

Annexure B of the Agreement

# GUIDANCE NOTES

## FOR THE IMPLEMENTATION OF RECOGNISED EUROPEAN VALUER SCHEME

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## Guidance Notes for processing Recognised European Valuer applications

### 1. Introduction

The Recognised European Valuer scheme through the designation “Recognised European Valuer” and use of the letters “REV™,” seeks to maintain, enhance and harmonise valuation standards and steer the profession across member countries towards a rigorous trans-European common platform by providing individual valuers clients with an indicator of professional ability.

### 2. Purpose of these guidance notes

The purpose of this manual is to provide procedural guidelines for processing applications from TEGoVA Member Associations (TMAs) for the Recognised European Valuer Scheme. It is intended primarily for use by applicant member associations and the Recognition Committee (RC) but is available for reference to all interested in the process.

The object of these guidance notes is to provide details as to the administration of the scheme but it is merely a work aid, and in the event of any uncertainty with the Recognised European Valuer Scheme, the RC (subject to Board endorsement) will decide on interpretation.

### 3. Application - Generally

1. Recognition is based upon TEGoVA being satisfied that a member organisation (TMA) has achieved the necessary professional standards to grant to its individual valuer members, under the auspices of TEGoVA, the use of the designation “Recognised European Valuer” and use of the designatory letters “REV™”. Recognition of a TMA is achieved through the mutual signature of a Recognition Document (RD), which will form an agreement between TEGoVA and the member organisation.

2. The basis of the agreement to form the Recognition Document, and which sets out the minimum obligations on an applicant organisation and TEGoVA is in specimen form at Appendix 2 of the REV Scheme. The precise contents may

need to be varied by the Recognition Committee (RC) at the time of discussion to reflect the needs of a specific TMA or country.

3. Applications to become a Recognised European Valuer may be made by an individual who is a practising valuer belonging to a Full or Associate TEGoVA Member Association or by an individual valuer of a valuation company which itself is a member of a TEGoVA member association. Applications have to be made direct to the individual's professional organisation. Trainee valuers are not entitled to achieve recognition.

4. Detailed procedure for TMAs and individual valuers, including valuers who are employees or partners of valuation companies is set out at paragraph 4 below.

5. The Recognition Committee reserves the right to manage the timing of applications from TMAs and individual valuers.

#### 4. Recognition procedure

The recognition procedure comprises a two stage process.

**4A. The first stage is the attainment of consent by an applicant TMA** from TEGoVA to obtain the right to award Recognised European Valuer status (designated by the letters REV™)

To attain this consent the TMA must have;

- a) met the standards required by the TEGoVA Recognition Committee
- b) entered into an agreement to be known as a Recognition Document (RD)
- c) paid the appropriate complementary subscriptions (See paragraph 5 below)
- d) been a Full or Associate member of TEGoVA for a minimum period of one year.

**4A.1** Applications from a TMA must be submitted in English by electronic means in the format prescribed at **Appendix A** to the Chairman of the Recognition Committee at [tony.prior@irrv.org.uk](mailto:tony.prior@irrv.org.uk). with a copy to the TEGoVA Secretariat at [tegoval@skynet.be](mailto:tegoval@skynet.be) who will record the application and forward an invoice for the non-refundable complementary subscription of € 2.500,00.

**4A.2** Any associated translation and legal costs must be borne by the applicant TMA. Any translation is solely the decision and responsibility of the TMA, and

must be carried out by the TMA. All translations must clearly indicate that they are translations from the English original with the specification of date and signature, they must indicate whether they are free translations or sworn translations, and it must be clearly indicated that in case of doubt or conflict, the only valid legal text is the English text.

The complementary subscriptions shall be subject to periodic review by the Chairman and Treasurer of TEGoVA.

**4A.3** On receipt of an initial application from a TMA, it is the responsibility of the Recognition Committee to ensure by detailed consideration that the applicant organisation can fulfil the requirements and obligations to be set out in the Recognition Document. The Recognition Committee will be entitled to ask for such documentary evidence as is reasonably necessary.

**4A.4** The preparation of the Recognition Document, which shall be in English, is the responsibility of the Chairperson of the Recognition Committee who shall consult with members of the Committee and the applicant TMA.

**4A.5** It is the responsibility of the Recognition Committee Chairperson to ensure that the RD, after signature by the TMA, is submitted to the Board for approval.

