

IMPORTANT REMINDER REGARDING RECORD KEEPING REQUIREMENTS FOR APPRAISERS

The Department of State, Division of Licensing Services (“DLS”) has issued this notice to clarify the record keeping requirements for appraisers licensed or certified under Article 6-E of the New York Executive Law.

As required by Sections 160-d(1)(e) and 160-h(1) of the New York Executive Law, DLS and the Board of Real Estate Appraisal have adopted appropriate standards of practice for appraisers which includes incorporation of the most current version of the Uniform Standards of Professional Appraisal Practice (“USPAP”). See, 19 NYCRR Section 1106.1.

The [USPAP Record Keeping Rule](#) states, in part, “[a]n appraiser must retain the workfile (sic) for a period of at least five years after preparation or at least two years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment, whichever period expires last.”

Appraisers licensed or certified by the DLS are reminded to maintain records in accordance with the USPAP Record Keeping Rule. A violation of this rule can result in DLS commencing disciplinary action.

If you have any questions regarding this guidance, you may email questions to the Department at: licensing@dos.ny.gov, or contact 518-474-4429. Call Center Representatives are available from 8:30am to 4:30pm Monday through Friday except on Legal Holidays.

ALBANY OFFICE: One Commerce Plaza, 99 Washington Avenue, P.O. Box 22001, Albany, NY 12201-2001 •
Customer Service: (518) 474-4429 • Website: www.dos.ny.gov • E-Mail: licensing@dos.ny.gov

REGIONAL OFFICES:

• BINGHAMTON • BUFFALO • HAUPPAUGE • NEW YORK CITY • SYRACUSE • UTICA