

STATE AGRICULTURE DEVELOPMENT COMMITTEE

POLICY

APPRAISER SELECTION *AND RETENTION* GUIDELINES

I. **PURPOSE:**

To establish the criteria the State Agriculture Development Committee will utilize when evaluating an individual's request to be included *or retained* on the Committee's list of approved appraisers. County agriculture development boards must contract in writing with an approved appraiser when conducting appraisals on lands where development easements will be purchased under the Agriculture Retention and Development Program.

II. **AUTHORITY:**

N.J.S.A. 4:1C-31
N.J.A.C. 2:76-6.7

III. **SUPERSEDES:**

Policy P-6 dated 3/28/85 revised 1/18/90
Policy P-6-A dated 4/22/93
Policy P-6-B dated 5/26/94

IV. **POLICY:**

***A. New enrollments:** Individuals that intend to participate in the appraisal process of the Program must be approved by the State Agriculture Development Committee. Requests to be included on the Committee's list of approved appraisers must be made in writing to the Committee.

Requirements:

1. State Certified General Real Estate Appraiser (SCGRE) pursuant to N.J.A.C. 13:40A1.2.
2. Well equipped appraisal office with adequate resources to efficiently complete narrative appraisal reports on large scale.

Experience:

1. Appraisal performance of the various types of real estate such as residential, commercial, industrial, agricultural, vacant land and special purposes. Agricultural and vacant land experience will be emphasized.
2. Adherence to instructions, appraisal report format, quality of reports and sufficient data to justify final estimate of value.
3. The appraiser shall submit one example of agricultural or vacant land appraisals along with his/her credentials for review. Credentials, including a work sample illustrating knowledge of vacant land appraising must be submitted to the SADC along with qualifications, a partial list of clients indicating the scope of practice, a copy of the license and three references with phone numbers.

Inclusion on the approved appraiser list applies to individual appraisers only, not to entire appraisal firms.

4. The appraiser is required to attend one of the regional annual appraiser seminars held in June.
5. All requests must be received in the SADC office no later than June 1. The SADC Review Appraiser shall review all documentation, perform a field visit of the applicant's field office and present recommendations to the SADC at the regularly scheduled meeting in June.

Retention:

The SADC will conduct an annual review of all approved appraisers at its June meeting for the purpose of re-certification. The appraiser will be re-certified on the following basis:

1. Mandatory attendance at a minimum of one annual SADC Appraiser Seminar over a two year period. (Generally two regional sessions are held in June of each year.)
2. At the request of the County Agriculture Development Board review the appraiser's ability to satisfy contractual obligations, submit amendments to the appraisals in compliance with the county's requirements and follow the requirements of the SADC Appraiser Handbook.

3. At the request of the SADC review appraiser, review the appraiser's ability to follow the requirements of the SADC Appraisers Handbook.
4. Documented deficiencies in the appraiser's performance or lack of attendance at one of the SADC appraisal seminars in a two year period will result in the removal of the appraiser from the approved list.

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