

2022 Regular Session

SENATE BILL NO. 367

BY SENATOR HENRY

REAL ESTATE. Provides relative to the Louisiana Real Estate Appraisers Board. (gov sig)

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AN ACT

To amend and reenact the introductory paragraph of R.S. 37:3392, 3392(8) and (12) through (14), 3393(A) through (E), (G), the introductory paragraph of 3393(I), 3393(J) through (L), 3394(B)(1)(b), and (c), and (B)(2), 3395(A)(1), (2), (4), (C) and (D), 3396(A), 3397, 3398(A), 3405, 3408(A), (B), the introductory paragraph of 3408(D) and 3408(F), the introductory paragraph of 3409(A), 3409(A)(6), (B)(2) and (3), (C)(2), (D), the introductory paragraph of 3409(E) and 3409(F), 3410, and 3411, to enact R.S. 37:3392 (15) through (27), and 3399, and to repeal R.S. 37:3392(11) and 3397.1, relative to the Louisiana Real Estate Appraisers Board; to provide for definitions; to provide relative to real estate appraisers; to provide relative to real estate appraisers board; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. The introductory paragraph of R.S. 37:3392, 3392(8) and (12) through (14), 3393(A) through (E), (G), the introductory paragraph of 3393(I), 3393(J) through (L), 3394(B)(1)(b), and (c), and (B)(2), 3395(A)(1), (2), (4), (C), and (D), 3396(A), 3397, 3398(A), 3405, 3408(A), (B), the introductory paragraph of 3408(D) and 3408(F), the introductory paragraph of 3409(A), 3409(A)(6), (B)(2) and (3), (C)(2), (D), the introductory

1 paragraph of 3409(E), and 3409(F), 3410, and 3411, are hereby amended and reenacted, to
 2 enact R.S. 37:3392 (15) through (27), and 3399, and to repeal R.S. 37:3392(11) and 3397.1
 3 to read as follows:

4 §3392. Definitions

5 As used in this Chapter, the following words have the meaning ascribed to
 6 them in this Section ~~unless the context clearly indicates otherwise:~~

7 * * *

8 (8) ~~"General certified real estate~~ **Certified general** appraiser" means ~~a~~ **any**
 9 ~~person who holds a current, valid license issued to him~~ **licensed** by the board for
 10 ~~appraisal of~~ **to appraise** all types of real estate regardless of complexity or
 11 transaction value.

12 * * *

13 (12) ~~"Real estate appraiser trainee"~~ **"Trainee appraiser"** means any person
 14 ~~who has been issued a license~~ **registered** by the board **and authorized** to appraise
 15 properties under the supervision of a licensed general real estate appraiser or
 16 residential real estate appraiser.

17 (13) "Real property" ~~or~~ **"real estate"** means ~~one or more defined interests~~
 18 ~~in a parcel of real estate, whether an unencumbered fee or a lesser estate~~ **immovable**
 19 **property, as defined by Civil Code Article 462 et seq.**

20 (14) ~~"Residential certified real estate~~ **Certified residential** appraiser" means
 21 any person ~~who holds a current, valid license issued~~ **licensed** by the board to
 22 appraise **the following:** ~~one to four residential units, without regard to transaction~~
 23 ~~value or complexity, and perform appraisals of other types of real estate having a~~
 24 ~~transaction value of two hundred fifty thousand dollars or less. This includes the~~
 25 ~~appraisal of vacant or unimproved land that is utilized for one to four family~~
 26 ~~residential units.~~

27 **(a) One to four residential units without regard to value or complexity.**

28 **(b)(i) All other real or immovable property, which is the subject of an**
 29 **appraisal involving or having a market value of five hundred thousand dollars**

1 or less.

2 (ii) The authority granted pursuant to this Subparagraph includes but
3 is not limited to the authority to appraise vacant or unimproved land that is
4 utilized for the purposes of one to four family residential units or for which the
5 highest and best use is for one to four residential units.

6 (iii) The authority granted pursuant to this Subparagraph shall not
7 include the authority to appraise any subdivision for which a development
8 analysis or development appraisal is necessary.

