
Rules of
Department of Economic
Development
Division 245—Real Estate Appraisers
Chapter 5—Fees

Title	Page
4 CSR 245-5.010 Payment	3
4 CSR 245-5.020 Application, Certificate and License Fees.....	3
4 CSR 245-5.030 Miscellaneous Fees	3

**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 245—Real Estate Appraisers
Chapter 5—Fees**

4 CSR 245-5.010 Payment

PURPOSE: This rule establishes that fees are to be paid by cashier's check, money order or personal check and sets a penalty for unpaid checks. The term of certificates and licenses and the no refund policies are established.

(1) All fees shall be paid by cashier's check, money order or personal check made payable to the Missouri Real Estate Appraisers Commission and delivered to the commission.

(2) The certificates and licenses issued by the commission are for a three (3)-year period. The licensee, at the licensee's option, may choose to not pay the entire three (3)-year renewal fee at the time of renewal by marking the appropriate box on the renewal form. If the licensee chooses to not pay the entire renewal fee then the licensee shall remit with his/her renewal application an amount equal to one-third (1/3) of the certificate/license fee. The licensee shall then be required to remit one-third (1/3) of the certificate/license fee by June 30, for the next two (2) subsequent years. Failure to pay either of the two (2) subsequent one-third (1/3) fee installments by June 30 of each year shall be a violation of this regulation and shall render the licensee's license or certificate subject to discipline. Renewal applications and certification/licensure fees must be postmarked by June 30 of each year.

(3) No certificate or license fee, or portion of the fee, will be refunded should any certificate or license be surrendered, suspended or revoked during the term for which the certificate or license is issued.

(4) To renew a current, valid real estate appraiser certificate or license, as of April 29, 1991, the licensee shall file an application on a form approved by the commission and pay the prescribed renewal fee to the commission not earlier than one hundred twenty (120) days nor later than thirty (30) days prior to the expiration date of the certificate or license. Each application for renewal shall be accompanied by evidence in the form prescribed by the commission of having completed the continuing education requirements for renewal specified in this rule.

(5) At the commission's discretion, the commission may grant to a licensee a six (6)-month extension to the annual renewal. The fee for the extension will be one hundred dollars (\$100).

(6) At the commission's discretion, the commission may prorate the annual fees. The fee shall be based on one-twelfth (1/12) of the annual fee as determined by the number of months, or any part of a month, remaining in the fiscal year.

*AUTHORITY: sections 339.509 and 339.513, RSMo (1994). * Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992. Amended: Filed July 21, 1992, effective April 8, 1993. Amended: Filed Jan. 3, 1994, effective June 6, 1994. Amended: Filed Sept. 30, 1994, effective March 30, 1995.*

**Original authority 1990.*

4 CSR 245-5.020 Application, Certificate and License Fees

PURPOSE: This rule sets the fees of original issue and annual fees.

(1) An application fee of one hundred twenty-five dollars (\$125) shall be paid upon original application for certification or licensure to defray the expense of processing and investigating the application.

(2) The following fees shall be paid for original issuance of certificates or licenses and upon the anniversary date of the issuance for those certificates or licenses:

(A) State-Certified General Real Estate Appraiser Fee	\$150.00
(B) State-Certified Residential Real Estate Appraiser Fee	\$150.00
(C) State-Licensed Real Estate Appraiser Fee	\$150.00
(D) Nonresident State-Certified General Real Estate Appraiser Fee	\$150.00
(E) Nonresident State-Certified Residential Real Estate Appraiser Fee	\$150.00
(F) Nonresident State-Licensed Real Estate Appraiser Fee	\$150.00

(G) Delinquent Fee (per month not to exceed a maximum of \$600)	\$ 50.00
(H) Reissuance of a Certificate or License, or Replacement of a Lost, Destroyed or Stolen Certificate or License Fee	\$ 25.00

and

(I) Six (6)-Month Extension Fee \$100.00.

(3) The commission shall transmit to the Appraisal Subcommittee, at least annually, a roster listing individuals who have received a state certificate or license and are eligible to perform appraisals in federally-related transactions. The commission shall transmit to the Federal Financial Institutions Examination Council (FFIEC) an annual registry fee as determined by the Appraisal Subcommittee for those individuals who are listed on the roster provided to the Appraisal Subcommittee. The registry fee is included in the fees in section (2).

(4) All fees are nonrefundable.

AUTHORITY: sections 339.509 and 339.513, RSMo Supp. 1998 and 339.525.5, RSMo Supp. 1997. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 15, 1991, effective Jan. 13, 1992. Amended: Filed Jan. 3, 1994, effective June 6, 1994. Emergency amendment filed March 14, 1994, effective March 24, 1994, expired June 5, 1994. Emergency rule filed March 24, 1995, effective April 3, 1995, expired July 31, 1995. Amended: Filed Jan. 7, 1995, effective June 30, 1995. Amended: Filed Sept. 12, 1996, effective March 30, 1997. Amended: Filed Sept. 1, 1998, effective Feb. 28, 1999.*

**Original authority: 339.509, RSMo 1990, amended 1988, 1990, amended 1990, 1998; and 339.525, RSMo 1990, amended 1997.*

4 CSR 245-5.030 Miscellaneous Fees

PURPOSE: This rule establishes and fixes certain fees and charges statutorily authorized to be made by the Missouri Real Estate Appraisers Commission by the provisions of section 610.026, RSMo.

