

WISCONSIN DEPARTMENT OF REGULATION & LICENSING



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STATE OF WISCONSIN
BEFORE THE REAL ESTATE APPRAISERS BOARD

IN THE MATTER OF THE DISCIPLINARY	:	
PROCEEDINGS AGAINST	:	
	:	FINAL DECISION AND ORDER
SHELLY L. HILL,	:	
RESPONDENT.	:	LS0605114APP

Division of Enforcement Case File # 05 APP 039

The parties to this action for the purpose of Wis. Stat. § 227.53 are:

Shelly L. Hill
1240 S. 98th St.
West Allis, WI 53214

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

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

The parties in this matter agree to the terms and conditions of the attached Stipulation as the final disposition of this matter, subject to the approval of the Real Estate Appraisers Board (Board). The Board has reviewed this Stipulation and considers it acceptable.

Accordingly, the Board in this matter adopts the attached Stipulation and makes the following:

FINDINGS OF FACT

1. Shelly L. Hill, (DOB 08/16/62), is a licensed appraiser in the state of Wisconsin having license # 4-1231, which was first granted on 08/06/99. Ms. Hill's most recent address on file with the Wisconsin Department of Regulation and Licensing is 1240 S. 98th St., West Allis, WI 53214.
2. On or about June 13, 2005, Ms. Hill was notified by the Department of Housing and Development that she was being removed from the FHA Appraiser Register. The reason for the removal from the Register was as a result of deficiencies found in five appraisals that Ms. Hill submitted to them.
3. Ms. Hill was removed from the Registry for six months and was ordered to complete seven hours of continuing education.
4. These appraisals were reviewed by the Department of Regulation and Licensing and it was determined that the appraisals did not meet the Uniform Standards of Professional Appraisal Practice (USPAP) as follows:

USPAP, Standards Rule 1-1 (b)(c)

“not commit a substantial error of omission or commission”

“not render appraisal services in a careless or negligent manner”

USPAP, Standards Rule 1-5 (a)

“analyze all agreements of sale, options, listings of subject property.”

USPAP, Ethics Rule (record keeping)

“An appraiser must prepare a workfile for each appraisal,”

“An appraiser must retain the workfile for a period of at least five (5) years,”

“A workfile must be made available by the appraiser when required by state enforcement agencies.”

CONCLUSIONS OF LAW

1. The Wisconsin Real Estate Appraisers Board has jurisdiction to act in this matter pursuant to Wis. Stat. sec. 458.26, and is authorized to enter into the attached Stipulation pursuant to Wis. Stat. sec. 227.44 (5).

2. Respondent **Shelly L. Hill** has violated:

a. USPAP Standards Rule 1-1(b)(c);

b. USPAP Standards Rule 1-5(a); and

c. The USPAP Ethics Rule (record keeping).

3. As a result of the above violations, respondent is deemed to have also violated Wis. Stat. § 458.26(3)(c), and Wis. Adm. Code § RL 86.01 (2), by engaging in conduct while practicing as an appraiser which evidences a lack of knowledge or ability to apply professional principles or skills.

ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. Respondent **Shelly L. Hill** shall, within 120 days of the date of this Order, successfully **complete an Appraisal Institute or college level course in Business Practices & Ethics and a course on Predatory Lending and/or Real Estate Fraud** and submit proof of the same in the form of verification from the institution providing the education to the address stated below. If the courses cannot be completed within 120 days, Ms. Hill shall inform the Department monitor before the end of the 120 days of the courses she will take and their completion date, and a reasonable extension of time will be granted.

None of the education completed pursuant to this requirement may be used to satisfy any continuing education requirements that are or may be instituted by the Board or the Department of Regulation and Licensing.

2. Respondent **Shelly L. Hill**, shall maintain a complete workfile for every appraisal assignment which shall include a hard copy of the assignment from the lender, when applicable, a signed copy of the offer to purchase (obtained by whatever means from the lender, listing agent or buyers agent), any counter offers and the condition report, and document the listing and sales history for the subject property and comparable sales (with attention paid, and additional research completed, when a comparable sale price exceeds the listing price).

3. Respondent **Shelly L. Hill** shall, within 60 days of the date of this Order, pay **COSTS** of this proceeding in the amount of \$500.00.

Payment shall be made payable to the Wisconsin Department of Regulation and Licensing. Education verification and payment mailed to:

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

4. Violation of any of the terms of this Order may be construed as conduct imperiling public health, safety and welfare and may result in a summary suspension of Respondent's license. The Board in its discretion may in the alternative impose additional conditions and limitations or other additional discipline for a violation of any of the terms of this Order. In the event Respondent fails to timely submit any payment of the forfeiture or costs as set forth above or fails to complete the education as ordered, Respondent's license # 4-1231 SHALL BE SUSPENDED, without further notice or hearing, until Respondent has complied with the terms of this Order.

5. This Order is effective on the date of its signing.

WISCONSIN REAL ESTATE APPRAISERS BOARD

by: Mark P. Kowbel
A Member of the Board

5/10/06
Date