9 (15) "Licensed residential appraiser" means any person licensed by the
10 board whose authority to appraise real property is limited to the appraisal of
11 noncomplex one to four residential units having a transaction value of less than
12 one million dollars and of complex one to four residential units having a
13 transaction value of less than four hundred thousand dollars, according to The
14 Real Property Appraiser Qualification Criteria. For the purposes of this
15 Paragraph, "transaction value" means market value for non-federally related
16 transaction appraisals.

17 (16) "AQB" means the Appraiser Qualifications Board of TAF, as
18 created according to Title XI of FIRREA. The AQB develops, interprets, and
19 amends The Real Property Appraiser Qualification Criteria.

20 (17) "ASB" means the Appraisal Standards Board of TAF, as created
21 according to Title XI of FIRREA. The ASB develops, promulgates, interprets,
22 and amends USPAP.

23 (18) "ASC" means the Appraisal Subcommittee, as created according to
24 Title XI of FIRREA and organized and subject to the Federal Financial
25 Institutions Examination Council, or its successor, according to the Financial
26 Institutions Regulatory and Interest Rate Control Act of 1978.

27 (19) "FIRREA" means the Financial Institution Reform, Recovery and
28 Enforcement Act of 1989, as enacted under federal law, specifically includes but
29 is not limited to Title XI, requiring real estate appraisals used in connection

1 with federally related transactions to comply with uniform standards and to be
2 prepared by credentialed real property appraisers.

3 (20) "Market Value" means a value stated as an opinion, which
4 presumes the transfer of real property as of a certain date and subject to
5 specific conditions set forth in the value definition identified by an appraiser as
6 applicable to an appraisal.

7 (21) "PAREA" means or refers to any Practical Applications of Real
8 Estate Appraisal training program created or implemented, according to The
9 Real Property Appraiser Qualification Criteria developed and approved by the
10 AQB, to provide an alternate pathway for applicants to obtain licensure as a
11 licensed residential appraiser or as a certified residential appraiser without
12 training as a trainee appraiser, subject to the direct control and supervision of
13 a supervisory appraiser.

14 (22) "The Real Property Appraiser Qualification Criteria" means the
15 qualifying criteria, regarding the minimum education, experience, and
16 examination requirements for real estate appraisers, as established by the AQB.

17 (23) "Supervisory appraiser" means a certified residential appraiser or
18 certified general appraiser registered by the board to supervise one or more
19 trainee appraisers and who satisfies the applicable minimum qualifications
20 required by the The Real Property Appraiser Qualification Criteria, including
21 but not limited to the following:

22 (a) The supervisory appraiser shall have been licensed and in good
23 standing with any competent appraisal licensing jurisdiction for at least three
24 years.

25 (b) The supervisory appraiser shall not have been subject to any
26 disciplinary action within any jurisdiction, that affected the appraiser's legal
27 eligibility to engage in the appraisal practice, within the last three years.

28 (c) The supervisory appraiser shall not be registered at any one time to
29 supervise more than three trainee appraisers.

1 (d) Prior to his supervision of any trainee appraiser, the supervisory
 2 appraiser shall register on a form and in a manner prescribed by the board for
 3 each trainee appraiser supervised.

4 (24) "TAF" means The Appraisal Foundation, as created according to
 5 Title XI of FIRREA.

6 (25) "Transaction value" means the following according to Title XI of
 7 FIRREA:

8 (a) For loans or other extensions of credit, the amount of the loan or
 9 extension of credit.

10 (b) For sales, leases, purchases, and investments in or exchanges of real
 11 property, the market value of the real property interest involved.

12 (c) For the pooling of loans or interests in real property for resale or
 13 purchase, the amount of the loan or market value of the real property
 14 calculated with respect to each such loan or interest in real property.

15 (26) "USPAP" means the Uniform Standards of Professional Appraisal
 16 Practice, which establishes the minimum requirements applicable to appraisers
 17 for the purpose of promoting and maintaining public trust in the appraisal
 18 practice, as implemented and periodically amended by the ASB.

19 (27) "Complex one to four unit residential property appraisal" means
 20 an appraisal in which the property to be appraised, the form of ownership, or
 21 the market conditions are atypical.

22 §3393. License required; penalty for unlicensed real estate appraiser activity

23 A. No person, other than a ~~state licensed~~ real estate appraiser registered or
 24 licensed by the board, shall assume or use that title or any title, designation, or
 25 abbreviation that may create the impression of being registered or licensed as a real
 26 estate appraiser ~~by~~ in this state.

