**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**298 BOARD OF REAL ESTATE APPRAISERS**

**Chapter 230: SUPERVISING APPRAISER DUTIES**

**SUMMARY**: This rule establishes the supervisory responsibilities for a certified residential or certified general real property appraiser who supervises a trainee real property appraiser.

**1. Commencement and Termination of Supervisory Relationship**

A certified residential or certified general real property appraiser shall notify the board in writing of the commencement or termination of a supervisory relationship with a trainee real property appraiser no later than ten days after the commencement or termination.

**2. Duties**

A. A supervising appraiser is responsible for the training and direct supervision of the trainee real property appraiser, including:

1. Accepting responsibility for the appraisal report by signing and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;

2. Reviewing with the trainee real property appraisal report(s); and

3. Personally inspecting each appraised property with the trainee real property appraiser until the supervising appraiser determines the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type. The supervising appraiser shall make this determination of competency in writing on a form provided by the board and shall submit the determination to the board no later than ten days thereafter.

B. Records and Reporting

1. The supervising appraiser shall maintain accurate, up-to-date records of all the trainee’s activities and a schedule of hours of work completed.

2. No later than the fifteenth day of each month, a supervising appraiser shall sign and submit a report to the board with respect to each trainee under the appraiser’s supervision. The monthly report shall be made on a form prescribed by the Board and shall, at a minimum, include the following information for the preceding calendar month:

a. Type of property appraised;

b. Whether the supervising appraiser personally inspected the property with the trainee;

c. Client name and address;

d. Address of appraised property;

e. Description of work performed; and

f. Number of work hours.

If the trainee performed no reportable work, the monthly report shall so indicate.

STATUTORY AUTHORITY:

32 M.R.S. §§ 14012, 1427, 14039

EFFECTIVE DATE:

September 18, 1999 – filing 99-374

REPEALED AND REPLACED:

January 1, 2008 – filing 2007-466 September 18, 2022 – filing 2022-179