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Chapter*

# MESSENGER

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MAY 2012

## PRESIDENT'S COLUMN

### Stephen C. Lauenstein, MAI

#### *News*

The "Catch a Drink" gathering at SPIN, the ping pong club downtown, was great. Food and drinks were provided by the Wisconsin Chapter. Many people stopped in after attending a two-day class, *Fundamentals of Separating Real, Personal Property, and Intangible Business Assets*.

Jason Teynor, our Chapter Vice President, is looking into two legislative issues that our state is considering at present, AMC regulation and mandatory licensing. Additionally, the Chapter board will hold an extra meeting in April to get up to speed on these issues so that we can send a representative to the next meeting at the state so our voice will be heard.

#### *Demonstration Report*

The demonstration report "demo" has long been the most difficult requirement for designation. For many, it has been the roadblock which couldn't be passed.

The following are from two designated members who used the Capstone Program to complete this demonstration report requirement.

Michael Brachman, SRA, had the following comments:

"As you may be aware, I attended the Residential Demonstration Report Writing Course when it was a relatively new offering. I had all my required education and they necessary hours completed, however, like many others, the Demo report stood in the way.

The Demo course was outstanding and a life-saver, as I was in-line for the presidency of our chapter and required the designation.

On a daily basis, the course analyzes the provided data-set as it relates to a specific section of an appraisal report, and is a mix of classroom and individual writing time. The course is intensive with several writing assignments lasting well into the night

(which did cut into after class socializing).

In the end you will have completed your demonstration report and that load will be lifted from your shoulders. For me it was truly time well spent.

Finally, I would recommend you take this course away from home, as you will be working after hours, and the distractions of home life would only increase the difficulty.

I recommend this route. What some of us put off for months and years is suddenly complete in a few short weeks."

Jason Teynor, MAI, had the following comments:

"I recently attended the first offering of the General Demonstration Report - Capstone Program and thought I would share my experience with my fellow WCAI members who are either signed up for a future course offering or might be considering taking the course to fulfill their demonstration appraisal report requirement.

The following is a summary of the program as taken from the

*(Continued on Page 2)*

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## 2012 OFFICERS & DIRECTORS

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### Chapter Office / Executive Director

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 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 3/31/12 are:

Primary Checking Account:	\$22,764.91
Money Market Account:	\$20,403.60
CD Account:	\$7,620.52
Advocacy Fund:	\$3,941.39
Total funds balance:	\$54,730.42

### PRESIDENT'S COLUMN, CONT.

(Continued from Page 1)

Appraisal Institute website:

The General Demonstration Report-Capstone Program is a new option Associate Members may choose to complete their demonstration of knowledge requirement for their MAI designation. Like the traditional requirement, the same skills and knowledge base are required to produce a complete demonstration appraisal report. However, this program was designed to offer an option that accelerates the completion of the report. Instead of selecting and compiling data on a property, participants are provided with a subject property and data to analyze and then write the report in a limited time span of approximately two months. Participants must attend two webinars and a 7-day classroom session where facilitators will be on hand to answer questions and offer guidance. On day 7 at noon, the full report is submitted for grading.

The program is designed to be completed in approximately two months; therefore, participants must realize they will need to commit a considerable amount of that time on analysis and writing tasks PRIOR to the classroom setting. One pre-class writing assignment (fundamental market analysis) is required before the 2nd Webinar. It is important that participants understand they will need to spend a minimum of 150-200 hours to successfully complete this program. And during the 7-day classroom session, participants should expect to work on their reports after the 7-hour days spent in the classroom. 10-12 hours a day that week will not be unusual.

In a nutshell, the Capstone Program is a 73-day course in which participants write a demonstration appraisal report based on a subject property that is selected by the course instructors. In my case, the subject property was a single-tenant office building. Course participants were provided with detailed information about the subject property including a floor plan, site plan, survey map, photos, and several hundred pages of market data.

Comparable sale and lease data were also provided in the course

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**PRESIDENT'S COLUMN, CONT.***(Continued from Page 2)*

material. However, the comparable data is not necessarily "smoking gun" perfect data. The course material included a lot of data that is helpful, but also some that ended up not working for one reason or another and it was our job as class participants to sort through the data to select the appropriate comps for the assignment. The process is very similar to what appraisers do every day when we run a comp search for a property we are appraising and end up with 10 to 15 potential comps and then weed through each one to get down to the 4 to 6 sales that work the best. In the end, the data is never perfect, but it is our job as appraisers to do the best with what we have and end up with a clear, convincing and well-supported opinion of value.

I spent the first couple weeks of the program becoming familiar with the subject property by reading a couple hundred pages of market data and studying dozens of comparable sale and lease comps. I then selected the most applicable comparables to use in the appraisal and began writing my demo report.

