

**Appraisal Subcommittee**  
*Federal Financial Institutions Examination Council*

August 15, 2001

Mike Brown, Director  
Real Estate Appraisal Administration Division  
Office of Banks and Real Estate  
500 E. Monroe Street, 2nd Floor  
Springfield, IL 62701-1509

Dear Mr. Brown:

Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended ("Title XI"), we have scheduled a field review of the Illinois real estate appraiser regulatory program ("Program") for November 27-30, 2001. The field review is an essential part of our ongoing efforts to fulfill our obligation under § 1118(a) to ensure State compliance with Title XI. The field review process involves analyzing your statute, regulations, policies, and procedures to determine your Program's consistency with Title XI.

Mr. Dennis Greene and Ms. Kathryn Gearheard will conduct the field review. We understand that the Office of Banks and Real Estate is the State agency with administrative, regulatory and/or enforcement authority for the Program. Mr. Greene and Ms. Gearheard will begin the field review at 8:30 a.m. in Springfield on the 27<sup>th</sup> and continue the review in Chicago on the 28<sup>th</sup>. We will start with an opening conference to discuss your Program and our field review process. Please coordinate with your appropriate Program representatives to ensure their attendance at this opening conference. Mr. Greene and Ms. Gearheard will conclude the on-site review with an exit conference that will be scheduled during the review. At the exit conference, they will discuss the review findings. It is important that appropriate Program representatives attend this meeting.

For the majority of their time on site, they will review selected files and records for the period under review (May 2000 through the present). Please have available for their review complete files of: all appraiser-related complaints; approved and disapproved education courses and providers or instructors; and approved and disapproved resident, temporary practice, and reciprocal applications. If you have any questions regarding the availability of any of these records or questions regarding our authority to review such records, please notify us at your earliest convenience before the review dates. They also may need access to additional records and/or information during the course of the review.

Please send two copies of the following information by October 19, 2001 for our review prior to arriving at your office:

- Current real estate appraiser-related statute and regulations;
- Blank copies of current real estate appraiser applications (including those for resident licensure /certification, temporary practice, reciprocity, and education provider/instructor approval);

- Official Real Estate Board/Commission and committee meeting minutes issued during the review period;
- Log from 1990 to present of all complaints (open and closed) identifying the case number, respondent, complainant, opening and closing date, status, and method of disposition;
- List of temporary practice permit applications received during the review period, identifying the applicant, date of application, date of issuance, and date of expiration, if any;
- List of all approved real estate appraiser-related education course offerings and course providers or instructors; and
- An organizational chart, including the names and phone numbers of employees involved in, or part of, the management of your Program.

In addition to two printed copies of the above information, if possible, please provide any of the information that is easily available in Microsoft Excel or Word format on a computer diskette.

We look forward to meeting with you. Please contact us at (202) 872-7520 with any questions you may have regarding the review.

Sincerely,



Ben Henson  
Executive Director

cc: Patrick Brady, Director  
Office of Banks and Real Estate  
Chicago Office