



Columbia Society of Real Estate Appraisers Inc.

New Member and Advancement Application

1. For New Member: Check One AFFILIATE CANDIDATE
For Advancement: Check One SENIOR RESIDENTIAL SENIOR GENERAL
REFERRED BY _____ DISCOUNT IF ANY _____

Membership Fees:
New member: \$100
Advancement: \$25
Make Checks Payable to
Columbia Society of Real
Estate Appraisers Inc.

2. Personal Information/Business Listing:

Name _____

Home Address _____

City _____ County _____ State _____ Zip _____

Business Affiliation _____

Business Address _____

City _____ County _____ State _____ Zip _____

Business Phone _____ Business Fax _____

Email _____

Please check where you would like mail sent: Home Business

3. Organizations: Other professional appraiser organization(s) that you belong to

ORGANIZATION _____ MEMBER SINCE _____ DESIGNATION, IF ANY _____

Have you ever been declined membership in a similar professional organization, or such membership been suspended or revoked? Yes No If "Yes" give full details on a separate sheet.

4. Current New York State (or equivalent) Real Estate Appraiser License/Certification: Check Applicable Box

Licensed Residential Certified Residential Certified General Appraiser Assistant

License/Certification Number _____ State _____ Expiration Date _____

5. Education: Check Highest Level Completed

High School College - Undergraduate Degree College - Graduate Degree

Name and Location of School _____

Years Attended _____ Degree(s) Obtained _____

6. References: This requirement is for NEW MEMBER only. For ADVANCEMENT, include resume, copy of NYS certification, and work samples as noted in DON'T FORGET... section on page 2.

Name _____ Address _____

Phone _____ Fax _____ Email Address _____

Name _____ Address _____

Phone _____ Fax _____ Email Address _____

Name _____ Address _____

Phone _____ Fax _____ Email Address _____

Certification

I hereby certify that the statements contained herein are correct, and if approved for membership, I agree to abide by the Bylaws of the Society, its Code of Ethics, and the Uniform Standards of Professional Appraisal Practice. I agree to supply such additional information as may be required for the processing of this application. I understand that I have the right to cancel my membership at any time by notifying the Society in writing. I understand that membership fees, including application fees, are non-refundable.

Signature _____

Date _____

Instructions for Completing New Member and Advancement Application

- 1. For New Member, Check One Classification: AFFILIATE or CANDIDATE.**
For Advancement, Check One Classification: SENIOR RESIDENTIAL, or SENIOR GENERAL.

Generally, new members come into the Society as either **AFFILIATE or CANDIDATE**. Individuals can apply for advancement to **SENIOR RESIDENTIAL or SENIOR GENERAL** after six months if member is active in attending at least 3 meetings/seminars and if applicant meets the other criteria listed below for **SENIOR RESIDENTIAL or SENIOR GENERAL**. The six-month waiting period can be waived at the discretion of the Society for individuals holding similar designations with other appraiser organizations. Please remit New Member Fee and Advancement Fee if applying under the waiver clause.

The requirements for **AFFILIATE MEMBER** are as follows:

Affiliates must be of good character and interested in the real estate or real estate appraisal profession.
 Affiliates include Realtors, bankers, mortgage brokers, attorneys, and others related to the appraiser profession.
This is not a designated classification, and Affiliates cannot advance to designated classifications.

The requirements for **CANDIDATE MEMBER** are as follows:

Candidates must be of good character and interested in the real estate or real estate appraisal profession.
 Candidates are real estate appraisers seeking professional designations.
This is not a designated classification, but Candidates can advance to designated classifications.

The requirements **SENIOR RESIDENTIAL MEMBER** are as follows:

Submission of a valid New York State (or equivalent) Certified Residential Real Estate Appraiser certification.
This is one of two designated classifications. The accompanying designation for this classification is CSA-R.

The requirements for **SENIOR GENERAL MEMBER** are as follows:

Submission of a valid New York State (or equivalent) Certified General Real Estate Appraiser certification.
This is one of two designated classifications. The accompanying designation for this classification is CSA-G.

- 2. Personal Information:** Please fill in name and address where indicated. Include business listing (if applicable). Include email address so that we can send you meeting notices and other timely announcements. Indicate one location where you would like mail sent.
- 3. Organizations:** Indicate other professional appraiser organizations of which you are a member. If you have been declined membership in a similar organization, please attach separate sheet giving details.
- 4. License/Certification:** Indicate if you are a New York State (or equivalent) licensed or certified real estate appraiser. Include copy of current real estate appraiser certification if applying for Senior Residential or Senior General classification.
- 5. Education:** Indicate highest level of education completed, together with name of the school, years attended, and degree(s) obtained from the school.
- 6. References:** List names, addresses, phone numbers, fax numbers, and email addresses for three business or professional references.
- 7. Date/Signature:** Date and sign application. Signature constitutes acceptance of Bylaws, Code of Ethics, and Uniform Standards of Professional Appraisal Practice. The Code of Ethics and Bylaws are available at www.columbiasociety.org. The Uniform Standards of Professional Appraisal Practice are available at www.appraisalfoundation.org.

Don't Forget...

Include your check in the amount indicated on Page 1. Application fee includes membership dues for the remainder of the year in which the application is made. Membership dues are billed on the second business Friday of the calendar year thereafter.

If advancing to **SENIOR RESIDENTIAL or SENIOR GENERAL**, please include:

- Copy of Resume with 5-year business history
- Copy of New York State real estate appraiser certification (or equivalent)
- 5 work samples representative of your appraisal reports
- Mail or email package to Executive Secretary listed below. Please send electronic documents in .pdf format.

It is the responsibility of the applicant to ensure that all required materials are submitted in a timely fashion. These materials include application, application fee, references, resume, copy of appraiser certification, and work samples where applicable. Incomplete applications will be closed after 12 months. Application fees are non-refundable.

Reference Letter Form

To: Columbia Society of Real Estate Appraisers Inc.

This form may be used in conjunction with your Columbia Society membership application. You may give one form to each of the three references that you listed on your application.

Each form should be filled out and returned to the Columbia Society by the person filling out the form. The form can be sent via mail, fax, or email. If sending via email, please address to Linda@ColumbiaSociety.org.

Date: _____

Subject: Reference Letter for _____

How long have you known the applicant? _____

Would you consider the applicant a person of good character? _____

In what professional capacity do you know the applicant?

If you are familiar with the applicant’s work as an appraiser, please comment on his/her abilities and general performance:

What positive attributes do you think would qualify the applicant as a potentially productive member of the Society?

Signature: _____ **Date:** _____

Name (Please Print Full Name): _____

Phone: _____ **Fax:** _____

Email Address: _____

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