



MENTOR APPLICATION PACKET

Dear Mentor,

Thank you for your valuable participation in the Utah Division of Real Estate's (Division's) Remedial Education Appraiser Mentorship Program. Your expertise plays a crucial role in supporting our enforcement staff's remedial education efforts. These efforts are essential for fulfilling the Division's mission of strengthening trust in Utah's real estate industry and assisting in enhancing appraisal professional practices.

Mentorship Qualifications:

Mentors are appointed by the Division and must be able to effectively communicate real estate appraisal practices, skills, and methods with the appraiser in an effort to improve the individual's skills as a real estate appraiser. Mentors must meet the following criteria:

- Experience: 5+ years as a certified residential or certified general appraiser.
- Licensing: In good standing with all states with which the Mentor holds an appraiser license/certification, and with no disciplinary action by any such state within 5 years.
- Review: Demonstrate sufficient appraisal competency and knowledge by submitting a resume, letter of recommendation, appraisal report(s), and workfiles to the Division for review.
- Professional Standing: Demonstrate commitment to ethical conduct and professional development within the appraisal industry. Ensure no conflicts of interest.
- Willing/Able: Perform at least 32 hours in a year of in-person or video conference mentorship sessions.
- Training: Participate in Division-required mentorship training.

How to Apply to Become a Utah Division of Real Estate Mentor

1. Complete the Mentor application
 - a. Disclose any disciplinary history.
 - b. List appraisal resources and tools utilized in appraisal practice.
2. Write a cover letter on professional letterhead addressed to the Board
 - a. The letter should identify you and provide your rationale for requesting to become an appraiser Mentor.
3. Provide a resume including a letter of recommendation.
4. Provide 3 sample appraisal reports and workfiles.
5. Send all of the above information via email to Bryn Kaelin at bkaelin@utah.gov.

Upon approval of the Division, complete the required Mentor training and conduct mentoring sessions according to the Division guidelines.

Once you have been approved as a Mentor, you will be added to the Approved Mentor List.

MENTORSHIP FEE DISCLOSURE

The Mentor and Mentee are responsible for establishing the terms of the mentorship, including the payment arrangement prior to the initial mentorship meeting. The Utah Division of Real Estate will not interfere in that communication. However, for the protection of both parties, the Division requests submission of the Mentor's fee structure. Any changes to the fee schedule require written Division notification at least 30 days before implementation.

Mentor Applicant Name:

Mentorship Fee: /per hour

If you prefer not to mentor at an hourly rate, please explain your preferred billing method.

Mentorship Fee Explanation:

Print Name of Applicant

Signature of Applicant

Signature Date



APPLICATION TO ACT AS A MENTOR

Applicants must meet the following minimum requirements:

*5+ years as a Utah Certified Residential or Certified General appraiser

*License must be in good standing in Utah and any other state(s) of licensure/certification, with no disciplinary history in the past 5 years.

Please return this signed application with a letter on your professional letterhead stating your experience, and rationale for requesting an appointment to act as a Mentor via email to Bryn Kaelin, at bkaelin@utah.gov. If applicable, please include any supporting documentation regarding appraiser designations.

1. Full Name:

2. Mailing Address:

3. Contact Information:

4. UT Appraiser License Number & Expiration:

5. Do you hold a recognized appraiser designation? Yes No
If yes, please provide documentation demonstrating the claimed designation.

6. What market area(s) do you serve?

7. What property type(s) do you appraise?

8. What appraisal resources and tools do you utilize in your appraisal practice and have at your disposal?

9. Are there any lawsuits, regulatory complaints, or criminal action pending against you in Utah or elsewhere?

YES answers require a detailed letter of explanation and copies of all court documents, including charging and judgment documents, court dockets, and proof of completion of probation and restitution orders and payment of fines and judgments.

ATTESTATIONS:

I acknowledge that I have a minimum of 5 years of experience as a certified residential or certified general appraiser.

I am in good standing with all of the states in which I hold an appraiser license, and there is no history of disciplinary action taken against my license in the past 5 years.

I am willing and able to perform a minimum of 32 hours a year of in-person mentorship and/or video conferencing sessions.

I will not enter into a mentorship where there is a conflict of interest.

I will not enter into a mentorship unless I hold the necessary competencies. If a competency issue arises, I will excuse myself from the mentorship.

I hereby agree and acknowledge that I have reviewed and will comply with the Utah Division of Real Estate Appraisal Mentor Guidelines.

I certify that the information I have provided is true and correct. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

If I am appointed to act as a Mentor, I will discuss the Uniform Standards of Professional Appraisal Practice, Utah State Statutes and Rules as applicable, real estate appraisal practices, skills, and methods with the Mentee in an effort to improve the individual's skills as a real estate appraiser.

Print Name of Applicant

Signature of Applicant

Signature Date