27 B. No registered or licensed real estate appraiser shall assume or use any
 28 title, designation, or abbreviation that may create the impression of being registered
 29 or licensed in a class other than ~~that for which his~~ actual registration or license has

1 that he has engaged in real estate appraiser activity without a **registration or** license.

2 Subpoenas issued by the board shall:

3 * * *

4 J. ~~In accordance with the provisions of~~ **According to** this Chapter and the
5 Administrative Procedure Act, the board may impose a civil penalty not to exceed
6 five thousand dollars and costs and attorney fees upon any person who is found to
7 have engaged in real estate ~~appraiser~~ **appraisal** activity without a **registration or**
8 **license issued by the board.**

9 K. ~~An unlicensed~~ **Any** person who **is not registered or licensed as an**
10 **appraiser and** engages in or offers to engage in, or performs or offers to perform,
11 any of the practices, acts, or operations set forth in R.S. 37:3392 and this Section
12 shall be sufficient evidence to raise a presumption of fact or to establish the fact that
13 he has illegally engaged in or performed real estate ~~appraiser~~ **appraisal** activity.

14 L. A person engaged in real estate ~~appraiser~~ **appraisal** activity without a
15 **registration or** license **issued by the board** shall not have the right to receive any
16 compensation for services so rendered **in this state**. In addition to any other penalties
17 ~~imposed under~~ **authorized by** this Chapter, the board may require any person
18 engaged in real estate ~~appraiser~~ **appraisal** activity without a **registration or** license
19 to return any fees collected for such activity.

20 §3394. Louisiana Real Estate Appraisers Board

21 * * *

22 B.(1) * * *

23 (a) * * *

24 (b) One member shall have been engaged in the business of appraisal
25 management for at least four years and shall be an employee or representative of a
26 Louisiana licensed appraisal management company. Additionally, this member shall
27 be a citizen and qualified elector of Louisiana and licensed ~~as a~~ **in** Louisiana ~~certified~~
28 ~~real estate~~ **as either a certified residential appraiser or certified general** appraiser
29 immediately preceding the appointment to the board.

1 (c) The remainder shall have been domiciled in Louisiana and licensed as
 2 ~~certified real estate appraisers~~ **either a certified residential appraiser or certified**
 3 **general appraiser** for not less than five **consecutive** years immediately preceding
 4 the appointment.

5 (2) At least four of the ten members shall be **certified** general appraisers and
 6 at least two of the ten members shall be **certified** residential appraisers. ~~All appraiser~~
 7 ~~members shall be state certified.~~

8 * * *

9 §3395. Powers, duties

10 A. The board shall have the following autonomous powers and duties:

11 (1) To regulate the issuance of real estate appraiser ~~and trainee~~ **registrations**
 12 **and** licenses.

13 (2) To establish administrative procedures for processing applications and
 14 issuing **registrations and** licenses to real estate appraisers and trainees.

15 * * *

16 (4) To require any satisfactory proof it may desire in reference to the honesty,
 17 truthfulness, reputation, knowledge, and experience of any applicant for a real estate
 18 appraiser **registration or** license prior to ~~the~~ issuance of ~~any~~ license.

19 * * *

20 C. The board shall have authority to require any real estate appraiser
 21 **registrant or** licensee to maintain records, as specified in this Chapter, and to
 22 inspect and subpoena such records.

23 D. The board shall have the authority to subpoena any real estate appraiser
 24 **registrant,** licensee, or witness for the purpose of holding any hearing or in
 25 furtherance of an investigation. Failure of a licensee to comply with a subpoena
 26 duces tecum shall be punishable by the board in accordance with the provisions of
 27 R.S. 37:3409.

28 §3396. Applications

29 A. Applications for examination, experience review, **registration, licensure,**

1 and renewal certification shall be made in writing to the board on forms provided on
2 **a form prescribed and in a manner required** by the board.

3 * * *

4 §3397. License **and registration** classifications; criteria

5 A.(1) There ~~shall be~~ **are** three classes of licenses for real estate appraisers::

6 **(a) Licensed residential appraiser.**

7 **(b) Certified residential appraiser.**

8 **(c) Certified general appraiser.**

9 **(2) Such The license** classes **enumerated in Paragraph (1) of this**

10 **Subsection** shall conform in all respects with the Financial Institutions Reform,
11 Recovery and Enforcement Act of 1989, P.L. 101-73, and any subsequent
12 amendments and regulations issued pursuant thereto.

