MASS Appraisal Experience Log Instructions

For all appraisal assignments as of January 1, 2015

The Experience Log is an Excel spreadsheet. Your computer must have the Microsoft Excel program installed in order to complete the spreadsheet.

# Cover Sheet

1. Applicant Information (Top section)
	1. Type your name and Appraiser number
	2. Type in your main client (Typically your county assessor’s office)
	3. Sign and date your log when submitted to the Division of Real Estate
2. Supervisor Information (Middle section)
	1. Type supervisor name and license number (use one line per supervisor)
	2. Have supervisor(s) sign the log when submitted to the Division of Real Estate
3. Summary of hours (Bottom section)
	1. You don’t need to do anything here. This section will automatically calculate based on what is entered on the experience logs.

# Experience log (Appendix 1 is for Residential Hours, Appendix 2 is for Commercial Hours, Appendix 3 is for Mass Appraisal Hours)

1. Supervisor Signature and Date
	1. Supervisor must sign and date each page
	2. It is recommend to have supervisor sign on a frequent basis
2. Supervisor
	1. Enter supervisor initials
3. Parcel #
	1. Enter the parcel number
4. Report Date
	1. Type in the date of report (may be different from the inspection and effective date)
5. Subject Address
	1. Type in address including city
	2. If the property has no address, enter abbreviated legal description or county-issued parcel number.
6. Property type
	1. These are listed on the top left of the experience log and are as follows:
		1. 1 Single Family
		2. 2 Condo
		3. 3 2-4 Unit
		4. 4 Commercial
		5. 5 Industrial
		6. 6 Agricultural
		7. 7 Land
		8. 8 Other
7. Rule #
	1. Choose a rule from the dropdown list. If you don’t know which rule to use, click on the tab at the bottom of the sheet that says “Rules”.



Click on the triangle to choose the rule you are using.

1. Hours
	1. Depending on which rule you selected, the hours may automatically populated. Please note that you may be able to enter more hours than is listed here. The number listed here is the MINIMUM amount of hours you can hear. Please look at the “Rules” tab (located at the bottom of the sheet) to see how many hours you can earn.
2. Appendix 1 Specific tasks completed (The 12 columns of the right side of the experience log)
	1. If you are using rules A, C, E or G  **you must fill out these columns to calculate your hours**.
	2. The applicant will use each column labeled with an “A”
	3. Go through the list of specific tasks and put an “x” on the column that you completed that task. The computer will automatically enter the allowable hours based on the tasks you enter.
	4. If you needed a supervisor on this assignment, fill in the “S” column with what the supervisor accomplished.
		1. If the supervisor had Primary Responsibility, put “P”
		2. If the supervisor Co-Appraised, put “C”
		3. If the supervisor only Reviewed and Approved, put “R”
3. Appendix 2
	1. You do not need to complete the specific tasks completed list
4. Appendix 3 Specific tasks completed (The 12 columns of the right side of the experience log)
	1. If you are using rules A through F  **you must fill out these columns to calculate your hours**.
	2. The applicant will use each column labeled with an “A”
	3. Go through the list of specific tasks and put an “x” on the column that you completed that task. The computer will automatically enter the allowable hours based on the tasks you enter.
	4. If you needed a supervisor on this assignment, fill in the “S” column with what the supervisor accomplished.
		1. If the supervisor had Primary Responsibility, put “P”
		2. If the supervisor Co-Appraised, put “C”
		3. If the supervisor only Reviewed and Approved, put “R”