**4A.6** The approval of the Recognition Document permitting a TMA to award the status of "Recognised European Valuer" resides with the TEGoVA Board, subject to subsequent ratification, cancellation or variation at any time by a majority vote of the General Assembly. The Recognition Document must be signed by the Chairperson of TEGoVA and the Chairperson/President of the TMA or their duly authorised deputy.

**4A.7** The attainment by a TMA, of the ability to award Recognised European Valuer status will be acknowledged by way of the award being made at the next General Assembly after approval by the Board.

**4A.8** In the event of rejection of a TMA application by the Recognition Committee or failure to ratify on the part of the TEGoVA Board or General Assembly the applicant organisation shall not be entitled to any refund of any complementary subscriptions but must pay any outstanding fees.

**4A.9** A check list for use by the RC for the vetting and verification of an application from a TMA is set out at **Appendix D**.

**4A.10** In the case of rejection of an application by the RC a TMA may appeal to the Chairperson of TEGoVA requesting that the matter be reviewed by the Board.

**4B/C The second stage is the formal recognition of an individual practising valuer** by TEGoVA and the TMA as meeting the required standard, and the granting of consent to use of the designatory letters REV™ (Recognised European Valuer). Recognition is afforded to individual valuers who are direct members of a TMA and individual valuers who are employees or partners of valuation companies. Trainee valuers are not entitled to recognition. Individual recognition is made by the approved TMA in the form of a certificate signed jointly by the Chairperson of TEGoVA and the Chairperson/President of the TMA (or their duly authorised deputy). The production and printing of the hardcopy version of the certificate for signature by the Chairpersons/ President is the expense and responsibility of the TMA concerned. The certificate shall be in the form specified in electronic model at **Appendix C**. (see also paragraph 4B1).

#### **4B. Individual valuer member of a TMA**

**4B.1** For individual valuers who are direct members of a TMA the procedure is for the practising valuer to apply to his/her Recognised TMA in the form prescribed at **Appendix B**.

Following an individual's submission the first action towards the award of the certificate will be the assessment of each application by a TMA, as prescribed in the RD. On the basis of all approved individual applications, the TMA will prepare a list giving full names and contact details of each of the proposed recipients in accordance to a specified electronic format as required by the Recognition Committee. The elements to be provided are to be sent to the TEGoVA Secretariat by electronic transmission 4 weeks before the General Assembly at which the REV certificates are to be awarded.

On the basis of these elements, TEGoVA will allocate a REV ID and a certificate number for each one of the proposed recipients of the REV certificates.

The TMA will then prepare, on this basis, a numbered certificate for each proposed recipient, in accordance with specimen 1 of Appendix C of the Guidance Notes, for signature the President / Chairman of the TMA. An example of completed certificate is attached as specimen 2 at Appendix C, in order to assist completion of certificates. See also paragraph 4B/C above regarding hard copy responsibility. The TMA must provide to the TEGoVA Secretariat, a minimum of 21 days before the General Assembly at which the REV certificates are to be awarded, one sample of a completed certificate.

All elements / details provided by the TMA to TEGoVA must be in English, and must be written in the Roman alphabet and Arabic numerals (including names, addresses, etc...).

**4B.2** It will be the responsibility of the TMA concerned to bring to the appropriate General Assembly the certificates already signed by their President / Chairman. Where they consider it appropriate, the Recognition Committee may request more information before signature by the Chairman. TMAs should not to send the application dossiers of each candidate to RC or Secretariat of TEGoVA. The Secretariat does not maintain an archive of applications, or a register of applicants, only a register of awarded REV's. Although, of course, the RC reserves the right for detailed examination of any application if considered appropriate, the RC does not deliver any approval of individual applicants.

**4B.3** The procedure for verification and signature of the certificates on the part of TEGoVA will be carried out by a group chosen by the Chairman of TEGoVA comprising himself and / or the Vice Chairman of TEGoVA and members of the Recognition Committee and the Secretariat. The Group will seek to meet after the first Board meeting prior to the appropriate General Assembly.

It is the responsibility of the TMA alone to ensure the accuracy, veracity, numbering of certificates, etc., and any expenses incurred in the production and translation of certificates. It is important that the TMAs keep in mind that the verification process by TEGoVA, for signature by the Chairman of TEGoVA, is done on a spot-check basis only. TEGoVA reserves the right to reject the whole package of certificates if it deems the result the spot-check conducted unsatisfactory.

**4B.4** One additional copy of the certificate may also be produced in the official language of an approved TMA under a sworn translation. Where an English and

alternative language are produced, both copies will require the signature by the TMA President / Chairman and the Chairman of TEGoVA.

