

## WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES



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The status of an appeal may be found on court access websites at:

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STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD

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IN THE MATTER OF THE CERTIFICATE OF :  
: FINAL DECISION AND ORDER  
STEVEN J. KONTOWICZ, :  
: FOR REMEDIAL EDUCATION  
LICENSEE. :  
:

**0005524**

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Division of Legal Services and Compliance Case No. 16 APP 056

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

Steven J. Kontowicz  
3815 N. Brookfield Rd. #104-106  
Brookfield, WI 53045

Wisconsin Real Estate Appraisers Board  
P.O. Box 8366  
Madison, WI 53708-8366

Division of Legal Services and Compliance  
Department of Safety and Professional Services  
P.O. Box 7190  
Madison, WI 53707-7190

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 Wisconsin 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, Conclusions of Law and Order.

FINDINGS OF FACT

1. Licensee Steven J. Kontowicz is licensed by the State of Wisconsin as a Certified Residential Appraiser, having certificate of licensure and certification number 1622-9, first issued on December 3, 2007 and current through December 14, 2017. Licensee's most recent address on file with the Wisconsin Department of Safety and Professional Services (Department) is 3815 North Brookfield Road #104-106, Brookfield, Wisconsin 53045.

2. On October 15, 2016, Licensee performed an appraisal of property located at 8987 North 86<sup>th</sup> Street, Milwaukee, Wisconsin 53224.

3. On or about December 9, 2016, the Department received a complaint alleging that the subject appraisal violated the Uniform Standards of Professional Appraisal Practice

(USPAP). Division of Legal Services and Compliance Case Number 16 APP 056 was subsequently opened for investigation.

4. Licensee's appraisal was reviewed by the Division of Legal Services and Compliance and was found to be deficient in the following ways:

- a. In the Neighborhood section, Licensee failed to correctly report the estimated present land uses in the delineated neighborhood. [Standards Rule (SR) 1-1(c), SR 2-1(a,b).]
- b. In the Sales Comparison Approach section, Licensee failed to select and analyze comparable sales similar to the subject property. [Scope of Work Rule, SR 1-1(b), SR 1-4(a).]
- c. In the Cost Approach section, Licensee failed to provide a summary of the data used to develop his opinion of site value in the report, and did not have in his workfile the data or analysis to support his opinion of value. Licensee used assessor data to develop his opinion of site value which is not an appropriate appraisal method or technique. [Record Keeping Rule, Scope of Work Rule, SR 1-4(b)(i).]

5. Licensee agrees that failure to submit proof of successful completion of the ordered education as set forth below shall constitute conduct which reflects adversely on his fitness to practice as a real estate appraiser as set forth in Wis. Admin. Code § SPS 86.01(13).

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

#### CONCLUSIONS OF LAW

1. The Wisconsin Real Estate Appraisers Board is authorized to enter into the attached Stipulation pursuant to Wis. Stat. §§ 227.44(5) and 458.26.

#### ORDER

1. The attached Stipulation is accepted.
2. Within 60 days of the date of this Order, Steven J. Kontowicz shall, at his own expense, take and successfully complete 22 hours of education as follows:
  - a. USPAP (15 hours) (must be taken online), and
  - b. Sales Comparison Approach (7 hours) (may be taken online or in a classroom setting).
  - c. Each course attended in satisfaction of this Order must be offered by a provider pre-approved by the Board or its designee. Licensee shall be responsible for locating course(s) satisfactory to the Board and for obtaining the required

approval of the course(s) from the Board or its designee. Licensee must take and pass any exam(s) offered for the course(s).

d. Licensee shall submit proof of successful completion of the education in the form of verification from the institution providing the education to the Department Monitor at the address stated below. None of the education completed pursuant to this requirement may be used to satisfy any continuing education requirements that have been or may be instituted by the Board or Department and may not be used in any future attempt to upgrade a credential.

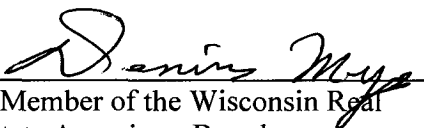
3. Requests for course approval and proof of successful course completion shall be sent by Licensee to the Department Monitor at the address below:

Department Monitor  
Division of Legal Services and Compliance  
Department of Safety and Professional Services  
P.O. Box 7190, Madison, WI 53707-7190  
Telephone (608) 267-3817; Fax (608) 266-2264  
DSPSMonitoring@wisconsin.gov

4. This Order does not constitute discipline.

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

WISCONSIN REAL ESTATE APPRAISERS BOARD

by:   
A Member of the Wisconsin Real  
Estate Appraisers Board

11-14-17  
Date

STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD

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IN THE MATTER OF THE CERTIFICATE OF

STEVEN J. KONTOWICZ,  
LICENSEE.

: STIPULATION  
:  
:

0005524

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Division of Legal Services and Compliance Case No. 16 APP 056

Licensee Steven J. Kontowicz and the Division of Legal Services and Compliance, Department of Safety and Professional Services, stipulate as follows:

1. This Stipulation is entered into as a result of a pending investigation by the Division of Legal Services and Compliance. Licensee consents to the resolution of this investigation by Stipulation.

2. Licensee understands that by signing this Stipulation, Licensee voluntarily and knowingly waives the following rights:

- the right to a hearing on the allegations against Licensee, at which time the State has the burden of proving those allegations by a preponderance of the evidence;
- the right to confront and cross-examine the witnesses against Licensee;
- the right to call witnesses on Licensee's behalf and to compel their attendance by subpoena;
- the right to testify on Licensee's own behalf;
- 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 Licensee under the United States Constitution, the Wisconsin Constitution, the Wisconsin Statutes, the Wisconsin Administrative Code, and other provisions of state or federal law.

3. Licensee is aware of Licensee's right to seek legal representation and has been provided an opportunity to obtain legal counsel before signing this Stipulation. Licensee is represented by Attorney Robert A. Mich, Jr.

4. Licensee agrees to the adoption of the attached Final Decision and Order for Remedial Education by the Wisconsin 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. Licensee 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 Legal Services and Compliance for further proceedings. In the event that the 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.

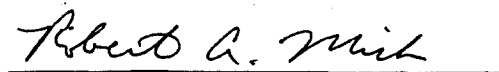
6. The parties to this Stipulation agree that the attorney or other agent for the Division of Legal Services and Compliance and any member of the Board ever assigned as an advisor in this investigation may appear before the Board in open or closed session, without the presence of Licensee, for purposes of speaking in support of this agreement and answering questions that any member of the Board may have in connection with deliberations on the Stipulation. Additionally, any such advisor may vote on whether the Board should accept this Stipulation and issue the attached Final Decision and Order.

7. Licensee 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 Legal Services and Compliance joins Licensee in recommending the Board adopt this Stipulation and issue the attached Final Decision and Order.

  
\_\_\_\_\_  
Steven J. Kontowicz, Licensee  
3815 N. Brookfield Rd. #104-106  
Brookfield, WI 53045  
Certificate no. 1622-9

10/20/2017  
Date

  
\_\_\_\_\_  
Robert A. Mich, Jr., Attorney for Licensee  
Law Offices of Kay & Andersen, LLC  
One Point Place, Suite 201  
Madison, WI 53719

10/20/17  
Date

  
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Sarah E. Norberg, Attorney  
Division of Legal Services and Compliance  
P.O. Box 7190  
Madison, WI 53707-7190

10.20.17  
Date