

# WISCONSIN DEPARTMENT OF REGULATION & LICENSING



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**STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD**

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**IN RE DISCIPLINARY PROCEEDINGS** :  
**AGAINST** :  
 : **FINAL DECISION AND ORDER**  
**TERRI L. GLEASON,** :  
 : **LS0705166APP**  
 :  
**RESPONDENT.** :

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Division of Enforcement Case No.s 05 APP 095, 06 APP 069 and 06 APP 074

The parties to this action for the purposes of Wis. Stats. Sec. 227.53 are:

Terri L. Gleason  
7637 Sawmill Road  
Madison, WI 53717

Real Estate Appraisers Board  
P.O. Box 8935  
Madison, WI 53708-8935

Department of Regulation and Licensing  
Division of Enforcement  
P.O. Box 8935  
Madison, WI 53708 8935

**PROCEDURAL HISTORY**

The parties in this matter agree to the terms and conditions of the attached Stipulation as the final decision of the matter, subject to the approval of the Real Estate Appraisers Board. The Board has reviewed the Stipulation agreement annexed to this Final Decision and Order, and considers it acceptable. Accordingly, the Board adopts the attached Stipulation and makes the following:

**FINDINGS OF FACT**

1. Respondent Terri L. Gleason (“Gleason”), whose last known address of record with the Department of Regulation and Licensing (“Department”) is 7637 Sawmill Road, Madison, WI 53717, and whose date of birth is June 10, 1957, possesses a certificate of licensure and a certificate of certification as a licensed appraiser (#4-710). The license was first granted on April 12, 1994, and will expire on December 14, 2007.

2. On March 20, 2006, Ms. Gleason was sent a Notice of Intent to Deny her application for certification and licensure as a certified residential appraiser. Ms. Gleason’s application was denied because the Real Estate Appraiser Application Advisory Committee (Committee) had concluded that, “The work samples submitted in conjunction with (her) application failed to be in compliance with the uniform standards of professional appraisal practice...”

3. A review of the three appraisal reports received by the Committee in support of Ms. Gleason’s application shows violations of the Uniform Standards of Professional Appraisal Practice (USPAP) in one or more of the appraisal reports reviewed, including, but not limited to, the following:

- a. USPAP Standards Rule 1-1(c) by making internally inconsistent statements and statements which were factually incorrect, including, but not limited to errors that may have been caused by the use of previous reports as templates.
- b. USPAP Standards Rule 1-2 by failing to explicitly identify intended users, property characteristics, and failing to include all required elements in the scope of work.
- c. USPAP Standards Rule 1-3 by failing to make a highest and best use analysis and failing to analyze land use

regulations.

d. USPAP Standards Rule 1-4 by failing to develop and support the sales comparison, cost and income approaches to valuation.

e. USPAP Standards Rule 2-2(b)(viii) by failing to use extraordinary assumptions and state hypothetical conditions when required.

4. A review of six appraisal reports submitted as samples in support of the applications of two persons supervised by Ms. Gleason show similar errors.

5. Per Wis. Stat. § 458.26(3), "... the board may limit, suspend or revoke any certificate under this chapter... if the... board finds that the... holder of the certificate has done any of the following: (b) Engaged in unprofessional... conduct in violation of rules promulgated under s. 458.24.

6. Per Wis. Admin. Code § RL 86.01(2), "All appraisals performed in conjunction with federally related transactions and non-federally related transactions shall conform to the uniform standards of professional appraisal practice set forth in Appendix I."

## CONCLUSIONS OF LAW

1. The Wisconsin Real Estate Appraisers Board has jurisdiction to act in these matters pursuant to Wis. Stat. § 458.26.
2. The Wisconsin Real Estate Appraisers Board has authority to enter into this stipulated resolution of this matter pursuant to Wis. Stat. § 227.44(5).
3. By performing appraisals and rendering appraisal reports that do not conform to the Uniform Standards of Professional Appraisal Practice, as set forth more fully above in paragraphs 3 and 4 of the Findings of Fact, **Terri L. Gleason** has committed ten or more violations of Wis. Admin. Code § RL 86.01(2), thereby subjecting herself to discipline per Wis. Stat. § 458.26(3)(b).

## ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. The license and certification of **Terri L. Gleason** (# 4-710) shall be, and hereby is, **REPRIMANDED**.

IT IS FURTHER ORDERED that:

2. The license and certification of **Terri L. Gleason** (# 4-710) shall be, and hereby is, **LIMITED** as follows: (a) Gleason may not act as a supervisory appraiser for any person, or otherwise provide training or supervision to any person, whether licensed or unlicensed, until and unless Ms. Gleason is granted a certificate of certification and certificate of licensure as a certified residential appraiser by the State of Wisconsin, and until all other requirements of this Order have been met; and (b) Ms. Gleason may not complete more than 40 appraisals in any calendar month for a period of one year from the date of signing of this Order. Ms. Gleason shall submit a copy of her roster to the Department Monitor on a quarterly basis. The Board's Monitoring Liaison may request copies of the work files and appraisal reports of one appraisal per quarter for review. The appraisal reports reviewed and referred to the Division of Enforcement for additional disciplinary action, if the Monitoring Liaison deems it appropriate, in his or her sole discretion.

