# Rules of
## Department of Economic Development
### Division 245—Real Estate Appraisers
#### Chapter 4—Certificates and Licenses

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PURPOSE: This rule declares the form and contents to be identified on the certificate or license.

(1) The commission shall, to each licensee a certificate or license, as applicable, in a form as shall be prescribed by the commission. The certificate, license, or both, shall have on it the state seal and, in addition, shall contain other matters as shall be prescribed by the commission.

(2) Certificate and license documents, application and renewal materials and pocket cards shall remain the property of the state and upon any suspension, revocation or denial of a certificate or license, the individual holding the related certificate or license document and pocket card shall return them to the commission within ten (10) days of notification by the commission.


4 CSR 245-4.030 Fictitious Name

PURPOSE: This rule requires that a licensee doing business under any other name must register the name(s) with the commission.

(1) Any licensee doing business under any name other than the exact name shown on his/her certificate or license shall first register the name(s) with the commission.


4 CSR 245-4.050 Nonresident Certification or Licensure; Reciprocity

PURPOSE: This rule clarifies and qualifies who may obtain a nonresident certificate or license and the condition for renewal.

(1) A nonresident person seeking a certificate or license to engage in the real estate appraisal business in Missouri first apply for an appropriate certificate or license on a form provided by the commission and shall sign the application before a notary public and submit the same with the required fee to the commission.

(2) The commission may issue a new certificate or license for each renewal period upon receipt of a properly completed renewal application, including proof of completion of the continuing education requirements pursuant to this Act and the fee postmarked before midnight, June 30, of each year of expiration. Delinquent renewal applications must be accompanied by a delinquent fee of fifty dollars ($50) per month or partial month elapsed since the expiration date not to exceed six hundred dollars ($600). Any licensee who fails to complete continuing education requirements will not be eligible for certification or license renewal.

(3) Each licensee shall carry his/her pocket card upon his/her person at all times when conducting any real estate appraisal-related activity and shall exhibit it upon demand.


ed the commission is furnished verification that the appraiser is in good standing with his/her state of domicile and any other state that he/she has held licensure or certification. An individual applicant for a certificate or license who is not certified or licensed in his/her state of domicile may be granted a certificate or license upon meeting all requirements of a resident for that certificate or license.

(3) After certification or licensure, a nonresident licensee shall be subject to and shall comply with all provisions of the license law and these regulations.

(4) The commission may exempt the examination, application process, application and/or fees, as prescribed by the certification or licensure law a nonresident individual duly certified or licensed in any other state under the laws of which a similar exemption is extended to licensees of Missouri, provided a written agreement for reciprocal certification or licensure exists between the licensing authorities of the states involved. A nonresident applicant may petition the commission to waive the examination when a written agreement for reciprocal certification or licensure does not exist between Missouri and the nonresident’s state of domicile. A nonresident applicant must provide the commission with a letter from the licensing authority of his/her state of domicile indicating that the nonresident applicant successfully passed an examination approved by the Appraisal Qualifications Board of the Appraisal Foundation.


4 CSR 245-4.060 Temporary Nonresident Certificate or License

PURPOSE: This rule clarifies and qualifies who may obtain a temporary nonresidential certificate or license.
STATE OF MISSOURI
REAL ESTATE APPRAISERS COMMISSION
APPLICATION FOR NON-RESIDENT CERTIFICATE OR LICENSE

PLEASE PRINT OR TYPE IN BLACK INK

THE APPLICATION OF EVERY NON-RESIDENT FOR A CERTIFICATE OR A LICENSE AS A REAL ESTATE APPRAISER MUST BE ACCOMPANIED BY THIS SIGNED AND NOTARIZED FORM.

APPLICANT NAME (FIRST, MIDDLE, LAST)

ADDRESS (STREET, CITY, STATE, ZIP CODE)

COUNTY

I, the above named applicant, having this day made application to the Missouri Real Estate Appraisers Commission for a certificate or license as a real estate appraiser in accordance with an Act of the Missouri General Assembly (85th General Assembly, 2nd Regular Session) and being a non-resident of the State of Missouri, do hereby irrevocably consent that suits and actions may be commenced against me, from and after the date of issuance of a certificate or license by said Missouri Real Estate Appraisers Commission, in the proper court of any County in the State of Missouri, in which a cause of action may arise against me growing out of my real estate appraisal business, by the service of any and all processes authorized by the laws of the State of Missouri being served upon the Executive Director of the said Missouri Real Estate Appraisers Commission, and I further consent that such service of such processes on said shall be taken and held in all Courts of the State of Missouri to be as valid and binding as if due or personal service had been made upon me in the State of Missouri.

MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

APPLICANT SIGNATURE

DATE

NOTARY PUBLIC

STATE OF

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

USE RUBBER STAMP IN CLEAR AREA BELOW.
State of Missouri
Real Estate Appraisers Commission

Was on this date certified as

in conformity with and subject to the provisions of Chapter 339 of the Revised Statutes of Missouri.

SEAL

EXECUTIVE DIRECTOR

In Testimony Whereof, the Missouri Real Estate Appraisers Commission has issued this certificate or license No. _________ and affixed the Seal of the Commission this _______ day of __________, ___.

CHAIRMAN

This certificate does not authorize the holder to use the title, state certified or state license unless it is accompanied by a current permit.