

Kentucky Transportation Cabinet - Division of Right of Way & Utilities

Appraisal Prequalification Process

- All inquiries for prequalification should be directed to the Appraisal Branch Manager – Eric R. Monhollon – Eric.Monohollon@ky.gov
- The applicant will complete form TC 62-3 – Experience Questionnaire for Fee Appraiser.
 - The form must be submitted electronically to the Appraisal Branch Manager with:
 - The Appraiser’s resume.
 - Current Kentucky Certification Certificate
 - Four examples of the Appraiser’s work
 - The examples should reflect all aspects of the Appraiser’s experience and practice.
- All submitted documents will be reviewed by the Appraisal Prequalification Committee
- The Following Criteria will be used by the Committee to review the Appraiser’s qualifications.
 - **Education** – A minimum of four years of college with a BA or BS degree. Four years of demonstrated eminent domain appraisal experience will substitute for the required degree. Applicant must be certified by The Kentucky Real Estate Appraisers Board at the time of application.
 - **Experience** – A minimum of five years of full-time experience appraising real estate. An appraiser will be considered full time if 50% or more of the time is devoted to appraising. The five years counted must have been completed in the last seven years.
 - **Knowledge** – Appraiser’s must have a layman’s understanding of state laws regarding items of compensability and non-compensability in eminent domain acquisitions; must be able to read engineering plans and specifications; Must be able to prepare various economic studies related to the documentation of appraisals and must have a good public relations demeanor.
 - **References** – Appraisers must provide references (if required). The provided examples of the appraiser’s work will be reviewed by the committee to determine if the technical quality of the Appraiser’s work meets the Cabinet’s requirements.
- Upon review of the documents submitted by the Appraiser, If the committee finds that the Appraiser meets the standards listed above, he or she will be offered the opportunity to meet the final **Technical** requirement by sitting for the Right of Way & Utilities Appraiser Prequalification Exam.
 - The exam consists of 75 questions and the applicant must receive a score of 70% or better to pass.
 - The appraiser may sit for the exam at any of the following:
 - Transportation Cabinet Office Building
200 Mero Street
Frankfort KY 40622
 - District 1 Office
5501 Kentucky Dam Road
Paducah KY 42003
 - District 2 Office
1840 N. Main Street
Madisonville KY 42431

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District 3 Office
900 Morgantown Rd
Bowling Green KY 42101

District 4 Office
634 E. Dixie Hwy
Elizabethtown KY 42701

District 5 Office
8310 Westport Rd
Louisville KY 40242

District 6 Office
421 Buttermilk Pk
Covington KY 41017

District 7 Office
800 Newtown Ct
Lexington KY 40511

District 8 Office
1660 S. US 27
Somerset KY 42502

District 9 Office
822 Elizaville Ave
Flemingsburg KY 41041

District 10 Office
473 Highway 15 South
Jackson KY 41339

District 11 Office
603 Railroad Ave
Manchester KY 40962

District 12 Office
109 Loraine St
Pikeville KY 41501

- If the Appraiser passes the exam he or she will be added to the List of Prequalified Appraisers. They will be qualified to respond to all Requests for Qualifications from the Transportation Cabinet.
- The list is also distributed to several State and Local agencies and to the State's university system.
- If the Appraiser does not pass the exam, he/she will have to wait 90 days to sit for the exam a second time.
- A second unsuccessful attempt to pass results in the suspension of the ability to reapply for prequalification for one year from the date of the last exam.