On Day 22, I participated in the first of two webinars that included a Power Point presentation that laid out what we should expect while we worked through the program. At the end of the first webinar, class participants were given an assignment to complete the front half of our demo reports including a Level C Fundamental Market Analysis, which was due on Day 39. The second webinar, which was held on Day 47, included some general feedback on the fundamental market analyses that were submitted and class participants were advised to keep working on our reports to try and get as far as possible before the final week-long classroom session.

The final week of the 73-day Capstone Program is the classroom session where all of the participants go to wrap up their demo and submit it for grading. Four highly experienced demo graders are on hand during that week to help motivate and guide the participants, but they definitely do not spoon feed answers to anybody. Instead of just handing out answers, the instructors would ask questions to get people thinking in the right direction or direct course participants to go back and read parts of the course material or a section of a textbook. I'm glad the instructors handled questions that way because it truly forced everyone in the class to figure things out on their own. At the end of the day, this philosophy made the course a "sink or swim" type of challenge where people would only pass if they actually knew how to solve the task at hand.

Overall, I had about 250 hours invested in my demo report and I ended up with a passing grade. Would I recommend the course to others? Absolutely. I was more than half done writing a demo report on an apartment building before signing up for the Capstone program. I had been working on that apartment building demo report "on and off" for over a year, but for one reason or another I seemed to always get side-tracked and put my apartment appraisal on hold. I figured if I went the Capstone route I

would have a "drop dead" date that I would have to submit my report by so I figured by painting myself into a corner with a 73-day "do or die" scenario I would finally get my demo report turned in. And wouldn't you know it? It worked!

By the way, if you fail to turn in a completed report by noon on the last day, you FAIL. No extensions. No excuses. No nothing. It really is "do or die" so for anyone considering the Capstone program I would highly recommend that you block off a significant amount of time to work on writing the report during the first part of the 73 day program so that you can come to the final week long class with a rough draft already completed. Doing so will put you on a path to success and should make the process an enjoyable learning experience.

**What Previous Participants Have to Say About the General Demonstration Report Capstone Program...**

- Overall, the Capstone program was a great option and definitely sped up my designation process.
- The program was very beneficial as I have been overly reluctant to choose the "perfect" property to use as the subject for my Demo. This program solved that issue and put me on a stringent time-line for completion.
- I have been putting off the demo for about 10 years. I am not sure I would have ever written it without an alternative like this. While it was extremely beneficial to have all the basic research done, in my opinion the analysis was probably more difficult and the education experience greater as I would have made strong efforts to avoid some of the issues that I was forced to deal with and analyze under this format.
- The week in class provided answers to questions that a lot of us had about various aspects of the report and process. Getting some answers helped me better understand the concepts we were to demonstrate and apply them successfully.
- It was very challenging and in my opinion more difficult than a traditional demo report...it was a rewarding experience where I learned more than I probably would have in a traditional demo.
- The facilitators were incredibly helpful helping me talk through some concepts I was not exactly clear on. The light finally went on about Wednesday with how the FMA and HBU tied through the report...the Capstone helped me break the demo down into bite-sized chunks and the deadlines are exactly what I needed.

**More than 80% of participants said they would highly recommend this alternative."**

If you are on the path to designation, I encourage you to look into the Capstone Program. Feel free to call me or any other board member about this program.



## BOARD MEETING MINUTES

February 23, 2012

Steve Lauenstein called the meeting to order at 5:00 pm at the office of Wisconsin Association Management, 11801 West Silver Spring Drive, Milwaukee, WI.

### Members Present

Angie Kwasny, Ryan Gieryn, Matt Gehrke, Cheryl Dodson, Katie Thompson, David Thill, Steve Lauenstein, and Doug Stangoehr were in attendance. Joining the meeting on teleconference were Dominic Landretti, Bill Sirny, Elizabeth Goodman, Kevin Duffman, Tim Warner, and Linda Verbecken.

### Secretary's Report

Minutes from the December 22, 2011 board meeting were approved. (Motion made by Gieryn, 2nd by Thompson).

### Treasurer's Report

Approval of Financials - The financials for December 2011 and January 2012 were reviewed and approved. (Motion made by Thill, 2nd by Delahunt). Discussion was brought up relating to the Advocacy Fund (\$3,940.90) and potential uses for this money. Lauenstein indicated that national would prefer that total accounts should not exceed \$50K, so the Advocacy Fund may be best spent to benefit our chapter members on items such as offering MAI week long courses at WCAI.

