

KANSAS REAL ESTATE APPRAISAL BOARD
REQUEST TO PLACE LICENSE/CERTIFICATE ON INACTIVE STATUS
(FOR STATE LICENSED, CERTIFIED RESIDENTIAL OR GENERAL ONLY)

DATE OF REQUEST: _____ APPRAISER LICENSE/CERT. #: _____

APPRAISER NAME: _____

APPRAISER MAILING ADDRESS: _____
Street or PO Box City State Zip Code

To place your license/certificate on inactive status, complete the section above, **read all information provided below**, sign and date the affidavit, attach your wall license/certificate and pocket ID card and submit to the Board office. If you have questions regarding inactive status or reinstatement to active status, call RaeVyn at (785) 296-6736 or e-mail to RaeVyn.D.Johnson@ks.gov.

K.S.A. 58-4112a, Real estate appraisers; inactive status, provides that:

- (b) The holder of a certificate or license that has been placed on inactive status shall pay the renewal fee required by K.S.A. 58-4107, and amendments thereto, while such certificate or license is on inactive status.
- (c) The holder of a certificate or license which has been placed on inactive status **shall not**:
 - (1) Assume or use any title designation or abbreviation likely to create the impression that such person holds an active certificate or license issued by the board;
 - (2) describe or refer to any appraisal or evaluation of real estate by the term state certified or state licensed or words of substantially similar meanings; or
 - (3) prepare real estate appraisals for federally related transactions which, under title XI of the financial institutions reform, recovery and enforcement act of 1989 require the services of a state certified or licensed appraiser.
- (d) The holder of the certificate or license that has been placed on inactive status may request that such certificate or license be reinstated to active status. The request shall be submitted to the board on an application form prescribed by the board and shall be accompanied by the reinstatement fee required by K.S.A. 58-4107, and amendments thereto, and the federal registry fee. An applicant for reinstatement shall provide evidence of completion of continuing education hours required by the board.
- (e) The holder of any certificate or license which has been placed on inactive status for more than two years shall be required to meet all the requirements for original issuance of a certificate or license.
- (f) A certificate or license issued to a person as trainee appraiser shall not be eligible to be placed on inactive status. (emphasis added)

I have read and understand the provisions for placing my appraiser license/certification on inactive status.

DATE SIGNED

SIGNATURE OF APPRAISER