



AMERICA'S REAL ESTATE ACADEMY, INC.
6199 HIGHWAY 92, SUITE 108, ACWORTH, GA 30102
PHONE: 770-591-5552 FAX: 770-591-5379

MENTORING PROGRAM

Standard Reminder - Mentoring Program Description:

Per the state requirements, new appraisers are required to have 20 physical inspections under the guidance of a senior/qualified appraiser to begin their experience log. After they are considered competent in that regard they will no longer require a senior appraiser to accompany them to the subject property when gaining supervised hours. After at least 20 inspections a supervisor can just review the report of a registered appraiser and the hours can continue to count on the license log. Mentor program activities will be under the supervision of a qualified senior appraiser capable of authenticating experience requirements under the Real Estate Appraiser Classification Act & its Rules and Regulations. Note program policies are subject to review and change.

It is essential for new appraisers to develop a thorough understanding of each phase of the appraisal process. The most fundamental phase in residential appraisal is site and building inspection. It is from the study and analysis of the site and building that the comparable data are selected and the approaches to value are developed. For these reasons, it is imperative that the inspection phase be mastered first and the program has been designed to accomplish that objective.

Initial program appraisal or valuation assignments will provide instruction in the inspection and analysis of the site and building as related factors regarding the site and building impact on value – without the distraction of software programs or report writing issues. The building inspection will include:

- measurement of the exterior of the building
- calculation of the gross living area
- exterior materials identification and description
- interior materials identification and description
- observation and identification of the quality and condition of the materials used and quality of workmanship
- observation and description of deferred maintenance
- observation and description of other accrued depreciation
- all other site and building inspection factors as presented by each assignment

Participants will be expected to attend in appropriate attire (prepare for any weather including rain) and with the proper tools, which, at a minimum, include a:

- legal size clipboard,
- legal size graph paper (10 squares per inch),
- pencil
- non-metallic 100' tape measure, and
- second pair of clean shoes for entry into the structures.
- camera
- flashlight
- long screwdriver or probe
- calculator

As participants progress and become proficient in site and building analysis, the scope of the program's appraisal or valuation assignments will also expand to include data research, neighborhood analysis, application of the approaches to value, and report writing. It is expected that some of the assignments will result in written appraisal reports – those resulting in written appraisal reports come after trainees demonstrate proficiency in site and building inspection. We will try to offer assignments on a regular basis and they may be during the week or on the weekend. Participation will be controlled and made available on a first come, first served basis.



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Software: It is not necessary to purchase appraisal software to participate in the Mentoring Program – reports that may be associated with the programs real estate appraisal activity will be completed in handwriting in the classroom. Wintotal demo software can be obtained if you are interested. This would enable you to email your work to the mentor.

Practice: Participants should realize that as you continue in the program you should be practicing on your own time. The mentor will direct and guide you during assignments but will not be doing everything for you or repeating instructions every time you meet. If you do not have FMLS/MLS data access readily available, some county records are online and provide a good source of practice for selecting and reviewing comparables. You can also contact the AREA office and we will allow limited practice on the data stations for your assignments.

Logs: As a reminder, bring your log sheet so that it can be signed off for the assignment. You will probably wind up with an original sheet signed by several qualified appraisers. I would suggest that you also maintain an electronic log file of your appraisals. You can type in the appraiser and license number but per state regulations you are required to maintain the signature of your supervisor, which is why you must maintain the original form. The official AMP log can be found on the AREA website and a sample log in Excel can be provided if you have not already received one.

Communication: Generally all communication for the program is done via email. Check regularly and respond with questions in the same manner.

Failure to Participate/Attend: Due to the time and effort that goes into coordinating assignments, failure to attend or cancellations without administration approval shall not be credited and will be charged as an assignment. Trainees who do not communicate with staff and/or do not actively participate in program may be charged monthly administrative fees and/or shall be removed from program to allow for new trainees to benefit from this opportunity.