13 ~~(2) The application for examination, experience review, and renewal~~
14 ~~certification shall specify the license classification for which the applicant is~~
15 ~~applying.~~

16 B. **There are two classes of registrations for real estate appraisers:**

17 (1)(a) **Trainee appraiser.** ~~Applicants for a real estate appraiser trainee~~
18 ~~license shall be subject to training and direct supervision by a certified appraiser who~~
19 ~~meets all of the following qualifications:~~

20 (i) ~~Has been licensed as a certified real estate appraiser in Louisiana for at~~
21 ~~least three years prior to becoming a supervising appraiser.~~

22 (ii) ~~Is in good standing as a certified residential or certified general real estate~~
23 ~~appraiser in Louisiana.~~

24 (b) ~~Both the trainee applicant and the supervising appraiser shall complete~~
25 ~~a course that complies, at minimum, with the specifications for course content~~
26 ~~established by the Appraiser Qualifications Board (AQB) of the Appraisal~~
27 ~~Foundation. The course shall be oriented toward the requirements and~~
28 ~~responsibilities of supervising appraisers and expectations for trainee appraisers. The~~
29 ~~course shall be completed by the trainee appraiser prior to obtaining a trainee~~

1 ~~appraiser license and by the supervising appraiser prior to supervising a trainee~~
 2 ~~appraiser. The supervising appraiser shall not have been subject to any disciplinary~~
 3 ~~action in any jurisdiction within the last three years that affects the supervisor's legal~~
 4 ~~eligibility to engage in appraiser practice. The appraiser trainee is permitted to have~~
 5 ~~more than one supervising appraiser. The scope of work for the appraiser trainee is~~
 6 ~~limited to the appraisal of those properties that the supervising appraiser is licensed~~
 7 ~~to appraise.~~

8 (2) Supervisory appraiser. ~~There are no additional examination or~~
 9 ~~experience requirements other than those listed in this Subsection for the real estate~~
 10 ~~appraiser trainee license.~~

11 ~~(3) C.(1) An~~ A supervisory appraiser and a trainee appraiser shall each
 12 maintain an appraisal experience log ~~shall be maintained jointly by the supervising~~
 13 ~~appraiser and the trainee appraiser. It is the responsibility of both the supervisory~~
 14 ~~appraiser and the trainee appraiser~~ and shall be independently obligated to ensure
 15 the appraisal experience log is accurate, current, and complies with ~~the requirements~~
 16 ~~of the trainee appraiser's credentialing jurisdiction~~ this Chapter. At a minimum, the
 17 appraisal log shall include the following:

- 18 (a) Type of property.
 19 (b) Date of report.
 20 (c) Address of appraised property.
 21 (d) Description of work performed by the trainee appraiser and scop of the
 22 review and supervision of the supervisory appraiser.
 23 (e) Number of actual work hours by the trainee appraiser on the assignment.
 24 (f) The signature and state certification number of the supervisory appraiser.
 25 Separate appraisal logs shall be maintained for each supervisory appraiser if
 26 applicable.

27 (2) Prior to applying for registration with the board, a trainee appraiser
 28 or supervisory appraiser shall meet the minimum qualifications required under
 29 this Chapter and the Real Property Appraiser Qualification Criteria, including

1 but not limited to satisfactory completion or submission of the following:

2 (a) A course that complies, at a minimum, with the specifications of
3 course content established by the AQB, including submission of an official
4 course completion certificate to the board. The course shall be oriented toward
5 the requirements and responsibilities of supervisory and trainee appraisers.

6 (b) The registration form that is prescribed by the board.

7 ~~(4) As a prerequisite to license renewal, all appraiser trainees shall be~~
8 ~~required to obtain the equivalent of fourteen hours of continuing education per~~
9 ~~calendar year.~~

10 ~~(5)~~**(3)** The appraiser trainee **appraiser** shall be entitled to obtain copies of
11 appraisal reports **that he** prepared **in full or in part** by the trainee. The supervising
12 **supervisory** appraiser shall keep copies of the trainee appraisal **reports prepared**
13 **by the trainee appraiser** for a period of at least five years ~~or at least two years after~~
14 ~~final disposition of any judicial proceeding in which testimony is given, whichever~~
15 ~~period expires last.~~

16 * * *

17 §3398. Examination

18 A. A license as a real estate appraiser shall not be issued in any class, ~~other~~
19 ~~than real estate appraiser trainee~~ unless the applicant has passed a qualifying
20 examination approved by the Appraiser Qualifications Board (AQB) of the Appraisal
21 Foundation for such license.