**4B.5** The final step in the procedure will be the presentation of the dated and signed certificates by the Chairman of TEGoVA to the appropriate TMA on a grouped basis, at the appropriate General Assembly.

**4B.6** On receipt of the signed certificate the relevant TMA will formally grant the use of the letters REV™ to the individual valuer. The commencement date for the life of the REV™ award shall be the date on the certificate signed by the Chairperson of TEGoVA (see 4B.5 above), which will be either 01 June or 01 December of the year at which the certificates were awarded, according to whether they were awarded in the Spring General Assembly or in the Autumn General Assembly respectively. The TMA will maintain a register of the REVs, and of the certificates delivered, each appropriately numbered. The TEGoVA Secretariat will maintain a register of REVs and require the TMA payment of the appropriate complementary subscription. The TEGoVA Recognition Committee, the TEGoVA Board or a delegate of either shall be entitled to have access to the TMA REV Register at any time and take a copy of it.

**4B.7** Should the Recognition Committee, or on appeal the TEGoVA Board, reject an individual valuer application, any subscription due will have to be paid, and any subscription paid shall not be refunded.

**4B.8** Any individual applications sent direct to TEGoVA are not valid.

**4B.9** Recognition of a valuer is granted for a period of 5 years after which time the valuer will need to renew his/her entitlement to the title “Recognised European Valuer”, in accordance with the requirements set out in the Recognition Document. A minimum of three weeks before expiration the TMA shall submit a list of those individual valuers requesting renewal of entitlement to the title “Recognised European Valuer”. Subject to continued compliance with the terms and conditions of the Agreement a renewed certificate shall be valid for a further period of five years commencing immediately after expiration of the preceding certificate. The procedure for signature of renewed certificates is as detailed in paragraph 4B.2 to 4 B.6.

#### **4C Individual valuers who are employees or partners of Valuation Companies:**

**4C.1** In the case of TMAs whose membership comprises valuation companies, TEGoVA permits the process of individual applications made by practising valuers who are partners or employees of the companies, through the companies themselves.

**4C.2** Where applications are processed under this section the TMA must demonstrate to the satisfaction of TEGoVA that the individuals comply with all the requirements specified in the REV scheme and the terms and conditions entered into between the TMA and TEGoVA.

**4C.3** The guidelines for individual valuers set out at paragraphs **4B.1 to 4B.9** apply to applications from individual valuers who are employees or partners of Valuation Companies.

#### **5. Use of designation Recognised European Valuers by a firm**

**5.1** Subject to approval by a relevant TMA:

A firm of practising valuers may use, without charge, the designation “**Recognised European Valuers**” when:

- i) at least half of the directors, registered partners or qualified valuer employees are fully subscribed and practising members of the Recognised European Valuer Scheme and use the designation REV after their name on official documentation
- ii) the firm as a whole operates a code of practice that meets the ethical standards required under the REV Scheme

**5.2** The designation “Recognised European Valuers”

- i) must be used in conjunction with: the name of the firm
- ii) is the only form that may be used by the organisation

**5.3** The relevant TMA maintains a permanent record of firms approved to use the designation **Recognised European Valuers**

**5.4** TEGoVA through the Recognition Committee, reserves the right to audit any firm which uses the designation and any authorising TMA to ensure compliance with the foregoing conditions and report their findings to the TEGoVA Board for appropriate action.

## **6. Use of REV logo and impress stamp**

### **6.1. Use of impress stamps**

#### **6.1.1 Use of REV impress stamp by an individual REV valuer or a REV valuer employed by a valuation company**

A practising valuer having a current Recognised European Valuer certificate may use without charge, on reports and other official documentation under his/her signature the impress stamp shown at Appendix E.

The overall dimensions of the stamp and ink colour used by an individual REV are at the discretion of the valuer but, if employed by a valuation company, must conform with the policy of the valuation firm by whom the valuer is employed. No departure is permitted from the format shown in the said Appendix.

#### **6.1.2 Use of REV impress stamp by a valuation firm**

Where a firm complies with the requirements specified at paragraph 5 above in connection with the use of the title Recognised European Valuers it may use without charge on the said firm's reports and other official documentation, the impress stamp shown at Appendix E

The overall dimensions of the stamp are at the discretion of the firm using the stamp but no departure is permitted from the format shown in the said Appendix.

### **6.2. Use of REV logo by a valuation firm**

Where a firm complies with the requirements specified at paragraph 5 above in connection with the use of the title **Recognised European Valuers** it may, subject to notification of the relevant TMA, display without charge, on the said firm's letterheads and other official documentation the REV logo shown at Appendix E.

