

CAA Real Property Services, Inc.
Appraiser Application Checklist

Application Documents:

- Request for Taxpayer Identification Number and Certification Form (W-9). To obtain a copy of the form, go to http://www.irs.ustreas.gov/prod/forms_pubs/formpub.html.
- CAA Real Property Services *Acknowledgement of Terms*
- Copy of current State Certification/License (if allowed by your state)
- CAA Real Property Services *Appraiser Application Form*
- Proof of Errors and Omissions Insurance Coverage (if available)
- State/County Coverage Area Form (detailed down to zip code level)
- Signed *Disciplinary Action Disclosure*

Completed application forms may be returned to CAA Real Property Services to:

Fax: 1-866-201-3620

Email: sfcu@caarps.com

Mail: 1 Chick Springs Road, Suite 111

Greenville, SC 29609

Incomplete packages will not be processed.

CAA Real Property Services

Policy on Appraiser Independence

CAA Real Property Services, as an appraisal management company, is committed to providing a process that will allow its appraisers to provide their independent judgment of the value of the property they are asked to appraise. CAA Real Property Services is dedicated to providing an operating environment for its appraisers that is consistent with applicable federal and state laws and regulations to assure the independence of the appraisal process.

The CAA Real Property Services policy is guided by Uniform Standards of Professional Appraisal Practice, Financial Institutions Reform, Recovery, and Enforcement Act, the Federal Interagency Appraisal and Evaluation Guidelines of 1994, as amended, and all other applicable federal and state laws, regulations and guidance.

CAA Real Property Services understands the importance of appraiser independence in conducting their business activities and communications with mortgage brokers, mortgage lenders, real estate agents, borrowers, appraisers and other parties engaged in the loan origination process.

Should CAA Real Property Services become aware of any instance or complaint in which a reasonable basis exists to believe that a violation of applicable law or guidance on appraiser independence or unethical conduct has occurred in any CAA Real Property Services-related transaction, such as information or complaint will be communicated to the appropriate compliance or ethics officer or operating unit of the related appraisal firm. Such communication is in addition to any other actions which CAA Real Property Services may take.

CAA Real Property Services is committed to appraiser independence. Any questions or concerns regarding appraisal independence issues that might arise, should be reported immediately to CAA Real Property Services through the toll-free number: **1-800-204-6233**, or by email at a **appraisals@centralappraisal.net**.

CAA Real Property Services, Inc.

Acknowledgement of Terms

If approved, I (the undersigned) agree that I will be acting as an independent contractor and not as an associate of CAA Real Property Services, Inc., and as such, I acknowledge and agree to the following terms:

- I will provide appraisal products and services when requested by CAA Real Property Services and in accordance with CAA Real Property Services' policies, procedures and guidelines (collectively, "CAA Real Property Services Policies and Procedures").
- CAA Real Property Services makes no agreement or otherwise provides any guarantee to me that I will be provided any volume of business from CAA Real Property Services.
- I may be removed from the CAA Real Property Services approved appraisers list at any time and CAA Real Property Services makes no agreement or otherwise provides any guaranty that I will be on its approved appraisers list for any period of time. CAA Real Property Services will notify me in writing if I am to be removed from the approved appraisers list.
- CAA Real Property Services may change my volume limits, available geography, and approved products at any time without my notice.
- I will adhere to and comply with the production, customer service, quality and qualification requirements of CAA Real Property Services, as may be amended, changed or updated from time to time by CAA Real Property Services.
- I will physically inspect the subject property for every CAA Real Property Services order assignment that I have accepted. **The inspection of the property must be a personal on-site inspection and cannot be a "virtual" inspection.** The interior and exterior must be inspected unless the assignment is for an "Exterior-Only Inspection" appraisal report. The CAA Real Property Services-approved appraiser is allowed to sign as the Supervisory Appraiser only if the signature page indicates the following:
 - Did inspect interior and exterior of subject property (Interior & Exterior Inspection Appraisal)
 - Did inspect exterior of subject property from street (Exterior-Only Inspection Appraisal)
 - Did inspect exterior of comparable sales from street (all appraisals)
 - Assigned appraiser may not be a supervisor on an FHA order (CAA Real Property Services appraiser must sign on the "left" side)
- I will transmit all appraisals electronically in accordance with CAA Real Property Services requirements and failure to do so could result in suspension or termination from the approved appraisers list.
- I will not base, either partially or completely, the appraisal analysis and/or opinion of market value on:
 - Race, color, religion, sex, age, marital status, sexual orientation, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property.
 - Predetermined opinions and/or conclusions, such as the owner's estimate of value or any other estimate of value provided by the lender/client, realtor, broker, owner or any other party related to the subject property or any transaction involving it.
- I understand upon approval to the CAA Real Property Services' approved appraisers list, I will receive information regarding CAA Real Property Services Policies and Procedures. I will also receive periodic updates. The CAA Real Property Services Policies and Procedures are incorporated by reference and made a part of this *Acknowledgement of Terms*. Unless otherwise specified, if there is a conflict between this *Acknowledgement of Terms* and the CAA Real Property Services Policies and Procedures, the CAA Real Property Services Policies and Procedures will prevail.
- I agree to comply with all CAA Real Property Services appraisal policies, procedures and guidelines. Any CAA Real Property Services policies, procedures and guidelines that are disseminated to me may not be duplicated or transferred to any other person or entity without prior written authorization of CAA Real Property Services.
- I agree to use the most current version of any CAA Real Property Services policies, procedures and guidelines as updates are published and provided to me.
- I agree to notify CAA Real Property Services of any change(s) to my contact information, including any change(s) to my address, mailing address, e-mail, telephone number(s), name, etc. I agree to provide CAA Real Property Services written notification of any change(s) **within 30 calendar days of the change(s)**.

