

ASSOCIATE - RENEWAL NOTICE
INVOICE – AMOUNT DUE \$212.00 ON OR BEFORE JULY 1, 2014

Complete all items below ** (please print). Incomplete form will be returned and will delay the renewal.

Kentucky Real Estate Appraisers Board
135 W. Irvine Street, Suite 301, Richmond, KY 40475
Phone: (859) 623-1658 – Fax: (859) 623-2598 – Website: www.kreab.ky.gov

****Name:** _____

****Company Name:** _____

****Address:** _____

****City, State, Zip:** _____

1. ****Email Address:** _____

2. ****Work Phone:** _____

3. ****Home Phone:** _____ 4. ****Fax No:** _____ 5. ****Mailing Address County:** _____

6. ****Associate Appraisers must list current supervisor(s): ****(1) _____ (2) _____
(3) _____

7. ****Have you been convicted of a felony or misdemeanor in the past twelve months? (excluding traffic offenses)**
No _____ Yes _____. If yes, attached certified copy of Pre-Sentence Report and Final Order of Judgment.

8. ****Has any disciplinary action been brought against any license or certificate held by you in the professional appraisal practice in the past twelve months? No _____ Yes _____. If yes, explain on a separate sheet and include copy of any document reflecting the final action or decision.**

Please note all items listed below:

- **All** Kentucky licensed/certified appraisers **MUST** submit proof of 14 hours, of which 7 of the 14 hours must be the 2014-2015 edition of the National USPAP Update Course, of continuing education by **May 15, 2014**. All education must be completed between July 1, 2013 – May 15, 2014 and submitted to the Board by **May 31, 2014**. **201 KAR 30:125 Non-compliance with either of the requirements specified in this section shall cause the applicant's renewal application to be deemed to be late, which shall result in a \$200 late fee for renewal.**
- Return this **completed** form (signature required) and a check in the amount of **\$212.00** made payable to the KREAB on or before July 1, 2014. Any renewals postmarked July 2, 2014 or later will be considered late and a \$200.00 late charge will be required before license will be issued.
- A period extending from July 2, 2014 – December 31, 2014 provides for automatic renewal upon receipt of the \$212.00 fee plus a \$200.00 late charge. During this time, your license will no longer be valid and you cannot perform appraisals during this period until your license has been reinstated. If your license has not been renewed by January 1, 2015, you must submit a new application and reapply as a new applicant.
- All return checks will be assessed a \$25.00 service fee. The Board may assess a \$200.00 penalty fine for checks returned after July 1, 2014.

To expedite the renewal process, please fax (859) 623-2598, email Angie.Thomas@ky.gov or Kim.Mathias@ky.gov or mail course completion certificates to the board upon completion of the course.

****SIGNATURE REQUIRED:** _____

Form will be returned if not signed. Renewal will not be processed until form is complete and signed.

- Incomplete Forms will be returned!
- Signature Required!
- Fill in all blank fields!
- Continuing Education must be completed before you can renew!