



CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION  
COUNCIL ON REAL ESTATE APPRAISERS

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### CHECKLIST FOR APPRAISER TRAINEE

**Both supervising Certified Appraiser and Appraiser Trainee are required to sign this checklist whenever the Appraiser Trainee assists in performing an appraisal.**

The Certified Appraiser must include this checklist as part of the appraisal report that is submitted to the client and retained in the appraisal report. By completing this checklist and including it in the appraisal report submitted to the client, the Trainee and supervisory Certified Appraiser have met applicable USPAP requirements to acknowledge and disclose significant real property appraisal assistance.

**The Council cannot grant experience hours for appraisal assignments in which the Appraiser Trainee is not properly acknowledged in the report.**

Appraiser Trainee Name: \_\_\_\_\_ License: X4- \_\_\_\_\_  
Supervisory Certified Appraiser: \_\_\_\_\_ License: X \_\_\_\_ - \_\_\_\_\_  
Subject Property Address: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

**The Appraiser Trainee to the Certified Appraiser contributed significant real property appraisal assistance in this assignment. Specifically, the Trainee performed the following (check one box on each item):**

YES NO N/A

- Assisted in preparing the report with all forms and general information for the appraisal.
- Assisted in determining the scope of work of the appraisal.
- Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.
- Inspected the subject property. Type of inspection (check one):  Interior  Exterior  
If yes, did supervisor accompany trainee? Yes  No
- Assisted in analyzing the highest and best use of the subject property.
- Assisted in gathering comparable land sales information, verified and analyzed comparable land sales data.
- Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.
- Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense and development of GRM or capitalization rate.
- Assisted in gathering and verifying comparable sales data and analysis of the comparable sales.
- Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.
- Assisted in the sketch drawing.
- Assisted in entering subject and comparable data on the form and in the comment areas.
- Assisted in reconciliation and final opinion of value for the subject property.
- Assisted in the final review of this report.
- Other \_\_\_\_\_

Appraiser Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The supervising certified real estate appraiser certifies that the named trainee assisted with the items above and that he/she reviewed all work done by the trainee. The supervising appraiser further certifies that the trainee signing this report understands the concepts and processes associated with the appraisal process.

Supervising Certified Appraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_