

STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE REAL ESTATE APPRAISER COMMISSION 500 JAMES ROBERTSON PARKWAY NASHVILLE, TN 37243 615-741-1831

CHANGE TO ACTIVE / INACTIVE STATUS APPLICATION

(Must be accompanied by a \$25 fee)

ACTIVE to INACTIVE

The fee for changing from active to inactive status is \$25. A check or money order for that amount must accompany this form made out to: State of Tennessee.

AFFIDAVIT

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| Under Rule 1255-701, I would request that my number is I u | nderstand that while my license/ce | ertificate is in an inactive status, I |
| cannot conduct any appraisals. During this per renewal fees as appropriate. | riod of time, I shall not represent r | nyself as an appraiser. I will pay |
| Printed Name | Signature | Date |
| Sworn to and subscribed before me this | day of | |
| Notary Public | My Commission Expires | |
| INACTIVE to ACTIVE | | |
| The fee for changing from inactive to acti instructions on the next page). A check or mo State of Tennessee . Proof of twenty-eight (28) he period must also accompany the form, seven twenty-eight (28) hours of approved continuing a license was placed in inactive status. Only one (must have been taken in the last renewal cycle time) Your license/certificate will be mailed to the office a Commission of this correctly completed form and until the license/certificate has been received and | oney order for that amount must a purs of approved continuing education (7) of which must be the National education is also required for each 1) seven (7) hour USPAP Update one period. Address as quickly as possible after read appropriate fee. You may not active the period is a possible after read appropriate fee. | accompany this form made out to: on obtained within the past renewal USPAP Update course. Proof of additional renewal cycle since the course is required for the period and eccipt by the Real Estate Appraiser |
| | AFFIDAVIT | |
| I certify that I have taken the required continuin Update course within the last renewal cycle. I shave received my license/certificate and it has been | nall not begin the practice of real est | |
| Printed Name | Signature | Date |
| Sworn to and subscribed before me this | day of | |
| Notary Public | My Commission Expires | |

TO THE LICENSEE:

This form must be completed to change your status from active to inactive or to return to an active status. The fee is \$25 for either transaction. **This form only changes your status.** Please read below regarding renewals and other requirements.

Renewals - 3-4 months prior to expiration date

If changing from active to inactive within renewal period (after renewal form has been issued by office):

- 1) \$25 application fee is required
- 2) renewal fee of \$100 is required
- 3) no continuing education is requested

If changing from **inactive to active** within first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken within 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within 2-yr licensing cycle

If changing from **inactive to active** after the first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken for each 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within last 2-yr licensing cycle

Change of Status Within Licensing Cycle (no pending renewal)

- 1. Prior to the renewal period throughout the licensing cycle, if going from **active to inactive**, only \$25 and appropriate application required.
- 2. If in the midst of licensing cycle and changing from inactive to active, the following is required:
 - a) \$25 and appropriate application
 - b) \$350 additional renewal fee
 - c) \$80 Federal Registry fee
 - d) proof of a total of 28 hours of continuing education within current 2-yr. licensing cycle
 - e) proof of 7-hour USPAP Update within 2-yr licensing cycle

Late Fee (to be remitted after inactive license renewal date)

Inactive license renewals require a \$100 late penalty fee if not renewed in time (by the renewal date).