The overall dimensions of the logo are at the discretion of the firm using the logo but no departure is permitted from the format and colours shown in the said Appendix.

## 7. Awarding Member Association logo

A TMA authorised to award REV Certificates may use the Awarding Member Association logo at Appendix F on the home page of its website.

## 8. Nominated Contact

To ensure the effective and efficient operation of the administration of the REV Scheme an awarding TMA shall nominate a member of staff to liaise with the TEGoVA Secretariat. The nominee will be entrusted with a password to afford access to the TMA intranet section of the REV Register page of the TEGoVA website. This password is given on a strictly confidential basis, and shall not be divulged without the express consent of the Secretariat.

## 9. Complementary subscriptions

The following complementary subscriptions will be payable by the TMA:

1. An initial complementary subscription of € 2.500,00 payable at the time of application.
2. A complementary subscription of € 1.000,00 payable within one month of approval.
3. An annual complementary subscription of € 1.000,00 payable each year following the year of approval at the time the annual membership subscription is due.
4. For every individual valuer that is admitted or re-admitted as a Recognised European Valuer and granted the right to use the designatory letters REV, an annual certificate complementary subscription of € 100,00 as of the initial approval or subsequent renewal.
5. Legal fees or translation costs incurred in drawing up the Recognition Document and any other incidental expenses.

The Recognition Committee, subject to approval by the TEGoVA Board and General Assembly, reserves the right to review and amend the complementary subscriptions as appropriate.

The billing of recognised TMAs will be carried out by the TEGoVA Secretariat.

## 10. Audit provisions

To ensure the veracity of the Recognition Scheme recognised TMA's will be the subject of ad hoc audit to ensure compliance with the terms and conditions specified in the Recognition Document.

Where a TMA is granted REV awarding status it shall create and maintain for each individual valuer awarded REV standing, a record showing at the time of their approval or subsequent renewal the following details.

- 1) Certificate number
- 2) Date of application or renewal
- 3) Date of admission or renewal
- 4) Copy of the original or renewal application
- 5) Date of approval of application or renewal and notes of review
- 6) Educational qualifications under which admitted
- 7) Experience at the time of admission or renewal
- 8) Record of submitted valuations
- 9) A record of Continuing Professional Development
- 10) Committee members approving application

Items 1 to 3 shall be on the format required by the Secretariat and specified at paragraph (to be inserted)

A TMA must also comply with the requirements with regard to forms and certificates specified at paragraph 14 of Guidance Notes.

Audit shall be carried out by an appropriately qualified member(s) of the Recognition Committee in accordance with paragraph 5.2 of the REV Scheme who shall ensure that the awarding TMA complies fully with the foregoing requirements.

A qualified valuer shall be a member of the Recognition Committee and be a Recognised European Valuer with a minimum of 15 years experience in the valuation of real estate.

## 11. Recognition Committee

The constitution and membership of the Recognition Committee is set out at paragraph 5.2 of the TEGoVA Recognised European Valuer scheme.

The Recognition Committee should meet as required to vet applications but a minimum of twice a year is appropriate in order to consider applications, audit needs, and agree any report for the General Assembly. Work should be carried out by exchange of correspondence without the need of meeting wherever possible.

Recommendations of the RC will be by simple majority vote with the chairperson having the casting vote.

## 12. Misconduct

If in the opinion of the TEGoVA Board and/or a majority vote of the General Assembly, a TMA is found to be in breach of the terms and conditions specified in the RD, the said TMA shall not be entitled to make further awards or renew the designation "Recognised European Valuer".

In the instance of authority being removed from a TMA, a valuer who already enjoys the use of the designation REV™ shall be entitled to use the designatory letters for the remainder of his/her five year term so long as he continues to fulfil the terms and requirements set out in the original RD between his TMA and TEGoVA.

A valuer who is in breach of his/her obligations required under the terms of the REV scheme shall on the recommendation of the RC and endorsement of the Board lose the right to use the designation REV™.

## 13. Administration

The TEGoVA routine administrative matters of the scheme will be carried out by the TEGoVA Secretariat. Any queries or concerns outside of routine issues should be referred to the Chairman of the RC.

## 14. Forms and Certificates

All appropriate forms, agreement and model certificate will be in electronic format.