22 * * *

23 §3399. Practical Applications of Real Estate Appraisal (PAREA); legislative
24 intent; licensure

25 A.(1) The legislature hereby recognizes the present shortage and
26 declining number of registered and licensed appraisers in Louisiana and hereby
27 declares its intent to reduce any unnecessary barriers to licensure as a real
28 property appraiser, including but not limited to the practical barriers caused
29 by the related shortage of supervisory appraisers in the state.

1 ~~Section~~ shall report any changes in the address or telephone number of his business
2 or residence to notify the board **shall provide such notice**, in writing within ten days
3 of the change.

4 * * *

5 §3408. Continuing education requirements

6 A. As a prerequisite to renewal of a real estate appraiser registration or
7 license, all **registrants and** licensees shall present evidence satisfactory to the board
8 of having met the continuing education requirements set forth in this Chapter.

9 B.~~(1) The basic continuing education requirements for~~ Prior to renewal of
10 a registration or a license, **regardless of classification, the renewal applicant**
11 **shall obtain** ~~shall be the completion of~~ not less than twenty-eight hours of
12 continuing education credit, or its equivalent, in courses ~~that have received the~~
13 ~~approval of~~ **approved by** the board. As part of this requirement, the applicant shall
14 complete a minimum of seven classroom hours of instruction covering the Uniform
15 Standards of Professional Appraisal Practice every renewal period.

16 **(2) All appraisers regardless of registration or license class shall obtain**
17 **a minimum of seven continuing education credit hours regarding the Uniform**
18 **Standards of Professional Appraisal Practice (USPAP) each renewal period,**
19 **which shall be credited towards the total continuing education required by**
20 **Paragraph (1) of this Subsection.**

21 * * *

22 D. The board shall adopt regulations for implementation of the provisions of
23 this Section to provide **registrants and** licensees with current knowledge of real
24 property appraisal theories, practices, and techniques. Such regulations shall
25 prescribe the following:

26 * * *

27 F. No amendment or repeal of a regulation adopted by the board pursuant to
28 this Section shall operate to deprive a **registered or** licensed real estate appraiser of
29 credit ~~toward renewal of certification~~ for any course of instruction completed by the

1 applicant prior to the amendment or repeal of the regulation, if the course would
2 have qualified for continuing education credit under the regulation as it existed prior
3 to the repeal or amendment.

4 §3409. Disciplinary proceedings

5 A. The board may censure a **registered or** licensed real estate appraiser,
6 conditionally or unconditionally suspend or revoke any **registration or** license
7 issued ~~under~~ **according to** this Chapter, levy fines or impose civil penalties not to
8 exceed five thousand dollars, or impose continuing education requirements on
9 **registrants and** licensees if, in the opinion of the board, a **registrant or** licensee is
10 performing, is attempting to perform, has performed, or has attempted to perform
11 any of the following acts:

12 * * *

13 (6) Procuring a **registration or** license for himself or anyone else by fraud,
14 misrepresentation, or deceit.

15 * * *

16 B.(1)

* * *

17 (2) Before censuring any **registrant or** licensee, or suspending or revoking
18 any license, the board shall notify the **registrant or** licensee in writing of any
19 charges made at least twenty days prior to the date set for the hearing and shall afford
20 him an opportunity to be heard in person or by counsel.

21 (3) The written notice shall be satisfied by personal service on the
22 respondent, or by sending the notice by certified mail to the **registrant's or**
23 licensee's address on file with the board, or by hand delivery from board personnel.

24 * * *

25 C.(1)

* * *

26 (2) The board may make findings of fact and shall deliver or mail such
27 findings to the **registrant or** licensee charged with an offense under this Chapter.
28 Any finding of fact by the board pursuant to this Subsection shall be conclusive.

29 * * *

1 body of the appraisal report the amount of the appraiser's fee for appraisal services.

