

## Appraiser Application

### General Information:

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Office address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Company Name \_\_\_\_\_ Office # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Manager \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

### How Did You Hear About Us?

Web Search  Advertisement  Other \_\_\_\_\_

Referred by \_\_\_\_\_ Referral contact number \_\_\_\_\_

### License Information\*

License Level  Licensed Residential  Certified Residential  Certified General

License Number \_\_\_\_\_ License Expiration Date \_\_\_\_\_

FHA Approved?  Yes  No

### Additional States Licensed

State \_\_\_\_\_

License Level  Licensed Residential  Certified Residential  Certified General

License Number \_\_\_\_\_ License Expiration Date \_\_\_\_\_

FHA Approved?  Yes  No

State \_\_\_\_\_

License Level  Licensed Residential  Certified Residential  Certified General

License Number \_\_\_\_\_ License Expiration Date \_\_\_\_\_

FHA Approved?  Yes  No

### Errors and Omissions\*

Insurance Carrier \_\_\_\_\_ Liability Limits \_\_\_\_\_ Expiration Date \_\_\_\_\_

\*Please provide copy of appraiser license(s) for each state licensed and copy of current errors and omissions policy

## Zip Code Coverage Area

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*InHouse's objective is to select the best qualified appraisers for every appraisal assignment based on geographic competency. In efforts to uphold this commitment to our clients, please provide the states that you are licensed in. Additionally, please enter the zip codes for areas that you are most proficient in. (please limit to under 25 zip codes per state)*

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**State:**

Zip Codes:

**State:**

Zip Codes:

**State:**

Zip Codes:

## InHouse Fee Schedule

Complete the following base fee schedule for appraisal reports in your area.

Exceptions are handled on a case by case basis and approved/denied prior to assigning orders.

Please indicate N/A if you do not perform appraisal inspection type.

<b>Appraisal Report</b>	<b>Fee</b>
1004 or 1073 Residential/Condo	_____
2055 or 1075 Exterior Only Residential/Condo	_____
1025 Multi-Family (including FNMA 216)	_____
Land Only	_____
Desktop Review	_____
Field Review-Form 2000	_____
2000A Multi-Family Field Review	_____
1004D/ HUD-92051 - Completion Report	_____
1004C Manufactured Home	_____
Form 216 - Operating Income	_____
Form 1007 SF Rent Schedule	_____
Rush Fee	_____
1004D - Appraisal Update Report	_____
Cancellation Fee	_____
FHA (additional fee to 1004/1073/1025)	_____
Disaster Inspection	_____
2075 Ext Desktop Underwriting PIR	_____

**Comments:**

## **INHOUSE, INC. ACKNOWLEDGMENT AND AGREEMENT**

Thank you for your interest in joining the InHouse Solutions ("InHouse") team of appraisers. Prior to receipt of any appraisal assignments, we ask that you read and agree to the following requirements.

I, \_\_\_\_\_, have read, understand and agree to the following:

- I am a licensed/certified appraiser in good standing with the state(s) in which I practice, with no disciplinary actions, either finalized or pending. I will provide proof of my current license with each and every assignment.
- I carry current E&O Insurance for the state(s) in which I practice or I am covered by a company E&O and I will make this available upon request. I will provide proof of E&O coverage with each and every assignment.
- I am an independent contractor and I am not an employee of InHouse.
- I will make a best effort attempt to contact, schedule and update InHouse of the status of appraisal orders within 24 hours of receipt of assignment.
- InHouse's expectation for any appraisal assignment is 2 days after inspection. If there is a delay due to circumstances beyond my control I will notify InHouse by phone or email immediately. Failure to do so may result in InHouse canceling the order and reassigning it to another appraiser. I understand and agree that I will not receive compensation for an assignment that is canceled due to delay in completion.
- I will not solicit any lender, employee of a lender or other third party related to an assignment obtained through InHouse.
- I will notify InHouse immediately by phone or email if any employee, director, officer or agent of a lender, or any other third party acting as a joint venture partner, independent contractor, appraisal management company, or partner on behalf of a lender has influenced or attempted to influence the development, reporting, result, or review of an assignment through coercion, extortion, collusion, compensation, instruction, inducement, intimidation, bribery or in any other manner.
- If I am contacted directly by any party to the transaction other than InHouse, I will refer that party to InHouse.
- I will not discuss with, or imply to, any borrowers, lenders, sales agents, or any other third parties the following pertinent information:
  - a. property values - real or anticipated
  - b. appraiser compensation for assignments (except as required by regulations or law)
  - c. anticipated turn around times for completed report
- I will personally inspect and complete all assignments according to USPAP guidelines and return appraisal reports to InHouse. No trainee appraisers will be used for any assignment. I will not reassign any orders to another appraiser, licensed or otherwise, without prior written approval from InHouse.
- I will adhere to the Dodd-Frank Act, Appraiser Independence Requirements (AIR), Uniform Standards of Professional Appraisal Practice and/or FNMA, FHLMC, FHA Appraisal Standards, existing on the effective date of the appraisal, as applicable. I will comply with all applicable federal, state and local laws and regulations.
- I will make best efforts to address underwriting conditions within 24 hours or less upon notice.
- I will conduct myself in a professional and ethical manner at all times when dealing with clients, borrowers, agents and any other party to the transaction.

**INHOUSE, INC. ACKNOWLEDGMENT AND AGREEMENT CONTINUED**

- I will maintain in confidence and will not disclose, publish or disseminate, directly or indirectly, to any third party other than InHouse, any confidential information received from and/or through InHouse. Confidential information shall include: information regarding InHouse’s lenders, vendors or suppliers; and InHouse’s products, services, pricing, marketing plans, business plans, employee/personnel information, customer lists and prospective customer lists (“Confidential Information”).
- I will not use or disclose any information that meets the definition of “nonpublic personal information” (“NPPI”) under Title V of the Gramm-Leach-Bliley Act of 1999, and its related regulations, to any nonaffiliated third party except to the extent necessary to carry out the purpose(s) for which InHouse or another party in relation to an appraisal assignment discloses such information to me. I will maintain physical, electronic and procedural safeguards in compliance with applicable federal and state regulations to protect such NPPI, including, but not limited to, the maintenance of appropriate safeguards to restrict access to such NPPI to those employees, agents or service providers who need such information to carry out the purpose or purposes for which such NPPI was disclosed.

I understand and agree that InHouse reserves the right to refer or recommend me to affiliated lenders or other clients for the purpose of assigning additional appraisal orders within my geographic areas. As with every appraisal assignment, I retain the right to accept or decline these aforementioned assignments.

- InHouse is under no obligation to provide assignments to any appraiser and has sole discretion in providing or not providing assignments to any appraiser.

I acknowledge and agree to the above statements and terms and conditions. Failure to comply may result in cancellation of appraisal assignment with, including any compensation associated with the assignment.

_____	_____
<b>Appraiser’s Name</b>	<b>Company</b>
_____	_____
<b>Signature of Appraiser</b>	<b>Date of Signature</b>

**Please return the following documents to:**

- Completed InHouse Application**
- Copy of Appraisal License for each state licensed**
- Copy of current Errors & Omissions policy**
- Professional Resume**
- Recent Sample Report (1004 )**
- W-9**