### 2012 Education Calendar

Thompson discussed upcoming educational courses which include the Fundamentals of Separating Real, Personal Property, and Intangible Business Assets, Commercial Appraisal Engagement and Review, Condemnation Appraisal Symposium, Advanced Income, and two additional offerings of USPAP. There was a small profit for the January USPAP offering (\$342) and minimal students signed up for the March USPAP course. Therefore, the May USPAP course may be cancelled due to lack of demand for the course. Board members were encouraged to search for new classes for WCAI to offer including opportunities to pair up with other seminars. Duffman suggested providing courses that would count towards a litigation related certificate through AI. Discussion has also already started 2012 Year in Review presenter ideas including the possibility of reaching out to the banking sector along with the appraiser and broker perspectives.

### Old/New Business

LDAC 2012 will be held in Washington DC on May 22nd through May 24th. Landretti and Thompson were planning to attend and suggested Hank Schneider would be a good candidate to return for a 2nd year. Todd Delahunt was also nominated as a potential 1st year candidate. Gieryn suggested setting aside additional funds for LDAC participation as it helps create leaders and encourages involvement with AI. These funds could also be utilized for other purposes such as WCAI event sponsorship (Catch-A-Drink). It was suggested that

Sirny and Stiloski's review seminar funds may also go to this fund. WCAI's Advocacy Fund could go towards LDAC and Doug Stangoehr will check on whether the chapter can have a tax-deductible account for the purposes that were suggested. The existing Travel Expense account (\$4,500) is set aside for LDAC and any regional meeting expenses, however, it was questioned if this was sufficient.

Linda Verbecken notified WCAI that WRA proposed AMC legislation in which the WI State Appraisal Board manages AMCs. WRA is trying to pass this bill and she believes there will be conflicts for appraisers in the future. Linda asked for WCAI's support and wanted the group to recommend to Governor Walker that AMC regulation be regulated by the Department of Financial Institutions rather than the Appraisal Board. WCAI Board Members determined further discussion and investigation into this matter would be necessary prior to making any recommendations.

Lauenstein noted there are 4 Regional meetings this year. Three are now phone conferences and one is being held in San Diego this August. He suggested Jason Teynor (upcoming president) and Ryan Gieryn (upcoming vice-president) attend. Lauenstein also mentioned the Candidate for Designation Program that is being implemented which will be phase out the AI's "Associate" category to promote members to become designated.

### Adjournment

At 5:50 pm the meeting adjourned. (Motion made by Gieryn, 2nd by Dodson).

Respectfully Submitted,  
Cheryl A. Dodson

*Secretary, Wisconsin Chapter of the Appraisal Institute*

## CONGRATULATIONS

Congratulations to **Jason J. Teynor, MAI** on becoming an MAI member and achieving a prestigious designation that differentiates him in a highly competitive marketplace!

*Achieving the MAI designation shows that you have gone above and beyond the education and experience needed for state certification. As a Designated member of the Appraisal Institute, you have made a commitment to advanced education, higher ethical requirements and elevated expectations for the appraisal profession as a whole.*

## BOARD MEETING MINUTES

April 24, 2012

Steve Lauenstein called the meeting to order at 5:00 pm at the office of Wisconsin Association Management, 11801 West Silver Spring Drive, Milwaukee, WI.

### Members Present

Sherryl Andrus, Todd Delahunt, Kevin Duman, Ryan Gieryn, Jason Teynor, David Thill, Steve Lauenstein, Doug Stangohr, and Tim Warner were in attendance. Joining the meeting on teleconference were Cheryl Dodson, Dominic Landretti, and Bill Sirny.

### AMC Legislation

The purpose of this special board meeting was to discuss the new appraisal management company (AMC) legislation that is being proposed for the state of Wisconsin. Sherryl Andrus sent the proposed legislation to Scott DiBiasio at the Appraisal Institute's lobbying office in Washington D.C. in order to elicit his opinion on the proposal. The following are key points of the legislation and opinions on that legislation:

- The proposed legislation is being put forth by the Wisconsin Realtors Association (WRA).
- The proposed legislation is slightly different from the "model" legislation that was put forth by the Appraisal Institute.
- Scott DiBiasio felt that proposed Wisconsin Bill is good and would be one of the strongest AMC bills in the nation if passed.
- While federal law indicates that any AMC that is part of a major lender will not have to register, the proposed state legislation does not provide that exemption.
- Given the wording of the proposed legislation, it is unclear if commercial AMCs will be required to register or just residential AMCs (those dealing in properties of up to four-families).
- The proposed legislation does not indicate a surety bond requirement.
- The proposed legislation needs to prohibit AMCs from allowing appraisers to indemnify the AMC and should require that the AMC has adequate insurance.
- The proposed legislation relates solely to appraisal services and not to consulting or other services.

Sherryl Andrus attended the meeting in order to provide the board with information regarding the proposed legislation and to ask for the

board's support of the legislation. Sherryl Andrus and Steve Lauenstein will be attending the Appraisal Board meeting on Wednesday, May 9, 2012, in Madison in order to support the proposed legislation. Other members are welcomed and encouraged to attend.