CAA Real Property Services, Inc.
Acknowledgement of Terms, continued

By my signature below, I certify that I have read, understand, and agree to the following privacy policy:

Data Sharing & Confidentiality: CAA Real Property Services, Inc. and its customers will provide approved appraisers with customer information (e.g. name, address, phone number, and the fact of customer relationship) in order for the appraiser to conduct an appraisal for the CAA Real Property Services customer. The appraiser shall maintain the confidentiality of all customer information provided or related to the appraisal and use it only for the purposes of providing the appraisal services to CAA Real Property Services. The appraiser agrees to handle state laws and regulations, including but not limited to Title V of the Gramm-Leach-Bliley Act (15 USC 6801 et seq.) and its implementing regulations (16 C.F.R. Part 313). The appraiser specifically acknowledges that it is prohibited from directly or indirectly selling, loaning, renting, transferring, disclosing, conveying, or otherwise making available to any third parties any customer information provided or related to the appraisal without the express prior written consent of CAA Real Property Services, Inc.

Agreement to All Terms

By signing here, I agree to all terms as stated above, including the electronic transmission of appraisals.	
_____ Signature of Appraiser	_____ Date
_____ Printed Name of Appraiser	

CAA

REAL PROPERTY SERVICES

APPRAISER APPLICATION FORM

Applicant Name (Last, First, MI): <input type="text"/>		Date of Birth: MM/DD/YYYY: <input type="text"/>	
Employer: <input type="text"/>		Tax ID or SSSN: <input type="text"/>	
Business Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>
Business Number: <input type="text"/>	Cell Number: <input type="text"/>	Fax Number: <input type="text"/>	E-Mail Address: <input type="text"/>
State License / Certification No. <input type="text"/>	Expiration Date: <input type="text"/>	License Type / Status: <input type="checkbox"/> Cert General <input type="checkbox"/> Cert Residential <input type="checkbox"/> Licensed	FHA Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Errors & Omissions Insurance: Amount: <input type="text"/> Expiration: <input type="text"/> Carrier: <input type="text"/>			

Itemized Resources Maintained in Your Office

[multi-listing services (MLS) by county, other market data, cost data, FEMA maps, census maps, etc.]

Is MLS available in your market area? <input type="checkbox"/> Yes <input type="checkbox"/> No	If other than MLS what is your data source? <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

FELONY HISTORY: Have you pled guilty/no contest to or been convicted of a felony offense? Have you been on probation or parole for a felony offense? Do you currently have any felony charges outstanding against you?

- Yes - I HAVE** a felony history based on the questions above. If you check "yes", you must provide an explanation for each offense, regardless of nature. Attach on separate sheet of paper if necessary.
- No - I have NOT** been convicted nor do I have a felony history based on the question above

Department of Motor Vehicles (DMV): Have you had your driver's license suspended or revoked? Had three (3) or more moving violations, or been convicted of driving while intoxicated (DWI or DUI)?

- Yes -** If you check "Yes" to the questions above regarding DL's, moving violations, DWI or DUI, you must provide explanation.
- No - I have NOT** had any offense pertaining to the questions above.

The information below is requested for the monitoring of CAA Real Property Services' compliance with governmental guidelines established for the selection and approval of fee appraisers. Disclosure of information is voluntary and will not affect your business opportunities with CAA Real Property Services. If you do not wish to furnish this information, please check the box below.

No, I do not wish to furnish this information

Sex: Male Female

Please check as many boxes as apply:

- American Indian Asian / Pacific Islander White (not of Hispanic origin)
- Hispanic Black (not of Hispanic origin) Other: _____

Do you perform real estate services as an employee of, or are part owner of, a woman-owned or minority-owned business?

Yes No

If yes, do you have third-party certification of either woman-owned or minority-owned status?