2 §3411. ~~Documents to be retained~~ **Recordkeeping requirements**

3 A **registered or** licensed real estate appraiser shall retain for five years
 4 originals or true copies of contracts engaging the appraiser's services for real
 5 property appraisal work, appraisal reports, and supporting data assembled and
 6 formulated by the appraiser in preparing reports. The period for retention of the
 7 records applicable to each engagement of the services of the appraiser shall run from
 8 the date of the submission of the appraisal report to the client. These records shall
 9 be made available by the appraiser for inspection and copying by the board on
 10 reasonable notice to the appraiser. When litigation is contemplated at any time,
 11 reports and records shall be retained for two years from final disposition.

12 Section 2. R.S. 37:3392(11) and 3397.1 are repealed in their entity.

13 Section 3. This Act shall become effective upon signature by the governor or, if not
 14 signed by the governor, upon expiration of the time for bills to become law without signature
 15 by the governor, as provided by Article III, Section 18 of the Constitution of Louisiana. If
 16 vetoed by the governor and subsequently approved by the legislature, this Act shall become
 17 effective on the day following such approval.

The original instrument and the following digest, which constitutes no part
 of the legislative instrument, were prepared by Xavier I. Alexander.

DIGEST

SB 367 Engrossed

2022 Regular Session

Henry

Proposed law creates a Licensed Residential Appraiser (LRA) license classification and formalizes adoption of Practical Application of Real Estate Appraisal (PAREA) program criteria for Louisiana.

Present law provides for a real estate appraiser trainee to be licensed.

Proposed law provides for a trainee appraiser to be registered instead of licensed and specifically allows a trainee to have more than one supervisory appraiser. Proposed law provides for qualifications and training.

Proposed law defines a "licensed residential appraiser" as any person licensed by the board whose authority to appraise real property is limited to the appraisal of noncomplex one to four complex residential units having a transaction value of less than \$1M and one to four residential units having a transaction value of less than \$400K, according to The Real Property Appraiser Qualification Criteria.

Proposed law provides that nothing in present law and proposed law shall be construed to

prohibit an applicant from submitting an official PAREA program completion certificate to evidence satisfactory completion of all education and experience necessary for licensure as either a licensed residential appraiser or as a certified residential appraiser, according to the qualifications required by The Real Property Appraiser Qualification Criteria. Present law provides that an applicant, who has fully completed an authorized PAREA program, can apply for licensure either as a licensed residential appraiser or as a certified residential appraiser on a form prescribed by the board and obtain board approval of the application prior to conducting appraisal activity in this state.

Present law provides standards for licensure and penalties for persons engaged in real estate appraisal activity without a license. Provides for the Louisiana Real Estate Appraisers Board's authority over licensees, receipt of applications and renewals for licensing, examination, continuing education requirements, disciplinary proceedings, standards for communication, and recordkeeping.

Proposed law retains present law, but makes it also applicable to registrations.

Present law provides that as a prerequisite to license renewal, all certified residential and certified general appraisers shall complete the equivalent of 14 hours of continuing education instruction per calendar year.

Proposed law repeals present law.

Effective upon signature of the governor or lapse of time for gubernatorial action.

(Amends R.S. 37:3392(intro para), (8), (12) - (14), 3393(A) - (E), (G), (I)(intro para), (J) - (L), 3394(B)(1)(b) and (c) and (B)(2), 3395(A)(1), (2) and (4), (C) and (D), 3396(A), 3397, 3398(A), 3405, 3408(A), (B), (D)(intro para) and (F), 3409(A)(intro para), (A)(6), (B)(2) and (3), (C)(2), (D), (E)(intro para), and (F), 3410 and 3411; adds R.S. 37:3392(15) - (27) and 3399; repeals R.S. 37:3392(11) and 3397.1))

Summary of Amendments Adopted by Senate

Committee Amendments Proposed by Senate Committee on Commerce, Consumer Protection, and International Affairs to the original bill

1. Makes technical changes.
2. Authorizes a "certified residential appraiser" to appraise vacant or unimproved land that is utilized for one to four family residential unit purposes but not for subdivisions for which a development appraisal is necessary.
3. Defines "transactional value" and "complex one to four unit residential property appraisal".
4. Provides that a trainee appraiser shall be entitled to obtain copies of appraisal reports he prepared in full or in part.
5. Provides that a supervisory appraiser shall keep copies of trainee appraisal reports for at least five years.