

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Right of Way and Access Management Division
P.O. Box 600, Trenton, NJ 08625-0600

FEE APPRAISER APPLICATION

NJDOT contracts with the individual applicant to ensure testimony and services are from a person qualified to perform that service.

Name

Firm name

Address

Telephone

Business	Cell	FAX
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E-Mail Address:

Please indicate the type of New Jersey Real Estate appraisal licensure that you hold
 State Certified Residential Appraiser State Certified General Appraiser

Indicate Your NJ Certification Number

NOTE Holders of the NJ Residential Licenses are not eligible for these assignments.

Is your NJ appraisal certification valid Yes No

List any Professional Certifications, Licenses or Designations you hold:

Have any of your Certifications, Licenses or Designations ever been revoked or the subject of disciplinary action?

YES NO (If yes, attach full details)

How many years have you been doing Appraisals?

How many years have you been doing Appraisal Reviews?

Please indicate (yes or no) if you have performed work and/or are on a list with other NJ State agencies in the last five years.

Agency	NJDOT ROW Division	NJDA SADC	NJDEP Tidelands	NJDEP Green Acres	Schools SCC / SDA	Other Agency (List)
Performed work for this agency						
On appraisal list for this agency?						

Please identify local governments you have worked with in the last five years and indicate (yes or no) if you have performed work and/or are on their list

Agency Name					
Performed work for this agency					
On appraisal list for this agency?					

List any New Jersey counties in which you have undertaken appraisal assignments?

Please indicate which Counties within New Jersey you would accept assignments in.

Please indicate what types of real estate appraisal within New Jersey you specialize in.

Describe your level of experience with Eminent Domain appraisals

Describe your level of experience with condemnation testimony

Describe your level of experience with other court testimony

Breakdown of the various property types you appraised / reviewed (equals 100%), during the last five years.

Residential	Commercial	Industrial
Special Purpose		Agricultural

Educational Background: (Indicate name and location of school or college attended & degree(s) Received)

Formal Appraisal Courses: (attach photocopies of satisfactory completion)

ARE YOU INTERESTED IN PROVIDING APPRAISAL REVIEW SERVICES?

YES NO

Indicate if your business entity is qualified as a Disadvantaged Business Enterprise, Emerging Small Business Enterprise, Minority Owned Business Enterprise, Small Business Enterprise, Women Owned Business Enterprise.

- DBE
 ESBE
 MBE
 SBE
 WBE

Would you be interested in becoming certified as an DBE, ESBE, MBE, SBE, or WBE firm

YES NO

Additional Requirements:

1. Submit copies of two recent narrative appraisal reports (preferably condemnation reports involving partial takings) on complex assignments that you have prepared for clients.

Professional References: (List references for whom you have prepared appraisals within the past five years)

For questions about this application, please contact James Cann at 609-963-1234.

This application is submitted with the understanding and agreement that, if approved for NJDOT valuation or specialist assignments, you will:

1. Prepare your report in compliance with the standards and details specified in the NJDOT Acquisition Manual and Supplemental Format Instructions.
2. Appear as an expert witness at condemnation hearings or court trials concerning your appraisals.
3. Attend, without compensation, such workshops and seminars as the NJDOT may deem necessary to provide updates on valuation standards and requirements. NJDOT will seek continuing education authorization where applicable.
4. Except for limited special assignments, a consultant must be a NJ resident.
5. Submission of an application does not ensure placement on the NJDOT consultant procurement eligibility list, and placement on the NJDOT consultant procurement list does not ensure that you will receive an assignment.
6. To be added to and retained on a state agency procurement eligibility list, you will need to register or be registered in the NJStart Program <https://www.njstart.gov/bsol/>. This listing is used by all State agencies to determine if an applicant meets regulatory requirements to be eligible for state related contracts. Each agency has its own policy for adding an applicant to its approved vendor list after the NJStart authorization is in place.

Certification:

Applicant hereby certifies or affirms under the penalty of perjury that

1. The information given in this application is true and complete to the best of my knowledge.
2. My professional certification is not subject to any sanctions and I have not been convicted of a crime of moral turpitude or other crime which would require the surrender of my professional certification.

Applicant's Signature _____

The New Jersey Department of Transportation may make any investigatory reviews it deems necessary to protect the interests of the State.

Please return completed application package to:

Uma Phadke, NJDOT, Right of Way & Access Management, P.O. Box 600, Trenton, NJ 08625-0600 or Uma.Phadke@dot.nj.gov

(For Fed Ex delivery use 1035 Parkway Avenue, Trenton, NJ 08618)

AFFIRMATIVE ACTION INFORMATION FORM

The State of New Jersey seeks to increase the richness and diversity of its workforce and consultant contracting. In order to ascertain the effectiveness of our efforts to attract and employ a diverse workforce, as well as comply with Federal and State reporting requirements, we ask that you take the time to complete and return this form.

Information submitted on this form will be held as confidential.

- White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American: A person having origins in any of the black racial groups of Africa
- Asian Pacific A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, Japan, Taiwan, Korea, Burma (Myanmar), Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam, Laos, Brunei, Indonesia, Samoa, Guam, Macao, Fiji, Tonga, Krbati, Tutalu, Nauru, Federated States of Micronesia, Hong Kong.
- Subcontinent Asian A person having origins in any of the original peoples of the India, Bangladesh, Bhutan, the Maldives Islands, Nepal, Sri Lanka.
- Native American Indian/Alaska Native A person having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment.

If you identify yourself as more than one race, please also identify them below.

- American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

GENDER: Female Male Other