

# WISCONSIN DEPARTMENT OF REGULATION & LICENSING



## **Wisconsin Department of Regulation & Licensing Access to the Public Records of the Reports of Decisions**

This Reports of Decisions document was retrieved from the Wisconsin Department of Regulation & Licensing website. These records are open to public view under Wisconsin's Open Records law, sections 19.31-19.39 Wisconsin Statutes.

### **Please read this agreement prior to viewing the Decision:**

- The Reports of Decisions is designed to contain copies of all orders issued by credentialing authorities within the Department of Regulation and Licensing from November, 1998 to the present. In addition, many but not all orders for the time period between 1977 and November, 1998 are posted. Not all orders issued by a credentialing authority constitute a formal disciplinary action.
- Reports of Decisions contains information as it exists at a specific point in time in the Department of Regulation and Licensing data base. Because this data base changes constantly, the Department is not responsible for subsequent entries that update, correct or delete data. The Department is not responsible for notifying prior requesters of updates, modifications, corrections or deletions. All users have the responsibility to determine whether information obtained from this site is still accurate, current and complete.
- There may be discrepancies between the online copies and the original document. Original documents should be consulted as the definitive representation of the order's content. Copies of original orders may be obtained by mailing requests to the Department of Regulation and Licensing, PO Box 8935, Madison, WI 53708-8935. The Department charges copying fees. *All requests must cite the case number, the date of the order, and respondent's name as it appears on the order.*
- Reported decisions may have an appeal pending, and discipline may be stayed during the appeal. Information about the current status of a credential issued by the Department of Regulation and Licensing is shown on the Department's Web Site under "License Lookup." The status of an appeal may be found on court access websites at: <http://ccap.courts.state.wi.us/InternetCourtAccess> and <http://www.courts.state.wi.us/wscca>.
- Records not open to public inspection by statute are not contained on this website.

**By viewing this document, you have read the above and agree to the use of the Reports of Decisions subject to the above terms, and that you understand the limitations of this on-line database.**

**Correcting information on the DRL website:** An individual who believes that information on the website is inaccurate may contact the webmaster at [web@drl.state.wi.gov](mailto:web@drl.state.wi.gov)

STATE OF WISCONSIN  
BEFORE THE DEPARTMENT OF REGULATION AND LICENSING

---

IN THE MATTER OF THE APPLICATION	:	
FOR LENSURE AS A CERTIFIED	:	
GENERAL APPRAISER OF	:	FINAL DECISION AND ORDER
	:	
CHAD H. CORLISS,	:	ORDER 0000120
APPLICANT	:	

---

Division of Enforcement Case File # 10 APP 003

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

Chad H. Corliss  
5608 Winnequah Trail  
Monona, WI 53716

Wisconsin Department of Regulation and Licensing  
Office of the Secretary  
P.O. Box 8935  
Madison, WI 53707-8935

Wisconsin 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 disposition of this matter, subject to the approval of the Secretary of the Wisconsin Department of Regulation and Licensing (Secretary). The Secretary has reviewed this Stipulation and considers it acceptable.

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

FINDINGS OF FACT

1. On or about December 26, 2008, the Wisconsin Department of Regulation and Licensing (Department) received an application for licensure as a Certified General Appraiser from Chad H. Corliss, date of birth: 12/21/1967. Mr. Corliss' current address with the Department is 5608 Winnequah Trail, Monona, WI 53716. Mr. Corliss was licensed in the state of Wisconsin as a Real Estate Salesperson, license # 94-38762. This license was first granted to him on 03/04/1993 and it expired on 12/14/2008.

2. A standard application review was conducted of Mr. Corliss' application for a certified general appraiser license. As part of the application, Mr. Corliss submitted three appraisal work samples as part of his experience requirement.

3. A member of the Department's Real Estate Appraiser Application Advisory Committee (Committee) reviewed the work samples submitted by Mr. Corliss. On May 25, 2009, the reviewer recommended that the Department deny Mr. Corliss' application because his work samples did not comply with the Uniform Standards of Professional Appraisal Practice (USPAP), contrary to Wis. Stats. § 458.06 and Wis. Admin. Code § RL 83.01. On May 26, 2009, a Notice of Denial was sent to Mr. Corliss by certified U.S. mail. That letter was returned to the Department stamped "Unclaimed." The letter was re-sent by first class mail on June 23, 2009.

4. On or about July 6, 2009, Mr. Corliss made a timely request for a denial hearing. The request was subsequently granted.

5. After further review and receipt of the additional information from Mr. Corliss, the following conclusion has been reached. The issues identified by the Committee constitute minor USPAP violations, and do not warrant the continued denial of a license. The work sample errors were not egregious and real estate appraiser education in the subject matter of Income Approach, Sales Comparison Approach, Cost Approach, and land value analysis will adequately address the concerns noted in Mr. Corliss' work samples.

6. In resolution of this matter, Mr. Corliss consents to the entry of the following Conclusions of Law and Order.

#### CONCLUSIONS OF LAW

1. The Wisconsin Department of Regulation and Licensing has jurisdiction to act in this matter pursuant to Wis. Stat. § 458.06, and is authorized to enter into the attached Stipulation pursuant to Wis. Stat. § 227.44(5).

#### ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. Chad H. Corliss' hours of experience submitted as part of his application for a certified general appraiser license shall be accepted upon receipt and proof of successful completion of the following educational course:

a. Appraisal Institute's Residential Sales Comparison and Income Approaches (30 hour)

2. The Residential Sales Comparison and Income Approaches course may be taken on-line or in person and it must be completed within one (1) year from the date of this Order.

3. A certified general appraiser license shall be issued to Chad H. Corliss upon successful completion of ordered education and all other licensing requirements and payment of

fees associated with the credential. Mr. Corliss will not have to re-submit payment of any application fees that he has already paid for with respect to the application in this matter.

IT IS FURTHER ORDERED that:

4. File 10 APP 003 be, and hereby is, closed.

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

Dated this 27<sup>th</sup> day of March, 2010.

WISCONSIN DEPARTMENT OF REGULATION AND LICENSING

By:

  
Celia M. Jackson, Secretary