NORTH CAROLINA CERTIFIED ASSESSOR

APPLICATION FOR MEMBERSHIP TO **NCAAO** PROFESSIONAL DESIGNATION PROGRAM

1. NAME: _____
   LAST FIRST MIDDLE
2. COUNTY: _____
3. BUSINESS ADDRESS: _____

   _____
   CITY STATE ZIP
4. PHONE NUMBER: _____
   PLEASE INCLUDE AREA CODE
5. EMAIL: _____
6. YEARS OF SERVICE IN ASSESSOR'S OFFICE: _____
7. JOB TITLE: _____
8. BRIEF DESCRIPTION OF RESPONSIBILITIES: _____

   _____

   _____

Listed below are the qualifications that must be met to the satisfaction of the Admissions Committee. Please identify the courses below for which you can furnish evidence of satisfactory completion and enclose copies for the Committee's review along with your check in the amount of $25.00 (application fee). Make check payable to NCAAO.

REQUIREMENTS

- ✓ Designees must be regular members of the North Carolina Association of Assessing Officers in good standing.
- ✓ Designees must have five years experience in an assessor's office either in North Carolina or elsewhere, or with the North Carolina Department of Revenue, **and have conducted a countywide revaluation of real property.**
- ✓ Designees must have satisfactorily completed the following courses of instruction:

Real Property

□ Fundamentals of Property Tax Listing and Assessing (School of Government)

□ Fundamentals of Real Property Appraisal (IAAO Course 101)

□ Income Approach to Valuation (IAAO Course 102)

□ Assessment Administration (IAAO Course 400)

□ Appraisal of Personal Property (Ad Valorem Tax Division, NC Dept. of Revenue or IAAO)

Note: The IAAO personal property course will not count toward certification requirements for the NC Dept. of Revenue, Ad Valorem Tax Division

***There are no electives**

I hereby certify that the information above is true and complete to the best of my knowledge and respectfully request that the NCAAO Professional Designation Admissions Committee approve this application for membership. It is understood by the applicant that upon receiving membership, I will be governed by all the rules and regulations adopted by the North Carolina Association of Assessing Officers.

_____

Signature Date

RETURN APPLICATION & ALL ENCLOSURES TO: **KEN JOYNER, School of Government, Knapp-Sanders Building, CB#3330, UNC-CH, Chapel Hill, NC 27599-3330**