### Appraisal Coalition

Sherryl Andrus also presented to the board the information regarding an appraisal coalition that is being created for the state of Wisconsin. Sherryl indicated that a steering committee and by-laws have been created for this coalition. The coalition is currently looking for officers. The appraisal coalition would follow legislative issues that would have an effect on the appraisal industry. Bill Sirny indicated that he felt that an appraisal coalition would be a good idea for the state of Wisconsin and has worked extremely well in the state of Illinois (ICAP).

In the late 1980's/early 1990's there was an appraisal coalition in the state of Wisconsin. This coalition has been defunct for many years. The defunct coalition had \$7,000 in an account from its past activities. These funds were recently transferred to the Wisconsin Chapter of the Appraisal Institute (WCAI). Sherryl asked if the WCAI would give these funds to the new coalition that is organizing in order to be used for start up funds work that will need to be done. Steve Lauenstein indicated that the board will vote on giving the funds back to the coalition via an email vote in the next day or two.

### Mandatory Licensing

Sherryl Andrus also mentioned that mandatory licensing legislation will also be present at the Appraisal Board meeting on Wednesday, May 9, 2012. Discussion was had on the previous mandatory licensing legislation that was presented two legislative sessions ago. The board indicated that appraisers should remain firm on the requirement that anyone performing valuation services must be licensed.

### Adjournment

At 6:08 pm the meeting adjourned. (Motion made by Bill Sirny, 2nd by Tim Warner).

Respectfully Submitted,  
Ryan Gieryn

*Treasurer, Wisconsin Chapter of the Appraisal Institute*



## 9TH ANNUAL CONDEMNATION APPRAISAL SYMPOSIUM



The Wisconsin Chapter of the Appraisal Institute and Michael Best & Friedrich, LLP are pleased to co-sponsor the 2012 Condemnation Appraisal Symposium on **Wednesday, May 9th** at the WCAI Office.

This marks our ninth Symposium, which has developed into a key annual event to attend for those professionals involved in eminent domain in Wisconsin.

This year's event brings fresh perspectives from several new speakers. We will cover the following issues: *Defining Special Benefits; Recent Decisions & Legal Issues; Environmental Issues in Eminent Domain; The View from 50,000 Feet; Acquisition for Public Utilities; Economic Remnant: Substantive & Procedural Issues; and Measuring Severance Damages in Partial Taking Cases.*

As in past years, we will conclude with a Q&A session, which will allow for appraisers, attorneys, government officials and others involved with eminent domain activity to openly discuss and debate the most current and difficult condemnation appraisal issues. Please feel free to bring questions. Following the Symposium, the attendees are invited to a social hour/networking reception.



**To register, please go to:**

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

## 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
May 9, 2012	Annual Condemnation Appraisal Symposium (6 Hours)
Sep 17-21, 2012	Advanced Income Capitalization (35 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.*



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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.

AD SIZES	1 Issue	2 Issues	3 Issues	4 Issues
<b>A. Business Card</b>	\$50 / \$75	\$45 / \$70	\$40 / \$65	\$35 / \$60
<b>B. ¼ Page</b>	\$85 / \$125	\$80 / \$120	\$75 / \$115	\$70 / \$110
<b>C. ½ 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

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Calculate your total:    \$ \_\_\_\_\_  
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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.

**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):**

- General Associate Membership – not pursuing designation
- Residential Associate Membership – not pursuing designation
- General Associate Membership – pursuing MAI designation
- Residential Associate Membership – pursuing SRA designation
- Dual Associate Membership – pursuing both MAI and SRA designations

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

- General Certified Appraiser
- Residential Certified Appraiser
- Licensed Appraiser
- 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:**

- I am a new applicant to the Appraisal Institute
- 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:

- Must provide proof of your most current [USPAP](#) completion certificate - Date Completed: \_\_\_\_\_
- Complete the Appraisal Institute [Business Practices and Ethics](#) 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:**

- No
- Yes – Recruiter's name: \_\_\_\_\_  
 Recruiter's phone number: \_\_\_\_\_

**2012 Membership Dues**

Membership will be come 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
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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"/> Appraisal Institute Publication <input type="checkbox"/> www.appraisalinstitute.org <input type="checkbox"/> Local Chapter <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:

- |  |  |
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| <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. I understand and agree that the Appraisal Institute may investigate my moral character and I consent to such investigation.</li> <li>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.</li> <li>6. I understand and agree that if my application for admission to Associate Membership in the Appraisal Institute is approved:</li> </ol> | <ol style="list-style-type: none"> <li>a. I will become an Associate Member of the Appraisal Institute.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol> |
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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.