

Recertification Information Sheet for CIS HypZert (MLV) valuers

Objective: Checking the candidate's current level of knowledge concerning real estate valuation

Two valuation reports for recertification:

- Two valuations are to be submitted, thereof at least one commercial property. The valuer is responsible for seeing that the valuations meet the property types requested for first-time certification.
- Both appraisals must include market value and mortgage lending value (comprehensible; determined or checked in accordance with Pfandbrief Act §16).
- The reports must have been carried out within the past two years by the applicant personally.
- Each appraisal shall comprise a site plan and contain a maximum of four object photos.
- Written in English or German.
- Anonymised to the extent required by normal banking practice (personal data), if required.

Content and structure of the 30 minute oral interview:

- Presentation of the valuation report (5-10 min.)
- After the presentation, the examiners may ask questions about the appraisal.
- General questions on developments/changes over the past five years covering both general and also region- and country-specific issues, depending on the candidate's main geographic area of activity. Questions may also be asked about basic knowledge – particularly of mortgage lending valuation and the legal framework. The questions will focus on:
 - valuation and general valuation practice - fundamentals and current developments in particular;
 - legal and regulatory changes and current trends;
 - developments in the regional/national market (depending on the candidate's areas of activity);
 - current real estate trends and issues impacting on valuation.

Presenting of one of the submitted reports:

- Oral presentation of one of the appraisals submitted, as selected by HypZert, for no more than 5-10 minutes. Please prepare for both appraisals since HypZert will not tell you in advance, which appraisal has been chosen for the examination.
- The examiners are familiar with the selected appraisal.
- A copy will be provided. It may be used when presenting the appraisal. The use of other resources or the appraiser's own notes, scripts, records is not permitted.
- The presentation should focus on particular characteristics, points of difficulty, the essential valuation parameters and an explanation of the choice of assumptions and methods.

Documentation:

- Digital and written records made during the examination by HypZert staff and examiners

Assessment:

- The assessment will take account of the quality of the appraisal and the presentation.
- The examination commission will judge the candidate's performance in the interview and inform the candidate of the result after the examination (pass or not passed).
- If the interview has only been passed by a small margin, the examination commission can impose the following conditions:
 - submission of one or more valuations within the next three months; and/or
 - recertification reduced to 1 year and re-test at the latest after one year.¹
- After the candidate passes a re-test, the certificate is extended for the remaining years.
- If the interview was judged not passed, a resit of the recertification examination may be applied for.²

After the examination:

- If the examination was passed, the new certificate is sent out after the HypZert Certification Committee has met.

¹ If a certificate is renewed for only one year based on the test results, an application for re-certification can be made before the expiry date of the certificate. Two new valuations must be submitted in accordance with the rules described above.

² For this purpose, the candidate must submit another application as well as two appraisals (the aforementioned rules apply). The examination may be repeated only once and it must be held within one year after not passing.