In these Guidance Notes:

- A questionnaire for completion by an applicant TMA is at **Appendix A**.
- A layout of a form for an individual applicant to apply for Recognition to his TMA / Valuation Company is at **Appendix B**.
- The model form and other specifications concerning the certificate are at **Appendix C**. The certificate will be produced in English but one additional copy of the certificated may also be produced in the official language of an approved TMA under a sworn translation at the expense of that TMA. Where two certificates are produced both copies will require the signature by the Chairman of TEGoVA and Chairperson/President of the TMA.
- A Check List for use by the RC is at **Appendix D**.

In the REV Scheme:

- A list of core knowledge areas is at **Appendix 1 of the REV scheme**.
- A specimen form of the RD agreement is at **Appendix 2 of the REV scheme**.

## Appendix A

**Covering E-mail message on official letterhead** and signed by the Chairman or Vice Chairman of the TMA, and questionnaire, to be sent to the Chairman of Recognition Committee at [tony.prior@irrv.org.uk](mailto:tony.prior@irrv.org.uk)

### 1. Covering E-mail message

Dear

#### **Application for admittance as awarding TMA for Recognised European Valuer Scheme**

Please find attached the completed questionnaire in regard to the application by the **(Insert name of TMA.....)** for admittance by TEGoVA as an awarding TMA for the Recognised European Valuer Scheme.

In making this application **(Insert name of TMA.....)** have noted from the Recognised European Valuer Scheme and the accompanying Guidance Notes the procedural, operational and financial requirements of a TMA.

It is further confirmed that for admittance of an individual member of **(Insert name of TMA.....)**, a practising valuer is required to meet the Minimum Education Requirements of TEGoVA as detailed on the TEGoVA website.

Yours sincerely

Chairman / Vice Chairman of the TMA

### 2. Questionnaire

#### **Questionnaire to Applicant TMA regarding ability to meet TEGoVA required standards**

Please provide the following information together with supporting documentation. Continue on separate sheet if necessary.

Q1. Details of the educational qualifications required by individual valuer to become a member of your organisation.

(These are required to meet the criteria set out at paragraph 2.3 and Appendix 1 of the Recognised European Valuer Scheme)

A1

Q2. Details of the experience required for a valuer member of your organisation to practice including any practical tests or interviews that occur.

(These are required to meet the criteria set out at paragraph 2.3 of the Recognised European Valuer Scheme)

A2

Q3. Details of the life-long learning (Continuing Professional Development) requirements to which a valuer member must subscribe together with details for monitoring the same.

(These are required to meet the criteria set out at paragraph 2.4 of the Recognised European Valuer Scheme)

A3

Q4. Details of the ethical and disciplinary provisions to which a valuer member must subscribe together with the appropriate penalties for breach of these requirements.

(These are required to meet the criteria set out at paragraph 2.5 of the Recognised European Valuer Scheme)

A4

Q5. What administrative arrangements do you have in place for the effective examination of applications and their subsequent monitoring?

A5

Q6. Where appropriate, provide details of entitlement for members to be legally recognised to practice valuation.

A6

Signed.....

For TMA .....

Date.....

## Appendix B

### Information required of a prospective candidate to be considered for use of the designation Recognised European Valuer to be submitted to the TMA

Please provide the following information together with supporting documentation where appropriate.

Name
Contact address
E mail
Telephone No.
Employer
Employer Address
Telephone
E mail address

1. The criteria and qualifications required to be a member of the TMA, or to work in a valuation company who is itself a member of a TEGoVA TMA

A1
----

2. The date of admittance as a qualified valuer to the TMA or employment by valuation company

A2
----

3. The number of years of experience in the property business

A3

4. The number of years of experience in real estate valuation

A4

5. Details of the university degree, post graduate degree or other certificate in accordance with paragraph 2.3 sub paragraphs 1) and 2) of the Recognition Scheme

A5

6. Outline of experience in property business and details of experience in property valuation

A6

7. A description of 20 written valuations undertaken during the 2 years previous to the application

Note 1. If a request is to be made to be permitted to present a lesser number of valuations full reasons for this must be provided.

Note 2. See paragraph 3.2 of REV Scheme for detailed requirements.

A7

8. Evidence of a of minimum of 20 hours life long learning (continuous professional development)

A8
----

9. Signed declaration that the applicant adheres to the code of ethics and professional best practice required by his/her professional organisation (the TMA)

A9 I hereby declare that I adhere to the code of ethics and professional best practice required by ... (TMA)  Signed..... Name.....
---

10. Where appropriate, a signed statement that the candidate is entitled to carry out valuations in the country in which they practice.

