



Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Fax: 404-656-6650
Email: grecmail@grec.state.ga.us

Appraiser Reinstatement

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. Once the completed application, including all supporting documents is received, the application will be processed. An application requiring a background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

If your renewal due date was within the past 12 months, you can reinstate your license, at a reduced fee, by using Online Services at www.grec.state.ga.us.

- Attach a notarized Lawful Presence Verification form and a Secure and Verifiable Document, as detailed on our website. (If not already on file with GREAB.)
- Include a non-refundable, reinstatement fee made payable to the Georgia Real Estate Appraisers Board.
- Complete sections A through F of this application.
- Attach any supporting documentation, *if required*, in Section E.

Section A

Appraiser Information

Name: Classification #
 Email: Classification Type:

Residence Address:
 City: State: Zip Code:
 County: Phone Number:

Business Address:
 City: State: Zip Code:
 County: Phone: Fax:

Mailing Address:
 City: State: Zip Code:
 County: Alternate Phone:

FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Date	Codes	Educ	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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Section B

Classification Information

Classification Type

Reinstate the classification to:

Active Status

Inactive Status

Note: If it has been more than two years since your missed renewal date, you must complete the CE credits required in Section C, prior to reinstating your classification, to an inactive status.

Section C

Education

Indicate below that you have completed the required continuing education courses. The courses must be posted to your record at GREAB.

1 year or less from the renewal date:

Requires 14 hours of Continuing Education. In every 2 consecutive renewal periods, every appraiser must complete an AQB approved 7 hour USPAP course as part of the 14 hours. The 15 hour USPAP course does not count as a substitution.

2 years or less from renewal date:

Requires 28 hours of Continuing Education which must include an AQB approved 7 hour USPAP course as part of the 28 hours. The 15 hour USPAP course does not count as a substitution.

Between 2 and 5 years from renewal date:

Requires 90 hours of Continuing Education which must include an AQB approved 7 hour USPAP course. The 15 hour USPAP course does not count as a substitution, and the education must be taken within one year prior to this application.

More than 5 years from renewal date:

A Licensed or Certified Appraiser must qualify as an original applicant and take the state examination to become classified. A State Registered or State Trainee appraiser must retake the required initial 90 hours of education and submit a new, original application to the Board. Do not continue with this application. Visit the website at www.grec.state.ga.us for additional information.

Section D

Fee

Enter Date of this Application

(MM)

(YYYY)

Enter the Missed Renewal Date

(MM)

(YYYY)

State Registered or State Trainee

1. \$ 50 Reinstatement Fee.....

2. \$ 100 for each year (or portion of year) the license was lapsed.....

Reinstatement Fee Due \$

If it is 4 months or less to your next renewal, can reinstate and renew by paying this amount \$
Required continuing education courses must be completed for the RENEWAL PERIOD.

Licensed, Certified Residential, Certified General

1. \$ 50 Reinstatement Fee.....

2. \$ 100 for each year (or portion of year) the fee was lapsed.....

3. Federal Registry Fee.....

Reinstatement Fee Due \$

If it is 4 months or less to your next renewal, can reinstate and renew by paying this amount \$
Required continuing education courses must be completed for the RENEWAL PERIOD.



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Section E

Background Information

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES NO

You must answer YES to this question even if:

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (including that of a single DUI) provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding every conviction
 - 2) whether you have made any required restitution
 - 3) whether you have completed all conditions of your sentence
 - 4) whether you are on parole or probation (*and the date it will end*)

(2) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES NO

(3) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES NO

If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
- (B) Provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding the disciplinary action
 - 2) whether you have made any required payment
 - 3) whether you have completed all conditions of your disciplinary action
 - 4) whether your license is currently suspended or revoked

(4) Have you conducted any appraisal activity during the period since your license lapsed?

YES (Documentation Attached) NO

If yes, you must attach an explanation and a complete list of all transactions in which you conducted appraiser activity.

Section F

Certification

I hereby authorize a representative of the Georgia Real Estate Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

If activating my classification, I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of a state real estate property appraiser in Georgia until I receive my wall certificate.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Appraiser Signature: _____

Date: _____