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| **IMPORTANT:** Answers to all questions below must be answered in sufficient detail to describe the extent of your appraisal experience. **NOTE:** This data will become part of your appraisal file in Frankfort and will be updated periodically. Should any substantive changes in the data occur in the interim, please notify the Appraisal Branch Manager, Division of Right of Way & Utilities, at (502) 782.4947 so that we may maintain current files. |
| **SECTION 1: FIRM & FEE APPRAISER INFORMATION** |
| **FIRST NAME**      | **LAST NAME**      | **RESIDENTIAL ADDRESS**      |
| **PHONE**      | **EMAIL**      | **WEBSITE ADDRESS**      |
| **NAME OF FIRM**      | **MAILING ADDRESS**      |
| **PHONE** *(firm)*      | **YEAR FIRST EMPLOYED**      | **# OF OFFICE STAFF**      | **# OF APPRAISERS**      | **# OF CLERICAL**      |
| **SECTION 2: EDUCATION & PROFESSIONAL EXPERIENCE** |
| **EDUCATION** *(highest degree, type, school, year, etc.)*      |
| **PROFESSIONAL DESIGNATIONS & YEAR ACQUIRED**      |
| **PROFESSIONAL AFFILIATIONS & OFFICES HELD IN EACH**      |
| **# OF YEARS EXPERIENCE PREPARING WRITTEN APPRAISAL REPORTS**      |
| **% of WORK TIME SPEND DURING THE LAST FIVE (5) YEARS IN:** | Appraising |       | % |  |  |  |  |  |
| Brokerage Sales |       | % |  | Property Management |       | % | Appraisal Review |       | % |  |
| Other |       | % |  | For Whom? |       |
| **APPROXIMATE PERCENTAGE OF APPRAISAL WORK GENERATED IN:** | Residential |       | % | Farms |       | % |
| Commercial |       | % |  | Industrial |       | % |  | Special Purpose |       | % |  |  |  |
| **PROFESSIONAL OR CONTINUING EDUCATION** *(show courses, seminars, approximate dates attended and ATTACH PROOF OF COMPLETION FOR 80 HOURS TESTED APPRAISAL EDUCATION AND 20 HOURS REAL ESTATE EDUCATION)* |
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| **SECTION 3: APPRAISAL EXPERIENCE** |
| As an appraiser in Kentucky, do you hold**:** |
| [ ]  | Residential Real Property Appraiser’s Certificate | **KY LICENSE #**      |
| [ ]  | General Real Property Appraisers Certificate |
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| **YEAR OF LAST HIGHWAY DEPARTMENT ASSIGNMENT**      | **# of PARCELS**      |
| If none, describe appraisal work during the last five years. |
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| Did these appraisals involve partial takings with damage to remainders? |
| [ ]  Yes [ ]  No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| What percentage of appraisals were:  | Narrative |  | % | Form |  | % |
| Describe extent of documentation. |
|       |
| List the clients for whom you have provided appraisals. *(If available, a resume may be attached.)* |
|       |
| Would you be willing to take appraisal assignments throughout the state? | [ ]  Yes | [ ]  No  | Or only in the following: |
| [ ]  District 1 *(Paducah area)* | [ ]  District 2 *(Madisonville area)* | [ ]  District 3 *(Bowling Green area)* |
| [ ]  District 4 *(Elizabethtown area)* | [ ]  District 5 *(Louisville area)* | [ ]  District 6 *(Covington area)* |
| [ ]  District 7 *(Lexington area)* | [ ]  District 8 *(Somerset area)* | [ ]  District 9 *(Flemingsburg area)* |
| [ ]  District 10 *(Jackson area)* | [ ]  District 11 *(Manchester area)* | [ ]  District 12 *(Pikeville area)* |
| Have you ever qualified as an expert witness in court? [ ]  Yes [ ]  No  | *(If yes, name court or other jurisdiction and client.)* |
|       |
| Have you ever been employed by the state of Kentucky? [ ]  Yes [ ]  No *(If yes, list date of termination and reason for leaving.)* |
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| Have you ever been discharged from a position for cause? [ ]  Yes [ ]  No *(If yes, provide details below.)* |
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| **SECTION 3: APPRAISAL EXPERIENCE** *(cont.)* |
| Have you ever been convicted of violating any criminal laws? [ ]  Yes [ ]  No *(If yes, provide details in a separate attachment.)* |
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| **SECTION 4: SIGNATURE CERTIFICATION** |
| I hereby certify that the data provided in the information above is true and correct and I acknowledge that failure to give true and factual data may result in my name not being placed on the prequalified list of appraisers or being removed from the list when the information is updated. |
| **SIGNATURE** | **DATE** |
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| **TRANSPORTATION CABINET, DIVISION OF RIGHT OF WAY****APPRAISER PREQUALIFICATION REQUIREMENTS** |
| ***The Commonwealth of Kentucky’s Transportation Cabinet Department of Highways intends to contract for the services of independent fee appraisers to appraise parcels for the right of way acquisition on various projects throughout the state.******Due to the extensive documentation required for right of way acquisition appraisals, the “Appraiser Prequalification and Selection Committee” developed the prequalification and review procedures. To assure that the Transportation Cabinet has fee appraisers qualified to make acceptable appraisals that comply with the state and federal requirements, the general qualifications listed below were developed for the Cabinet’s prequalified list of appraisers.*** |
