer to any of the above questions is "Yes," please attach a full description and copies of the official documents setting forth the allegations (e.g., indictment, complaint) and the results of the proceedings (e.g., judgment, decision).*

**Agreements of the Applicant**

I hereby apply for admission to Associate Membership in the Appraisal Institute. In making this application and in consideration of review of my application:

1. I agree to abide by the Appraisal Institute Bylaws, Regulations, Standards of Professional Appraisal Practice, and Code of Professional Ethics, now and as they may be amended in the future, as well as such policies and procedures as the Appraisal Institute may promulgate from time to time. I understand that the Appraisal Institute's Regulation No. 1 and the MAI Procedure Manual set forth requirements and procedures relating to admission to General Associate Membership and MAI Membership, and that the Appraisal Institute's Regulation No. 2 and SRA Procedure Manual set forth requirements and procedures relating to admission to Residential Associate Membership and SRA Membership.
  2. I agree to immediately disclose to the Associate and Affiliate Member Services Department any circumstances and events occurring after the date of submission of this application that may have a bearing on my moral character.
  3. I understand and agree that if I am convicted on or after the date of this application of a crime committed prior to this application, I will be subject to discipline pursuant to the Appraisal Institute's Regulations.
  4. I understand and agree that the Appraisal Institute may investigate my moral character and I consent to such investigation.
  5. I understand that if I was subject to any pending peer review proceedings when any previous candidacy, affiliation, or membership with the Appraisal Institute or its predecessor organizations ended, these proceedings may be reopened if I am readmitted or admitted to associate membership.
  6. I understand and agree that if my application for admission to Associate Membership in the Appraisal Institute is approved:
- a. I will become an Associate Member of the Appraisal Institute.
  - b. I will only refer to myself, both orally and in writing, as an "Associate Member" of the Appraisal Institute, which term is not a professional designation and may not be abbreviated.
  - c. I will use the title "Associate Member" only in conjunction with my name and not in connection with the name, logo, or signature or any firm, partnership, or corporation.
  - d. If I refer improperly to my membership, I may be subject to disciplinary proceedings conducted pursuant to the Appraisal Institute's Regulation No. 6.
7. I IRREVOCABLY WAIVE ANY CLAIM OR CAUSE OF ACTION AT LAW OR EQUITY THAT I MIGHT HAVE AT ANY TIME AGAINST THE APPRAISAL INSTITUTE, ITS BOARD OF DIRECTORS, OFFICERS, COMMITTEE MEMBERS, CHAPTER MEMBERS, EMPLOYEES, MEMBERS OR OTHER PERSONS COOPERATING WITH THE APPRAISAL INSTITUTE, EITHER AS A GROUP OR AS INDIVIDUALS, FOR ANY ACT OR FAILURE TO ACT IN CONNECTION WITH THE BUSINESS OF THE APPRAISAL INSTITUTE AND PARTICULARLY AS TO ACTS IN CONNECTION WITH: (1) DENYING THIS APPLICATION FOR ASSOCIATE MEMBERSHIP; (2) DENYING ME CREDIT FOR ONE OR MORE DESIGNATION REQUIREMENTS; AND (3) CONDUCTING PEER REVIEW PROCEEDINGS, INCLUDING BUT NOT LIMITED TO THE TAKING OF DISCIPLINARY ACTION AGAINST ME.
  8. I represent and certify that, to the best of my knowledge and belief, all the information contained on this application is true and accurate. I understand and agree that if I have made any false statements, submitted false information, or failed to fully disclose information requested in this application I will be subject to discipline pursuant to the Appraisal Institute Regulations.

Signature	Date	Promotion Code
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**Upon acceptance to Associate membership, confirmation will be sent via email. Please allow 5-10 business days for processing of completed application.**

Note: Upon acceptance to Associate membership, an appropriate portion of your national Associate Member dues will be allotted to your yearly subscriptions to Appraisal Institute publications. Dues are not considered charitable contributions for federal income tax purposes; however, they may be deductible by Associate members as an ordinary and necessary business expense.

**Nondiscrimination Policy**

The Appraisal Institute advocates equal opportunity and nondiscrimination in the appraisal profession and conducts its activities in accordance with applicable federal, state and local laws.