

GENERAL: This Policy outlines the procedures for reviewing Demonstration Appraisal Reports to be assured the reports meets the quality requirements of the Alberta Assessors' Association and to be assured the Examination Subcommittee agrees with the grader's marks and comments.

PROCEDURE:

1.0 Receipt of Report

- 1.1 When the Alberta Assessors' Association receives a Demonstration Appraisal Report, written notification is sent to the Candidate Member acknowledging receipt of the report.

2.0 Executive Administrator Reviews Report for Minimum Requirements

- 2.1 The Executive Administrator reviews the report to determine that the following minimum requirements have been met:
 - 2.1.1 That the subject property has been duly registered with the Association.
 - 2.1.2 A letter of permission from the property owner is included.
 - 2.1.3 That the BUSI 499 marks and instructor's comments are included with the report submitted for review.
 - 2.1.4 A statement of certification has been signed and dated by the Candidate.
 - 2.1.5 The date of appraisal of the subject property is within five (5) years of the date the report is submitted.
 - 2.1.6 The request for Demonstration Appraisal Report Review Application Form is completed in full and the appropriate fee is enclosed.
 - 2.1.7 A digital copy is submitted along with a hard copy.

3.0 Report Minimum Requirements Not Met

- 3.1 A report that has not met the minimum requirements may be returned to the Candidate without any qualitative review with documentation explaining why the report has been rejected. A Candidate may re-submit once the deficiencies have been corrected.

4.0 Report Minimum Requirements Met

- 4.1 When the minimum requirements have been met, the Executive Administrator shall inform the Candidate Member that the report has been forwarded for review and the review process may take a minimum of four (4) weeks, but shall be completed within an eight (8) week time frame.

5.0 Notification Sent to the Chair of the Examination Subcommittee

- 5.1 The Executive Administrator will notify the Chair of the Examination Subcommittee that a report has arrived.

6.0 Reviewer Selection

- 6.1 The Chair of the Examination Subcommittee generally reviews each report submitted for review. The reviewer must be an Accredited Member in good standing. The Chair of the Examination Subcommittee shall make every effort to ensure the Reviewer is not familiar with the Candidate.

7.0 Demonstration Report Sent by Courier to Reviewer

- 7.1 The Executive Administrator will then courier the following to the reviewer:
 - 7.1.1 The Demonstration Appraisal Report;
 - 7.1.2 The letter of permission from the property owner;

- 7.1.3 Grader Comment sheets;
- 7.1.4 Demonstration Report Review [Form] Letter.

8.0 Report Review Timeframe

- 8.1 Once the reviewer receives the report, a minimum four (4) week time frame is allowed for the review. The reviewed report shall be returned to the Association office within this four (4) week time frame.

9.0 Report Sent to Chair of the Examination Subcommittee

- 9.1 The Chair of the Examination Subcommittee has the authority to ascertain whether a report is successful or not subject to Section 5 of the *Municipal Assessor Regulation* AR 347/2009.
- 9.2 If the report was reviewed by a reviewer other than the Chair of the Examination Sub-Committee, the Executive Administrator couriers the report to the Chair of the Examination Subcommittee with the reviewer’s recommendation. The Chair of the Examination Subcommittee has 10 days to confirm or reject the reviewer’s recommendation.

10.0 Report Returned to Association Office

- 10.1 The Chair of the Examination Subcommittee then delivers the Demonstration Appraisal Report and all attachments with the signed review letter back to the Executive Administrator.

11.0 Reviewed Reports

- 11.1 The Executive Administrator forwards the signed review letter to the Candidate Member.
- 11.2 A **successful** report is retained in the Association office for a period of seven (7) years. After seven years the report is returned to the member or destroyed if the Candidate Member makes this request.
- 11.3 An **unsuccessful** report is returned to the Candidate Member along with the Chair’s comments.
 - 11.3.1 Candidate Members will be advised to carefully review the comments on an unsuccessful report and to use them as the minimum requirement for successful revision.
 - 11.3.2 A copy of an unsuccessful report shall be held at the Association office for 90 days pending an appeal of the Reviewer’s decision.

12.0 Further Review Options

- 12.1 Any Candidate Member whose report(s) does not, in the opinion of the Chair of the Examination Subcommittee, meet the quality standards of the Association may file an appeal to the Executive Committee within 30 days’ of notification by the Executive Administrator.

Recommended by Registration Committee:	May 20, 2004
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