| **EDUCATION** | A minimum of four years college with a BA or BS degree. Four consecutive years of demonstrated eminent domain appraisal experience will substitute for the required degree. All applicants must be certified by the Kentucky Real Estate Appraisers Board at the time of applications |
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| **EXPERIENCE** | A minimum of five years full-time experience in appraising real estate. An appraiser will be considered full time if 50% or more of his time is devoted to appraising. The five years counted must be worked within the last seven years. |
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| **KNOWLEDGE** | Appraisers 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. |
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| **TECHNICAL** | Appraisers must successfully complete Part 1 (General Real Estate and Appraising), Part 2 (General Residential Application) and Part 3 (Commercial and Income Producing) of the Division of Right of Way and Utilities’ Prequalification Examination. Each of the three sections will be graded independently with the three scores averaged to derive a composite score. A composite score of 75% must be achieved to be considered for prequalification. |
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| **REFERENCES** | Appraisers must be able to furnish references (*if required*) and submit copies of recent appraisal work for review by the Cabinet’s “*Appraiser Prequalification and Selection Committee*” to determine if the technical quality of the applicant’s work meets Cabinet requirements. |
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| **DISTRICT OFFICE INFORMATION** |
| **DISTRICT 1** | **CITY:** Paducah**AREA:** 12 county area in far western Kentucky**COUNTIES:** Ballard, Calloway, Carlisle, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, McCracken, Trigg |
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| **DISTRICT 2** | **CITY:** Madisonville**AREA:** 11 county area in western Kentucky**COUNTIES:** Caldwell, Christian, Daviess, Hancock, Henderson, Hopkins, McLean, Muhlenberg, Ohio, Union, Webster |
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| **DISTRICT 3** | **CITY:** Bowling Green **AREA:** 10 county area in western Kentucky**COUNTIES:** Allen, Barren, Butler, Edmonson, Logan, Metcalfe, Monroe, Simpson, Todd, Warren |
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| **DISTRICT 4** | **CITY:** Elizabethtown**AREA:** 11 county area in central Kentucky**COUNTIES:** Breckinridge, Grayson, Green, Hardin, Hart, Larue, Marion, Meade, Nelson, Taylor, Washington |
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| **DISTRICT 5** | **CITY:** Louisville**AREA:** 8 county area and includes the Commonwealth’s capital city, Frankfort**COUNTIES:** Bullitt, Franklin, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble |
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| **DISTRICT 6** | **CITY:** Covington**AREA:** 11 county area in northern Kentucky**COUNTIES:** Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Harrison, Kenton, Owen, Pendleton, Robertson |
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| **DISTRICT 7** | **CITY:** Lexington**AREA:** 12 county area in Kentucky’s Bluegrass region**COUNTIES:** Anderson, Bourbon, Boyle, Clark, Fayette, Garrard, Jessamine, Madison, Mercer, Montgomery, Scott, Woodford |
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| **DISTRICT 8** | **CITY:** Somerset**AREA:** 10 county area in south central Kentucky on Lake Cumberland**COUNTIES:** Adair, Casey, Clinton, Cumberland, Lincoln, McCreary, Pulaski, Rockcastle, Russell, Wayne |
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| **DISTRICT 9** | **CITY:** Flemingsburg**AREA:** 10 county area in northeastern Kentucky**COUNTIES:** Bath, Boyd, Carter, Elliott, Fleming, Greenup, Lewis, Mason, Nicholas, Rowan |
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| **DISTRICT OFFICE INFORMATION** (*cont.*) |
| **DISTRICT 10** | **CITY:** Jackson**AREA:** 10 county area in eastern Kentucky**COUNTIES:** Breathitt, Estill, Lee, Magoffin, Morgan, Owsley, Perry, Powell, Wolfe |
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| **DISTRICT 11** | **CITY:** Manchester**AREA:** 8 county area in southeastern Kentucky**COUNTIES:** Bell, Clay, Harlan, Jackson, Knox, Laurel, Leslie, Whitley |
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| **DISTRICT 12** | **CITY:** Pikeville**AREA:** 7 county area in the easternmost region of Kentucky**COUNTIES:** Floyd, Johnson, Knott, Lawrence, Letcher, Martin, Pike |
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