3. **Terri L. Gleason** must successfully complete the following as remedial education within one year of the date of signing of this Order, which may not be counted towards her continuing education requirements: (a) Residential Sales Comparison Income Approaches (30 hours), offered by the Appraisal Institute; OR (b) (i) Advanced Residential Applications and Case Studies/Part 1 (15 hours), and (ii) Effective Appraisal Writing (7 hours), and (iii) Liability Management for Residential Appraisers (7 hours), offered by the Appraisal Institute. Successful completion of one or more of these courses will include successful completion of any testing component, if offered. Alternative courses shall only be accepted if approved in advance by the Board's Monitoring Liaison.

4. **Terri L. Gleason** shall pay costs of these investigations in the amount of \$1,400 within one year of the date of signing of this Order.

5. Proof of completion of coursework and payment of costs shall be mailed, faxed, delivered or otherwise transmitted to the Department Monitor.

Department Monitor  
Division of Enforcement  
Department of Regulation and Licensing  
P.O. Box 8935, Madison, WI 53708-8935  
Telephone (608) 261-7904, Fax (608) 266-2264

6. Case numbers 05 APP 095, 06 APP 069 and 06 APP 074 are hereby closed.
7. This Order is effective on the date of its signing.

REAL ESTATE APPRAISERS BOARD

By: Mark P. Kowbel  
A Member of the Board

5/16/07  
Date

**STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD**

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**IN RE DISCIPLINARY PROCEEDINGS** :  
**AGAINST** :  
 : **STIPULATION**  
**TERRI L. GLEASON,** :  
 : **LS** \_\_\_\_\_  
 :  
**RESPONDENT.** :

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Division of Enforcement Case No.s 05 APP 095, 06 APP 069 and 06 APP 074

It is hereby stipulated and agreed, by and between Terri L. Gleason, Respondent; and Mark A. Herman, attorney for Complainant, State of Wisconsin, Department of Regulation and Licensing, Division of Enforcement, as follows:

1. This Stipulation resolves pending investigations against Respondent's licensure and certification by the Division of Enforcement (05 APP 095, 06 APP 069, and 06 APP 074). Respondent consents to the resolution of these investigations by stipulation and without the issuance of a formal complaint.

2. Respondent understands that by signing this Stipulation she voluntarily and knowingly waives her rights, including: the right to a hearing on the allegations against her, at which time the state has the burden of proving those allegations preponderance of the evidence; the right to confront and cross-examine the witnesses against her; the right to call witnesses on her behalf and to compel their attendance by subpoena; the right to testify herself; the right to file objections to any proposed decision and to present briefs or oral arguments to the officials who are to render the final decision; the right to petition for rehearing; and all other applicable rights afforded to her under the United States Constitution, the Wisconsin Constitution, the Wisconsin Statutes, the Wisconsin Administrative Code, and any other provisions of state or federal law.

3. Respondent has been provided with the opportunity to obtain legal counsel prior to signing this Stipulation.

4. Respondent agrees to the adoption of the attached Final Decision and Order by the Real Estate Appraisers Board (Board). The parties to the Stipulation consent to the entry of the attached Final Decision and Order without further notice, pleading, appearance or consent of the parties. Respondent waives all rights to any appeal of the Board's order, if adopted in the form as attached.

5. If the terms of this Stipulation are not acceptable to the Board, the parties shall not be bound by the contents of this Stipulation, and the matter shall then be returned to the Division of Enforcement for further proceedings. In the event that this Stipulation is not accepted by the Board, the parties agree not to contend that the Board has been prejudiced or biased in any manner by the consideration of this attempted resolution.

6. The parties to this Stipulation agree that the attorney or other agent for the Division of Enforcement and any member of the Real Estate Appraisers Board ever assigned as an advisor in this investigation may appear before the Board, without the presence of Respondent or her attorneys, for purposes of speaking in support of this agreement and answering questions that any person may have in connection with the Board's deliberations on the Stipulation. Additionally, any such Board advisor may vote on whether the Board should accept this Stipulation and issue the attached Final Decision and Order.

7. Respondent is informed that should the Board adopt this Stipulation, the Board's final decision and order is a public record and will be published in accordance with standard Department procedure.

8. The Division of Enforcement joins Respondent in recommending the Board adopt this Stipulation and issue the attached Final Decision and Order.

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**TERRI L. GLEASON**

Respondent

7637 Sawmill Road  
Madison, WI 53717

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Date

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**MARK A. HERMAN**

Attorney, Division of Enforcement

1400 East Washington Avenue  
Madison, WI 53708-8935

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Date