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# Rules of Department of Economic Development

## Division 245—Real Estate Appraisers Chapter 4—Certificates and Licenses

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 245—Real Estate Appraisers  
Chapter 4—Certificates and Licenses**

**4 CSR 245-4.010 Form and Contents**

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

(1) The commission shall issue 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 show the name of the licensee and a certificate or license number assigned by the commission. Each certificate, license, or both, shall have imprinted 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 of a 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.

*AUTHORITY: sections 339.509 and 339.527, RSMo (Cum. Supp. 1990). \* 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 1990.*

**4 CSR 245-4.020 Expiration and Renewal**

*PURPOSE: This rule establishes the dates of certificate and license validity and the obligation of licensees for renewal of the same.*

(1) Every certificate or license issued and every certificate or license renewal shall expire on June 30 in every third year after the date of issuance. The commission may mail to each licensee, at least sixty (60) days prior to the expiration date of each renewal year, a notice of the expiration and application for renewal of the certificate or license to the licensee's address on file with the commission. The commission may issue a new certificate or license for each renewal period upon receipt of a properly completed renew-

al application, including proof of completion of the continuing education requirements pursuant to this Act and the annual fee post-marked 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. Any licensee who fails to complete continuing education requirements will not be eligible for certification or license renewal.

(2) Failure of a licensee to receive the notice and application to renew from the commission shall not excuse the licensee from the requirements for renewal contained in this rule. Any licensee who fails to renew within twelve (12) months of the expiration must take and pass an examination designated by the commission in order to show current knowledge of real property appraisal practices, techniques and procedures before the certificate or license may be renewed.

(3) Each licensee shall notify the commission in writing within thirty (30) days following a change in name, home or business address.

(4) A licensee may request that his/her license or certificate be placed on inactive status by notifying the commission, in writing, of his/her intentions. A licensee may be placed on inactive status only once for a maximum of three (3) years and shall maintain the continuing education as required by 4 CSR 245-8. A license or certificate which is inactive may not be reactivated until the licensee presents satisfactory completion of the required continuing education and has paid the appropriate fees. Any licensee who fails to reactivate his/her license or certificate within three (3) years must reapply to the commission for licensure or certification by meeting the current requirements, taking and passing an examination and paying the appropriate fees. While a license or certificate is on inactive status, a licensee shall not hold him/herself out to any member of the public or represent him/herself as a state-certified real estate appraiser or a state-licensed real estate appraiser, as defined by section 339.541, RSMo.

*AUTHORITY: sections 339.509 and 339.519, RSMo (Cum. Supp. 1990). \* 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.*

*\*Original authority 1990.*

**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.

*AUTHORITY: sections 339.509 and 339.527, RSMo (Cum. Supp. 1990). \* 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 1990.*

**4 CSR 245-4.040 Individual License; Business Name; Pocket Card**

*PURPOSE: This rule assures that the commission may fulfill its regulatory authority over licensees. In order to fulfill its authority, it must be in a position to communicate with and identify all licensees. The license pocket card is a consumer protection measure where the licensee may offer proof of his/her professional status.*

(1) A licensee shall not conduct his/her business under any other name or at any other address than the one for which his/her individual certificate or license is issued unless s/he first complies with 4 CSR 245-4.020. If a licensee changes his/her name or business address, s/he shall notify the commission in writing within thirty (30) days after the change becomes effective.

(2) In addition to the individual certificate or license to be issued to each licensee, the commission shall furnish a pocket card to each individual licensee, which shall certify that the person whose name appears on the pocket card is a state-certified general real estate appraiser, a state-certified residential real estate appraiser or a state-licensed real estate appraiser as the case may be.

(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.



*AUTHORITY: sections 339.509 and 339.529, RSMo (Cum. Supp. 1990).\* 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 1990.*

**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 shall 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 certificate or license to an individual who is certified or licensed in his/her state of domicile, provided the commission is furnished a letter from the licensing authority of his/her state of domicile, that his/her certificate or license is in good standing and that no complaint against him/her is pending. 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 annual 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.

*AUTHORITY: sections 339.509, 339.521 and 339.523, RSMo (1994).\* Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992. Amended: Filed Sept. 2, 1993, effective April 9, 1994. Amended: Filed Jan. 17, 1995, effective June 30, 1995.*

*\*Original authority 1990.*

**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.*

(1) The commission may recognize, on a temporary basis, the certification or licensure of an appraiser issued by another state if the property to be appraised is part of a federally-related transaction, the appraiser's business is of a temporary nature and the appraiser registers with the commission.

*AUTHORITY: sections 339.509 and 339.521, 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 March 14, 1996, effective Sept. 30, 1996.*

*\*Original authority 1990.*



STATE OF MISSOURI  
REAL ESTATE APPRAISERS COMMISSION

**APPLICATION FOR NON-RESIDENT CERTIFICATE OR LICENSE**

P.O. BOX 202  
JEFFERSON CITY, MO 65102  
(314) 751-0038

**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.

<b>MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC</b>	APPLICANT SIGNATURE	DATE
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<b>NOTARY PUBLIC</b>		
<small>NOTARY PUBLIC EMBOSSEER SEAL</small>	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	19
	<small>NOTARY PUBLIC SIGNATURE</small>	<small>MY COMMISSION EXPIRES</small>
<small>NOTARY PUBLIC NAME (TYPED OR PRINTED)</small>		<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>

MO 419-1806 (11-90)



# 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

CHAIRMAN

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 \_\_\_\_\_, \_\_\_\_\_.

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