

Scoring Matrix Guideline for Entry Level Appraisal Assistant Position

Education	Points
BA or BS Degree	60.00
Real Estate Major	30.00
Finance Major/Real Estate Minor	7.00
Accounting or Economics	5.00
Computer Applications	5.00
MA or MS Degree	75.00
Real Estate Major	45.00
Finance Major/Real Estate Minor	10.00
Accounting or Economics	7.00
Computer Applications	6.00
Business Administration	5.00
Appraisal Institute Courses	
Basic Appraisal Principles	3.00
Basic Appraisal Procedures	3.00
Residential Market Analysis and Highest & Best Use	2.00
Residential Site Valuation and Cost Approach	2.00
Residential Sales Comparison and Income Approaches	2.00
Residential Report Writing and Case Studies	3.00
Real Estate Finance, Statistics, and Valuation Modeling	2.00
Residential Case Study	3.00
Basic Income Capitalization	3.00
General Applications	3.00
Apartment Appraisal: Concepts and Applications	3.00
National USPAP Seminar, 7 hours	1.00
National USPAP Seminar, 15 hours	2.00
Business Practices and Ethics	2.00
Advanced Residential Form and Narrative Report Writing	4.00
Advanced Income Capitalization	4.00
Highest & Best Use and Market Analysis	5.00
Advanced Sales Comparison and Cost Approaches	5.00
Report Writing and Valuation Analysis	5.00
Advanced Applications	5.00
Additional AI Courses/Seminars = 0.50 points per 7-hours	15.00
Junior College and Level 100-200 College Courses	
Real Estate Principles	3.00
Real Estate Practices	3.00
Real Estate Law	3.00
Real Estate Finance, Statistics, or Valuation Modeling	3.00
Real Estate Economics	3.00
Real Estate Appraisal	3.00
Other related courses; Acct, Econ., Finance MS Office	6.00
University Courses - Level 300-600	
Real Estate Principles	4.00
Real Estate Practices	4.00
Real Estate Law	4.00
Real Estate Finance, Statistics, or Valuation Modeling	4.00
Real Estate Economics or Income Valuation	4.00
Real Estate Appraisal Principles	4.00
Managerial Accounting	3.00
Managerial Finance	3.00
Advanced Statistics	3.00
Other Related Courses	
Architectural, Geology, Economics, Finance; 20 hr = 1 pt.	12.00
Appraisal License Preparation Schools Basic Courses	2.00
Allied Schools, Anthony Schools, etc., etc.	
Appraisal Trainee License	4.00
Residential Appraisal Experience, -20 points per year	
Academic and Real Estate Education/Training	407.00
Office Skills, Work Related and Volunteer Service	593.00
Total Points	1000.00

Microsoft Certifications	
Applications Specialist	30.0
Network Specialist	40.0
MS Word, intermediate+	4.0
MS Excel, intermediate+	4.0
MS Access, intermediate+	4.0
MS Powerpoint, intermediate+	4.0

Keyboarding Skills-Touch Key	
45 WPM WOE	-5.0
55 WPM WOE	0.0
65 WPM WOE	20.0
75 WPM WOE	30.0
85 WPM WOE	40.0
100 WPM WOE	60.0

Research Skills	
2 points for 40 hr Training	16.0

Office Related Skills	
1 point per year	16.0

Directly Related Work Experience	
2 points per year	9.0
(Title, Escrow, Sales, Lending)	

Proximity	
up to 20 miles from 92373	20.0
20-30 miles from 92373	10.0
30-40 miles from 92373	5.0
40-50 miles from 92373	1.0

Property Ownership	150.00
FICO Score over 760 Points	125.00
(this goes to Character/Ethics)	

Volunteer Work	
Professional Assoc., Rotary, etc.	10.0

Office, Work Related & Volunteer Work 593.0

Probationary Hire-in Wage Level*	Points
\$ 9.00	400
\$ 10.00	500
\$ 15.00	600
\$ 18.00	700
\$ 20.00	800
\$ 25.00	900

or

Probationary Hire-in Fee Split *	Points
10%	300
12%	400
14%	500
17%	600
20%	700
25%	800

*Position involves a 3-month Probation period that includes, temporary status. Salary or Fee Split can increase in 3-month intervals with performance. Assistants are expected to complete 80-hours of intensive course work per year. After 1st year it is expected that Associate or Candidate status be filed with the AI or IRWA.

Appraiser Assistant positions are 6-12 month slots. Associate Appraisers are expected to complete the SRA MAI, and/or IRWA education requirements within 5-years. Designated Associate Appraisers can earn 50%. Associate Appraisers that obtain the MAI and/or IRWA designations will be eligible for partnership within 5-years, which leads to profit sharing.