



11107 Sunset Hills Road, Suite 310
Reston, VA 20190
(703) 478-2228 • Fax (703) 742-8471
www.appraisers.org

Be sure to **sign** and **date** the Membership Agreement on page 3, and mail or e-mail along with payment, resume and reference letters to ASA International Headquarters at the address to the left of this box. Please type or print clearly.

MEMBERSHIP APPLICATION

Name of Applicant (Mr./Mrs./Ms./Dr.)
(Check Preference) First Middle Last Suffix

Birth Date Month Date Year Gender M F

How did you hear about ASA? ASA Member Work Mail/Email Other

PRIMARY ADDRESS *(This address is where mailed correspondence from ASA will be sent.)*

Address Type Work Home Other

Name of Firm

Position/Title How Long At Present Job?

Address

City State Zip Country

Telephone Fax E-mail
(E-mail address is required.)

EDUCATION

High School Diploma? Yes No

College/Other _____ Years Attended _____ Degree _____

College/Other _____ Years Attended _____ Degree _____

ASSOCIATION MEMBERSHIPS *(If you belong to any other associations, please list them here. Attach a separate sheet if necessary.)*

Association _____ Designation _____

Association _____ Designation _____

ADDITIONAL INFORMATION

1. Please check your area of appraisal interest *(Please choose only one.)*

- | | | |
|-------------------------------|-----------------------------------|-------------------|
| Appraisal Review & Management | Gems & Jewelry | Personal Property |
| Business Valuation | Machinery & Technical Specialties | Real Property |

2. Have you ever been convicted of a felony? *(Please check one of the boxes below. If "yes," please attach an explanation.)*

Yes No

3. Appraisal Experience *(Appraisal experience is not necessary for the initial membership process; however, appraisal experience will be required when applying for accreditation.)* Yes No



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BUSINESS REFERENCES

Applications for membership in the American Society of Appraisers requires written letters from three (3) business references. Please provide your references with these guidelines *before* they write their letters. References should be informed that they may be contacted for additional information. Although not required, it is preferred that the references you select be individuals you have currently or previously worked with in a business capacity. **For your convenience, you may download a Reference Letter Form for your references to complete in the “Join” section of the ASA website.**

Each letter must address *all* of the following items:

1. If you are a person of good character
2. The number of years the reference has known you
3. Whether or not the reference has worked with you in a business capacity
4. If you are financially responsible, to the best of the reference’s knowledge
5. If you are presently engaged in the field of appraising
6. A telephone number where the reference can be reached

APPLICATION FEE AND MEMBERSHIP DUES

Application fees are nonrefundable. If your application is not approved, your dues and journal subscription payment is fully refundable. Dues and fees are subject to change without notice. Please verify current rates with ASA Headquarters at (800) 272-8258 or (703) 478-2228 before submitting your application.

Application Fee.....	\$150
Dues for United States/Canada/International.....	\$490
<i>(Annual dues for Mexico are billed by the chapter. No dues are required at this time.)</i>	

OPTIONAL JOURNAL SUBSCRIPTION

The prices listed below are for applicants within their *chosen discipline only*. If you would like to purchase a journal subscription in a discipline other than your own, please call a membership specialist at ASA Headquarters for prices at (800) 272-8258 or (703) 478-2228.

Business Valuation Journal	\$60 _____
Machinery & Technical Specialties Journal	\$35 _____

TOTAL

(Be sure to include the application fee and annual dues.)

PAYMENT

Check enclosed (made payable to ASA)	Visa	Master Card	American Express
Card #			Exp. Date
Signature			CVV #
			<i>(3-4 digit security code)</i>



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MEMBERSHIP AGREEMENT

The undersigned applicant certifies that he or she is either (1) employed in the appraisal profession or (2) interested in becoming an appraiser. Applicant further agrees to take and pass the society's examination in the Principles of Appraisal Practice and Code of Ethics within ten (10) months of the approval of his or her application for membership. In addition, applicant agrees to complete an AQB-approved, 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and exam within ten (10) months of the approval date of his or her application for membership.

