

Required documents / admission appraisals for the certification examination CIS HypZert (MLV)

The following documents are to be submitted:

- The appropriate application form, completed and signed
- Certification agreement and Agreement on dispute resolution, completed and signed
- Curriculum Vitae
- Copy of personal identity document/passport
- Certificates (copies) that serve to fulfil the admission requirements (e.g. RICS certificate, MAI certificate)
- Three market and mortgage value reports** from at least the following types of property: Commercial business or industrial sites or mixed-use sites, at least one of which must be an operated or management facility such as a retail property, a leisure industry facility, hotel or nursing home

All of the above valuation reports must also show a market value (this must be comprehensible, determined on the basis of § 16 PfandBG or otherwise validated).

The valuation reports have to be anonymised (according to the bank-method, by blacking out all personal data). It is not necessary to anonymise these documents if a declaration of agreement by the persons concerned is submitted. The reports have to be carried out **within the past two years** by the applicant personally.

Appraisals/valuation reports that are to be submitted shall comprise no more than 30 pages, including all attachments and a maximum of four object photos as well as a site plan of the property. Please submit the reports as pdf documents.

Appraisals are only accepted if they are based on real properties and meet the respective appraisal requirements (see “Appraisal Requirements”).

The appraisals must be submitted and accepted if the applicant is to be admitted to the examination procedure. The reports submitted will be destroyed or deleted by the certification body one year after the applicant has passed the certification or at the latest after a period of five years.

The necessary application documents can be downloaded at the HypZert website (www.hypzert.de/en).

Should some documents already have been submitted to the certification body, it is not necessary to submit them again (e.g. in case of repeat examination or application for other HypZert certifications), unless they have been changed in the meantime.