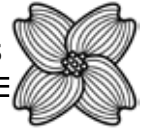




RULES OF  
**Department of Commerce and  
Insurance**  
**Division 2245—Real Estate Appraisers**  
**Chapter 2—General Rules**

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**TITLE 20 – DEPARTMENT OF COMMERCE AND  
INSURANCE**  
**Division 2245 – Real Estate Appraisers**  
**Chapter 2 – General Rules**

**20 CSR 2245-2.010 Definitions**

*PURPOSE: This rule defines the terminology used in the rules of the Missouri Real Estate Appraisers Commission.*

(1) Words defined in sections 339.500–339.549, RSMo, shall have the same meaning when used in these rules and, in addition, unless the context plainly requires a different meaning – Licensee, for the purposes of this Act, means an individual person who has been certified as a state-certified general real estate appraiser, a state-certified residential real estate appraiser, a state-licensed real estate appraiser, or a licensed appraisal management company.

(2) In accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, all real estate-related transactions will be protected by requiring that real estate appraisals utilized in connection with federally-related transactions are performed in writing, in accordance with uniform standards, by state-certified or state-licensed real estate appraisers. Federally-related transactions means any real property-related financial transaction in which a federal financial institution engages in, contracts for, or regulates. The financial institution regulatory agencies include the Federal Deposit Insurance Corporation (FDIC); the Federal Reserve System (FED); the National Credit Union Administration (NCUA); the Office of the Comptroller of the Currency (OCC); and the Department of the Treasury, Office of Thrift Supervision (OTS).

*AUTHORITY: sections 339.503, 339.509, and 339.544, RSMo 2016.\* This rule originally filed as 4 CSR 245-2.010. 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. Moved to 20 CSR 2245-2.010, effective Aug. 28, 2006. Amended: Filed Nov. 13, 2012, effective June 30, 2013. Amended: Filed April 6, 2018, effective Oct. 30, 2018.*

*\*Original authority: 339.503, RSMo 1990, amended 1998, 2009, 2010, 2012; 339.509, RSMo 1990, amended 1998, 2012; and 339.544, RSMo 1998.*

**20 CSR 2245-2.020 Commission Action**

*PURPOSE: This rule establishes how the commission may take action and further restricts the staff from engaging in the real estate appraisal industry while in the commission's employment.*

(1) Any act to be taken by the commission pursuant to the license law or these rules may be performed by the number of commission members or by those officers, employees, agents or representatives of the commission as is permitted by law and authorized by a majority of the commission's membership. The commission may take authorized action by a mail ballot or by a conference telephone call and any action so taken shall be recorded in the minutes of the commission.

(2) Neither the executive director nor any other employee or agent of the commission, except the commissioners or

contracted investigators during the period of his/her employment by the commission, shall engage in any act for which a certificate or a license is required under the provisions of the license law or receive or become entitled to receive any fee or compensation of any kind, in any capacity whatsoever, either directly or indirectly, in connection with any real estate appraisal transaction.

(3) Upon receipt of a complaint in proper form, the commission may investigate the actions of the licensee against whom the complaint is made. In conducting an investigation, the commission, at its discretion, may request the licensee under investigation to answer the charges made against him/her in writing and to produce relevant documentary evidence and may request him/her to appear before the commission. Upon its own motion, the commission may initiate an inquiry or investigation against an applicant or a licensee. Failure of a licensee to respond in writing, within thirty (30) days from the date of the commission's written request or inquiry, mailed to the licensee's address currently registered with the commission, will be sufficient grounds for taking disciplinary action against that licensee.

(4) The commission may, at its discretion, investigate anonymous complaints.

*AUTHORITY: section 339.509, RSMo 2016.\* This rule originally filed as 4 CSR 245-2.020. 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 Sept. 2, 1993, effective April 9, 1994. Moved to 20 CSR 2245-2.020, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective July 30, 2007. Amended: Filed May 19, 2021, effective Nov. 30, 2021. Amended: Filed Aug. 17, 2022, effective Feb. 28, 2023.*

*\*Original authority: 339.509, RSMo 1990, amended 1998, 2012.*

**20 CSR 2245-2.030 Records**

*PURPOSE: This rule establishes which records are public documents and which are confidential.*

(1) All public records of the Real Estate Appraisers Commission shall be open for inspection and copying by any member of the general public during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays) except for those records closed pursuant to section 610.021, RSMo. All public meetings of the Real Estate Appraisers Commission not closed pursuant to the provisions of section 610.021, RSMo, will be open to any member of the public.

(2) The commission establishes the executive director of the commission as the custodian of its records pursuant to section 610.023, RSMo. The executive director is ultimately responsible for the maintenance of the commission's records and for responses to requests for access to public records.

(3) Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of the records, the commission may charge a reasonable fee for the cost for document search and copying the records. The fees charged by the commission shall be as follows:

(A) A fee for document search (research) shall not exceed



the actual cost of document search and shall be established by commission rule;

(B) A fee for copying public records shall not exceed the actual cost of duplication and shall be established by commission rule; and

(C) All fees collected shall be remitted to the Department of Revenue for deposit in the State Treasury to the credit of the Missouri Real Estate Appraisers Fund.

*AUTHORITY: section 339.509, RSMo 2016.\* This rule originally filed as 4 CSR 245-2.030. 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. Moved to 20 CSR 2245-2.030, effective Aug. 28, 2006. Amended: Filed April 6, 2018, effective Oct. 30, 2018. Amended: Filed Aug. 17, 2022, effective Feb. 28, 2023.*

*\*Original authority: 339.509, RSMo 1990, amended 1998, 2012.*

### **20 CSR 2245-2.040 Appraiser's Seal**

(Rescinded July 30, 2007)

*AUTHORITY: section 339.509, RSMo Supp. 1990. This rule originally filed as 4 CSR 245-2.040. 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 July 21, 1992, effective April 8, 1993. Moved to 20 CSR 2245-2.040, effective Aug. 28, 2006. Rescinded: Filed Nov. 21, 2006, effective July 30, 2007.*

### **20 CSR 2245-2.050 Appraiser's Assignment Log**

*PURPOSE: This rule mandates that licensees shall maintain a summarized listing of all real estate appraisal reports handled by the appraiser and make the listing available for commission inspection at all reasonable times.*

(1) Every licensee shall maintain a summarized listing of the real estate appraisal assignments which the licensee is required to retain under section 339.537, RSMo. This summarized listing shall include, at a minimum, the following information:

- (A) Date the appraisal report is signed;
- (B) Specific location or address of the property appraised;
- (C) Client's name;
- (D) Appraiser(s) involved in the appraisal;
- (E) Property type;
- (F) Appraised value; and
- (G) Type of form used, if any.

(2) The records shall be made available for inspection by the commission and its authorized agents at all times during usual business hours at the licensee's regular place of business.

*AUTHORITY: sections 339.509 and 339.537, RSMo 2016.\* This rule originally filed as 4 CSR 245-2.050. Original rule filed Sept. 12, 1996, effective March 30, 1997. Moved to 20 CSR 2245-2.050, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective July 30, 2007. Amended: Filed Oct. 30, 2007, effective April 30, 2008. Amended: Filed Nov. 9, 2017, effective May 30, 2018.*

*\*Original authority: 339.509, RSMo 1990, amended 1998, 2012 and 339.537, RSMo 1990, amended 2003, 2012.*