



# 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  
Email: greccmail@grec.state.ga.us

## Appraiser Renewal

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 is received, including all supporting documents, 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.

Your renewal can be done online at [www.grec.state.ga.us](http://www.grec.state.ga.us), using a credit card for a reduced fee.  
If you successfully renew online, DO NOT SUBMIT THIS APPLICATION.

- State Registered or State Trainee**  
Include a \$100 non-refundable, renewal fee in the form of a check or money order made payable to the Georgia Real Estate Appraisers Board.
- Licensed, Certified Residential, Certified General**  
Include a \$140 non-refundable, renewal fee in the form of a check or money order made payable to the Georgia Real Estate Appraisers Board. This fee includes the \$40.00 registry fee to the Appraisal Subcommittee.
- Complete sections **A** through **D** of this application.
- Attach any supporting documentation, *if required*, in Section **C**.

## Section A Appraiser Information

Name:  Classification Number:

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"/>



# 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  
Email: greccmail@grec.state.ga.us

## Section B

### Renewal Information

Renewal Month  Date  Year  Renewal Fee   
(mm) (dd) (yyyy)

- Renew my Classification to Active**  
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. Non resident appraisers can submit a copy of their license / pocket card to satisfy Georgia's education requirement.*
- Renew my Classification to Inactive**  
*Any required continuing education courses must be posted to your record to activate at a later date. Further information on education requirements is available on our website at [www.grec.state.ga.us](http://www.grec.state.ga.us).*

## Section C

### 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](http://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

## Section D

### 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.

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

Appraiser Signature:

Date: \_\_\_\_\_