11. A current CV outlining the current and previous range of professional duties and experience.

*N.B. The Recognition Committee retains the right to reject or audit any candidate's application.*

Appendix C Specimen 1

(on white Conqueror paper 160 gr)

# CERTIFICATE

Font: Castellar (size 24)



THE EUROPEAN GROUP OF VALUERS' ASSOCIATIONS (TEGoVA)  
and

NAME OF THE TMA (Acronym in brackets)

Font: Century Schoolbook (size 10, Capital Letters)

certify that the person named below, having met all the requirements stipulated in the Recognition Document, is admitted to use the title of *Recognised European Valuer* and the designatory letters *REV*

Font: Century Schoolbook (size 12)

## Name of Recipient REV

Font: Century Schoolbook (size 26)

## RECOGNISED EUROPEAN VALUER

Font: Castellar (size 18)

Certificate Registration Number: 1-2/3/4/5  
Issued on: day/month/year  
Valid until: day/month/year

Font: Century Schoolbook (size 9)

- 1: REV-
  - 2: Capital Letter of identification of the country according to TEGoVA website 'Members' page map
  - 3: Acronym of TMA
  - 4: Year of expiry
  - 5: Number allocated in sequential order by TMA
- Example: REV-F/IFEL/2013/1



Stamp of TEGoVA  
Signature

Name of Chairman of TEGoVA  
Chairman



Stamp of TMA  
Signature

Name of Chairman of TMA  
Chairman

Font: Century Schoolbook (size 12)

This Certificate is held subject to its renewal on **date of renewal (day/month/year)** and in compliance with the Recognised European Valuer Recognition Document to which the above associations are party

Font: Century Schoolbook (size 9)

name of TMA . address . city code + city .

Font: Century Schoolbook (size 9)

## Appendix C Specimen 2

# CERTIFICATE

*SPECIMEN*



THE EUROPEAN GROUP OF VALUERS' ASSOCIATIONS (TEGoVA)

and

INSTITUT FRANÇAIS DE L'EXPERTISE IMMOBILIÈRE (IFEI)

certify that the person named below, having met all the requirements stipulated in the Recognition Document, is admitted to use the title of *Recognised European Valuer* and the designatory letters *REV*

## Antoine B. Prior REV

### RECOGNISED EUROPEAN VALUER

Certificate Registration Number: REV-F/IFEI/2013/1  
Issued on: 01/06/2008  
Valid until: 31/05/2013



Stamp of TEGoVA

*Signature*



Stamp of TMA

*Signature*

Name of Chairman of TEGoVA  
Chairman

Name of President of IFEI  
President

This Certificate is held subject to its renewal on **1 June 2013** and in compliance with the Recognised European Valuer Recognition Document to which the above associations are party

Institut Français de l'Expertise Immobilière (IFEI). 28 rue de la Pépinière. F-75008 Paris

## Appendix D

### Check list

*To be used by Recognition Committee for applications and filed with case papers with appropriate answers recorded by Chairman of RC*

#### A. With regard to the TMA.

1. Has a formal application been received and acknowledged?
2. Has the correct subscription been paid and cleared?
3. Has the information required by Appendix A been fully provided in respect to all 5 (6) questions?
4. Has the relevant documentary evidence to support the statements in 3 been provided?
5. If information is defective, where is it deficient?
6. Is there a need for more particulars?

#### B. With regard to the Individual applications (See paragraphs 4B and 4C of the Guidance Notes)

1. Has receipt of the certificates from the TMA been acknowledged and recorded after signature by the Chairman?
2. Has the required certificate complimentary subscription been paid by the TMA?
3. Are there any doubts about any the candidate's submission?
4. If there are doubts what are they?
5. Is there a need for more particulars?
6. Has additional evidence, with an explanation, been requested?

**C. With regard to administrative processing**

1. Has due consultation taken place with members of the recognition Committee, TMA Chairmen/Presidents, and the applicant TMA?
2. Has the draft Recognition Document (RD) been agreed with the TMA?
3. Has the appropriate approval been sought and obtained from the TEGoVA Board?
4. Has the TMA been notified of approval of application?
5. Has the REV certificate been obtained from the TMA, properly numbered and passed to the Chairman?
6. Has the Chairman signed and the certificate returned to the TMA?
7. Has the register of REV's been updated?

Date.....

Name(s).....

Signed (Inspecting team from TEGoVA)

## Appendix E



REV logo



REV logo



REV Stamp (specimen)



REV Stamp (specimen)

## Appendix F

### Awarding Member Association logo

