

(If not using the fillable form, please print in ink or type.)

APPLYING FOR EXAMINATION FOR: **ASSESSOR – CITY OR COUNTY**
DEPUTY ASSESSOR – CITY OR COUNTY

When completed, return to **Administrator, Property Tax Division, Iowa Department of Revenue, PO Box 10469, Des Moines, Iowa 50306-0469**. Application must be *received* by the Department of Revenue *at least 3 days prior to the date of the examination*. It is the responsibility of each applicant to see that the application is timely received.

PERSONAL DATA

Name: _____

Street number or PO Box: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Do you need special accommodations to take an exam? Yes No

If yes, please explain what type of accommodations you need.

EDUCATIONAL DATA

HIGH SCHOOL

Name	Location	Dates of Attendance	Last Grade Completed	Did you graduate?	Date of Completion

High school equivalency certificate (GED)? Yes No

If yes, give date certificate issued: _____ Certificate issued by: _____

VOCATIONAL TRAINING (Business, Trade, Technical, Military Service)

Name	Location	Dates of Attendance	Credits Earned	Diploma or Certificate Title	Date of Completion

UNIVERSITY AND COLLEGE (Undergraduate, Graduate)

Name	Location	Dates of Attendance	Credits Earned	Degree Awarded	Field of Study	Date of Completion

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APPRAISAL EXPERIENCE

List all appraisal-related experience. If applying for the Assessor Exam you **MUST** also complete the Appraisal Experience portion of the Experience Record Form for each position involving appraisal-related experience.

Appraisal-related experience is only such experiences as may have been obtained through full-time paid employment consisting of the actual appraisal and valuation of property. The experience shall have included the physical inspection of property as part of the appraisal process and the setting of values for parcels of property.

Employer	Position	Location	Dates of employment

A completed application for an Assessor and/or Deputy Assessor examination must include the following:

- (1) Application form (2 pages)
- (2) Preliminary Education Requirements Worksheet (1 page)
- (3) Experience Record Form(s)
 - a. Deputy Assessor Exam Candidates – not required to fill out “Appraisal Experience” section, must include forms sufficient to account for last 10 years of employment
 - b. Assessor Exam Candidates – required to fill out “Appraisal Experience” section, must include forms sufficient to account for last 10 years of employment, including 2 full years of appraisal experience

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and, to the best of my knowledge and belief, it is true, correct, and complete.

I understand that false statements on this application will disqualify me from taking the examination or from appointment as Assessor or Deputy Assessor in the State of Iowa.

I further understand that I must achieve a grade of at least 70 percent to be eligible for appointment.

Signature of exam applicant: _____ Date: _____

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PRELIMINARY EDUCATION REQUIREMENTS WORKSHEET

Preliminary education requirements are defined in Iowa Administrative Code rule 701 – 72.3.

Name of applicant: _____ Date: _____

The following is a list of Department approved courses/designations. Please check the course(s) or designation you are submitting to fulfill your preliminary education requirement. **You MUST provide proof of passing the course exam.**

Course(s) must be completed, including exam, within five years prior to taking the assessor or deputy assessor exam. Designations must be received/renewed within five years prior to taking the assessor or deputy assessor exam.

There are three ways to qualify. Complete Part I, II, or III below to qualify to take exams.

Part I

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Assessment and Taxation Review	Institute of Iowa Certified Assessors			

Part II Complete the Iowa Laws Course AND one of the options below.

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Laws Course	Iowa Department of Revenue			

Options: Complete either option a, b, c, or d.

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
a. Course 101-Fundamentals of Real Property Appraisal	International Association of Assessing Officers			
b. Course 300-Fundamentals of Mass Appraisal	International Association of Assessing Officers			
c. Basic Appraisal Principles and Basic Appraisal Procedures	Appraisal Institute OR American Society of Farm Managers and Rural Appraisers			
	Appraisal Institute OR American Society of Farm Managers and Rural Appraisers			
d. Basic Appraisal Practices and Procedures	Iowa Department of Revenue			

Part III Current designation(s). Check all that apply and note date received or renewed:

- Iowa Certified Assessor (through Institute of Iowa Certified Assessors) Date: _____
- Certified Assessment Evaluator (through International Association of Assessing Officers)..... Date: _____
- Residential Evaluation Specialist (through International Association of Assessing Officers)..... Date: _____
- Member of Appraisal Institute (through Appraisal Institute) Date: _____
- Accredited Rural Appraiser (through American Society of Farm Managers & Rural Appraisers) .. Date: _____

One of the following courses must also be taken:

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Laws Course	Iowa Department of Revenue			
Iowa Assessment & Taxation Review	Institute of Iowa Certified Assessors			

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EXPERIENCE RECORD FORM

Instructions: Starting with your most current position, complete a form for each position held within a minimum of the last 10 years. Candidates for the Assessor exam must provide employment history necessary to verify 2 full years of appraisal experience. If your position or duties with an employer changed, list positions on separate forms and describe specific duties of each. An assessor or employer familiar with your appraisal experience must attest to such experience. Use more than one sheet, if needed.

Name of applicant: _____

Jurisdiction/Employer & state of employment: _____

Address of employer: _____

Title: _____ Full-time Part-time List %: _____

Dates of employment: from: _____ To: _____

Name and title of immediate supervisor: _____

Beginning salary/wage: \$ _____ Ending/Present salary/wage: \$ _____

Specific duties: _____

Reason for leaving: _____

Remarks: _____

APPRAISAL EXPERIENCE

Required for Assessor examination candidates

Percentage of work time devoted to appraisal, assessment, or mapping:	Staff appraisal: _____ %
	Review appraisal: _____ %
	Administration: _____ %
	Cadastral mapping: _____ %
	Mass appraisal: _____ %

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this document, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature of exam applicant: _____ Date: _____

To be completed and signed by Assessor or supervisor:

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this document, and, to the best of my knowledge and belief, it is true, correct, and complete, in regard to the applicant's appraisal experience.

Name of Assessor/Supervisor: _____ Jurisdiction/Title: _____

Signature: _____ Date: _____