(1) The following miscellaneous fees for certain services rendered by the Missouri Real Estate Appraisers Commission are established as follows:



- (A) Photocopy Fee (Missouri Real Estate Appraisers Commission public records) (per page) \$ 0.25
- (B) Document Search Fee (Missouri Real Estate Appraisers Commission public records) (per hour) \$20.00
with a minimum fee of \$ 5.00

and

- (C) Access Fee (public records maintained on computer facilities, recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices). Actual cost of reproduction plus document search fee of (per hour) \$20.00
with a minimum fee of \$ 5.00.

(2) Payment of any copying fees and search may be required before any information will be provided.

AUTHORITY: sections 339.509 and 610.026, RSMo 1994. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991.*

**Original authority: 339.509, RSMo 1990 and 610.026, RSMo 1987.*

STATE OF MISSOURI
 DEPARTMENT OF ECONOMIC DEVELOPMENT
 DIVISION OF PROFESSIONAL REGISTRATION
 MISSOURI REAL ESTATE APPRAISERS COMMISSION
 P.O. Box 202, Jefferson City, MO 65102
 (314) 751-0038

APPLICATION TO RENEW
 STATE CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER
 July 1, 1992 - June 30, 1993

FEE: \$225.00

License Number: RA

INSTRUCTIONS

1. YOUR CURRENT CERTIFICATE EXPIRES JUNE 30, 1992. This is the application notice to renew your certification. You may apply for your certification upon receipt of this notice.
2. IN ORDER TO PROVIDE SUFFICIENT TIME FOR PROCESSING, PLEASE RETURN THIS RENEWAL APPLICATION WITH THE CORRECT RENEWAL FEE BY MAY 1, 1992.
3. Use the enclosed envelope to return this renewal notice and renewal fee of \$225.00, payable to MISSOURI REAL ESTATE APPRAISERS COMMISSION. Do not enclose any other item in the envelope.
4. If your name and/or address has changed from that printed on this notice, mark out and clearly print the new information. If requesting a name change, you must sign your new name in the space indicated above.
5. All fees are non-refundable.
6. You may not practice after June 30, 1992 unless you renew by the expiration date.

Signature: _____ Date of Application: _____

Office Phone No. _____ Home Phone No. _____

NOTE: For questions concerning renewal, please call (314) 751-0038.

**A CERTIFICATE WILL NOT BE ISSUED WITHOUT THE CORRECT FEE STATED ABOVE AND
 SUBMISSION OF THIS PROPERLY COMPLETED FORM
 PLEASE ALLOW 60 DAYS FOR THE PROCESSING OF YOUR RENEWAL CERTIFICATE**

STATE OF MISSOURI
DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF PROFESSIONAL REGISTRATION
MISSOURI REAL ESTATE APPRAISERS COMMISSION
P.O. Box 202, Jefferson City, MO 65102
(314) 751-0038

APPLICATION TO RENEW
STATE LICENSED REAL ESTATE APPRAISER

July 1, 1992 - June 30, 1993

FEE: \$200.00

License Number: RA

INSTRUCTIONS

1. YOUR CURRENT LICENSE EXPIRES JUNE 30, 1992. This is the application notice to renew your license. You may apply for your license upon receipt of this notice.
2. **IN ORDER TO PROVIDE SUFFICIENT TIME FOR PROCESSING, PLEASE RETURN THIS RENEWAL APPLICATION WITH THE CORRECT RENEWAL FEE BY MAY 1, 1992.**
3. Use the enclosed envelope to return this renewal notice and renewal fee of \$200.00, payable to MISSOURI REAL ESTATE APPRAISERS COMMISSION. Do not enclose any other item in the envelope.
4. If your name and/or address has changed from that printed on this notice, mark out and clearly print the new information. If requesting a name change, you must sign your new name in the space indicated above.
5. All fees are non-refundable.
6. You may not practice after June 30, 1992 unless you renew by the expiration date.

Signature: _____ Date of Application: _____

Office Phone No. _____ Home Phone No. _____

NOTE: For questions concerning renewal, please call (314) 751-0038.

**A LICENSE WILL NOT BE ISSUED WITHOUT THE CORRECT FEE STATED ABOVE AND
SUBMISSION OF THIS PROPERLY COMPLETED FORM
PLEASE ALLOW 60 DAYS FOR THE PROCESSING OF YOUR RENEWAL LICENSE**