

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Right of Way Division
P.O. Box 600, Trenton, NJ 08625-0600

FEE APPRAISER APPLICATION

NJDOT contracts with the individual applicant to ensure testimony and services are from a person qualified to perform that service.

Name

Firm name

Address

Telephone Business Cell FAX

Address

E-Mail Address:

Taxpayer ID

Please indicate the type of New Jersey Real Estate appraisal licensure that you hold
 State Certified Residential Appraiser State Certified General Appraiser

Indicate Your NJ Certification Number

NOTE Holders of the NJ Residential Licenses are not eligible for these assignments.

Is your NJ appraisal certification valid Yes No

List any Professional Certifications, Licenses or Designations you hold:

Have any of your Certifications, Licenses or Designations ever been revoked or the subject of disciplinary action?

YES NO (If yes, attach full details)

How many years have you been doing Appraisals?

How many years have you been doing Appraisal Reviews?

Please indicate (yes or no) if you have performed work and/or are on a list with other NJ State agencies in the last five years.

Agency	NJDOT ROW Division	NJDA SADC	NJDEP Tidelands	NJDEP Green Acres	Schools SCC / SDA	Other Agency (List)
Performed work for this agency						
On appraisal list for this agency?						

Please identify local governments you have worked with in the last five years and indicate (yes or no) if you have performed work and/or are on their list

Agency Name					
Performed work for this agency					
On appraisal list for this agency?					

List any New Jersey counties in which you have undertaken appraisal assignments?

Please indicate which Counties within New Jersey you would accept assignments in.

Please indicate what types of real estate appraisal within New Jersey you specialize in.

Describe your level of experience with Eminent Domain appraisals

Describe your level of experience with condemnation testimony

Describe your level of experience with other court testimony

Breakdown by percentage of total, the various property types appraised (i.e. residential, commercial, industrial, agricultural, special purpose, etc.), during the last five years

Regular Educational Background: (Indicate name and location of school or college attended & degree(s) Received

Formal Appraisal Courses: (attach photocopies of satisfactory completion)

ARE YOU INTERESTED IN PROVIDING APPRAISAL REVIEW SERVICES?

YES NO

Indicate if your business entity is qualified as an Disadvantaged Business Enterprise
Emerging Small Business Enterprise
Minority Owned Business Enterprise
Small Business Enterprise
Women Owned Business Enterprise

<input type="checkbox"/> DBE
<input type="checkbox"/> ESBE
<input type="checkbox"/> MBE
<input type="checkbox"/> SBE
<input type="checkbox"/> WBE

Would you be interested in becoming certified as an DBE, ESBE, MBE, SBE, or WBE firm

YES <input type="checkbox"/>	NO <input type="checkbox"/>
------------------------------	-----------------------------

Additional Requirements:

1. Submit copies of two narrative appraisal reports (preferably condemnation reports involving partial takings) that you have prepared for clients within the past five years.

Professional References: (List at least three references for whom you have prepared appraisals within the past five years)

1. _____

2. _____

3. _____

Certification:

Applicant hereby certifies or affirms under the penalty of perjury that

1. The information given in this application is true and complete to the best of my knowledge.
2. My appraisal certification is not subject to any sanctions and I have not been convicted of a crime of moral turpitude or other crime which would require the surrender of my appraisal certification.

Applicant's Signature _____
Applicant's Name _____
Date _____

The New Jersey Department of Transportation may make any investigatory reviews it deems necessary to protect the interests of the State.

Please return completed application package to:

**Carmen Roman, NJDOT, Right of Way & Access Management, P.O. Box 600, Trenton, NJ
08625-0600 or Carmen.Roman@dot.nj.gov**

(For Fed Ex delivery use 1035 Parkway Avenue, Trenton, NJ 08618)

Policies & Procedures:

This application is submitted with the understanding and agreement that, if approved for NJDOT appraisal assignments, you will:

1. Prepare appraisals fully in compliance with the standards and details specified in the NJDOT Acquisition Manual and Supplemental Format Instructions.
2. Appear as an expert witness at condemnation hearings or court trials concerning your appraisals.
3. Attend, without compensation, such appraisal workshops and seminars as the NJDOT may deem necessary to clarify appraisal format and guideline requirements.
4. Except for limited special assignments, an appraiser must be a NJ resident.
5. Submission of an application does not ensure placement on the NJDOT appraisal procurement list, and placement on the NJDOT appraisal procurement list does not ensure that you will receive an assignment.
6. To be added to and retained on the NJDOT appraisal procurement list, you must register or be registered in the NJStart Program <https://www.njstart.gov/bs/>

Submit copies of two condemnation related appraisal reviews, or if you have not done appraisal reviews, submit condemnation related appraisal reports (preferably reviews or reports involving complicated takings) that you have prepared for clients within the past five years.

2. If not already on file with NJDOT, your application should also include a copy of your appraisal license and your certificate of business registration from the Division of Revenue. Registrations are obtained online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or call 609.292.1730

For questions about this application, please contact James Cann at 609-530-5639.

AFFIRMATIVE ACTION INFORMATION FORM

The *State of New Jersey* seeks to increase the richness and diversity of its workforce and consultant contracting. In order to ascertain the effectiveness of our efforts to attract and employ a diverse workforce, as well as comply with Federal and State reporting requirements, we ask that you take the time to answer a few brief questions.

Information submitted on this form will be considered confidential and will be filed separately from your application.

- White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** A person having origins in any of the black racial groups of Africa
- Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian/Alaska Native** A person having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment.
- Native Hawaiian/Pacific Islander** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

If you identify yourself as more than one race please also identify them below.

- American Indian or Alaska Native Asian Black or African American
Native Hawaiian or Other Pacific Islander White

GENDER: Female Male

Are you of

- Hispanic origin, regardless of race