

Advisory Review Application

(Please print legibly)

Name Account # Date

General Associate Member (Select two (2) reports for review)

Residential Associate Member (Select five (5) reports for review)

Associate Member's Request

Date of Report	Address

Your Reports

Once your application is received, you will be contacted via email and set up with an account into which you can upload your reports via a web browser. Please DO NOT e-mail any reports directly to the national office or the screener.

Signature Date

❖ Please **scan and email** this Application to: experience@appraisalinstitute.org

❖ If you have any questions, please email experience@appraisalinstitute.org or call (312) 335-4111.

Advisory Review Instructions: Residential and General Associate Members

One of the many benefits of your Associate membership is the Advisory Review, which provides educational and constructive feedback about your work. It is not a requirement for designation, but is a highly recommended option for all Associate members. You may choose to have an Advisory Review (or more than one) at any time prior to submitting for Final Level Experience Credit. The work chosen for Advisory Review cannot be chosen to be reviewed again in a final level review. However, the hours can apply for final level credit.

Application for the Advisory Review requires the submission of an Advisory Review Application and the copies of reports to be reviewed.

- Residential Associate members may submit five (5) reports for review.
- General Associate Members may submit two (2) reports for review.

You may choose reports that represent your most common work for feedback on your day-to-day work product, or you may choose a specialty property report to receive specific input to broaden your base of knowledge.

Instructions and Submission of the Advisory Review Application

- 1) Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- 2) Please indicate whether you are a Residential or General Associate Member.
- 3) List the Reports you are submitting for Advisory Review.
- 4) Identification of the report should include the date of the report and the address or other specific identifying information.
- 5) Scan/email application as an attachment (PDF, JPEG, TIF) to experience@appraisalinstitute.org.

Note: Once your application is received, you will be contacted via email and set up with an account into which you can upload your reports via a web browser. Please DO NOT e-mail any reports directly to the national office or the screener.

Assistance with Advisory Review Submission

If you need assistance completing your application for Advisory Review, please contact the Associate Member Service Center via email at experience@appraisalinstitute.org or at (312) 335-4111.