As a pre-condition to applying for and continuing membership in the American Society of Appraisers, the undersigned applicant understands, and by making this membership application they hereby agree, that their membership in ASA is governed by the laws of the State of Delaware, and any dispute they may have with ASA must be resolved through binding arbitration through one arbitrator under the Rules of Commercial Arbitration of the American Arbitration Association in Fairfax County, Virginia where ASA maintains its International Headquarters.

I hereby certify that the statements contained herein are correct and, if elected to membership, I agree to abide by the constitution, bylaws, administrative rules and Principles of Appraisal Practice and Code of Ethics* of the Society.*

Signature of Applicant

Date

**Copies of these documents are available on the ASA website at www.appraisers.org.*

MEMBERSHIP APPLICATION CHECKLIST

- | | | |
|---|-----|----|
| 1. Did you answer all three (3) questions under "Additional Information" on page 1 and 2? | Yes | No |
| 2. Did you include three (3) letters of reference? | Yes | No |
| 3. Did you sign the membership agreement on page 3? | Yes | No |
| 4. Did you submit a resume or qualifications statement? | Yes | No |
| 5. Did you provide payment to include \$150 application fee, \$490 membership dues and optional journal subscriptions fees? | Yes | No |

You may mail your application along with payment, resume and reference letters to ASA International Headquarters or e-mail to stony@appraisers.org.

**Please Note: Membership Applications cannot be processed until all required documentation has been received.*

ASA MEMBERSHIP REQUIREMENTS

MEMBERSHIP PACKAGE

Begin the process by submitting your membership package to ASA including:

Completed/signed membership application

- Resume or qualifications statement
- Three references
- Application fee, dues and optional journal subscription fee

Upon approval of your application (1–2 weeks), you will become an applicant.

For help with the membership application process, call an ASA Membership Representative at (800) 272-8258 or (703) 478-2228.



APPLICANT

After membership approval, applicants have 10 months to:

- Pass the ASA Ethics exam (open book exam; will be sent upon approval)
- Pass the 15-hour National Uniform Standards of Professional Appraisal Practice (USPAP) course and exam
**Real Property applicants may provide their current state license in lieu of the 15-hour USPAP requirement.*

Upon completion of these requirements, you will become a Candidate.

For help with the applicant requirements, call an ASA Membership Representative at (800) 272-8258 or (703) 478-2228.



CANDIDATE

Candidates fall into one of two groups:

1. Those who are working toward meeting their discipline education requirements through Principles of Valuation (POV) courses or an education equivalency program
2. Those who have already met their discipline education requirements and are in the process of applying for a designation or are waiting to gain additional experience in order to meet the requirements for designation

Candidates who are ready to apply for a designation will need to pass their discipline's specialty/comprehensive exam (if applicable) and submit to ASA:

- Completed/signed accreditation application
 - Proof of education
 - Appraisal experience log
 - Appraisal report(s)
 - Current USPAP certificate

Upon completion of these requirements, you will become either an Accredited Member or an Accredited Senior Appraiser.

For help with the advancement process, call an ASA discipline-specific accreditation specialist at (800) 272-8258 or (703) 478-2228.



ACCREDITED MEMBER

If you have 2–5 years of full-time appraisal experience, you will become an Accredited Member (AM) upon approval of your accreditation package.



ACCREDITED SENIOR APPRAISER

If you have 5 or more years of full-time appraisal experience, you will become an Accredited Senior Appraiser (ASA) upon approval of your accreditation package.

A Note on Recreditation:

All designated members of the American Society of Appraisers (ASA) are required to submit evidence of professional growth through continuing education and/or participation in professional activities every 5 years to remain an active AM, ASA or FASA. Our dedicated discipline-specific specialists are well-versed in ASA's reaccreditation policies and are available to answer your questions. Complete information can be found in ASA's Reaccreditation Booklet, which can be accessed by logging into the ASA Web site and selecting "For Members."