Yes No

If yes, please include a copy of your certification with this application.

I, the undersigned, hereby certify that I have not been convicted of any crime of moral turpitude including, but not limited to, crimes of theft, fraud, dishonesty, violence, or lewd behavior and have not entered a plea of nolo contendere, nor been dishonorably discharged from the armed services, except for minor motor vehicle offenses. Any criminal record, as described above, must be disclosed to and discussed with CAA Real Property Services, Inc. as part of the application process. Thereafter, such disclosure must occur immediately upon arrest for any such crime other than minor motor vehicle offenses.

I hereby authorize investigation of all statements contained in this application and any resume submitted herewith, including verification of employment (including reasons for termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment), education, personal history and conviction records. I hereby release CAA Real Property Services, Inc. and any of its affiliates and subsidiaries and those individuals or companies providing such information from any liability or damages, except where such release is prohibited by statute or regulation.

I attest that the information provided herein is accurate and correct to the best of my knowledge:

Printed Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>
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Demonstration of Appraiser Competency Form

Please list all information for which competent coverage is maintained by the Appraiser

*IF NOT COVERING THE ENTIRE COUNTY, PLEASE LIST CITY AND ZIP CODES ON A SEPARATE PAGE

County / Parish / Borough	State	City	Zip Codes *	For How Long Has Appraiser Maintained Competency In The Area?	Is MLS available?	Do you subscribe to MLS in this county?
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*** Please add additional pages as necessary**

Demonstrated Competency by Property Type

Please indicate the number of assignments you have completed for each property type within the following time periods.

Residential Property Type	Previous 6 Months	Previous 12 Months	Previous 24 Months
Single Family			
Condominium/Townhome			
2-4 Family			
Manufactured Home			
Vacant Land			

Demonstrated Competency by Methodology

Please indicate the number of assignments you have completed that have included the following methods for estimating value within the following time periods.

Approaches to Value	Previous 6 Months	Previous 12 Months	Previous 24 Months
Sales Comparison Approach			
Replacement Cost Approach			
Income Approach			

CAA Real Property Services, Inc.

Disciplinary Action Disclosure

As part of the application process, CAA Real Property Services requires the applicant to disclose any past, current and / or pending disciplinary action by a state appraisal licensing board or other regulatory agency.

- I do NOT have any past, current and / or pending disciplinary action by a state appraisal licensing board or other regulatory agency.
- I have previously been disciplined by a state appraisal board or other regulatory agency. (Please provide the month/year you were disciplined, the reason(s) for discipline, and the specific disciplinary action taken by the state / regulatory agency.)
[Provide information here...]
- I am currently disciplined by a state appraisal licensing board or other regulatory agency. (Please provide the reason(s) for discipline and the specific disciplinary action taken by the state / regulatory agency.)
[Provide information here...]
- I have been notified by a state appraisal licensing board or other regulatory agency of pending disciplinary action. (Please explain the reason(s) for pending disciplinary action.)
[Provide information here...]

1. Has a bank regulatory agency ever entered an Order against you? Yes
 No

If you answered YES to Question 1 above, please answer Questions 2-4 below.

2. If you answered YES to Question 1 above, please briefly explain the terms of the Order.
[Explain terms of Order here...]
3. Do the terms of the Order place any limitations on the services you can perform for CAA Real Property Services or any of its subsidiaries or affiliates?
[Provide limitations here or write "Not Applicable".]
4. If the Order has expired or been terminated, please provide the date of expiration or termination.
[Provide date of expiration or termination.]

*I agree to immediately notify CAA Real Property Services should I become subject to any state appraisal licensing board and/or other regulatory agency disciplinary action.

Please sign and date below and return with the other required documents to CAA Real Property Services.

Signature of the Appraiser/Applicant

Date

Printed Name of the Appraiser/Applicant

CAA Real Property Services, Inc.
Master Engagement Letter

Interagency Appraisal Independence Requirements and Guidelines:

- By accepting this appraisal order, the assigned appraiser (“you” or “Vendor”) does declare he/she has at a minimum two years of geographic competency in the subject property’s market area, competency of the subject’s property type and knowledge of and full access to all data sources including local sources unique to the subject’s market.
- In engaging you to complete this assignment, CAA Real Property Services expects that you understand all aspects of the Interagency Appraisal Independence Requirements and Regulations, and agree to adhere to the terms.
- If any person attempts to influence you regarding your opinion of market value or regarding any aspect of the appraisal of the subject property, you are obligated to notify your CAA Real Property Services coordinator immediately.
- You are not to speak with anyone regarding this appraisal assignment other than to notify a status or obtain necessary contact information or documentation.
- You will receive payment for this assignment directly from CAA Real Property Services, and will notify us immediately of any other offers of compensation from any other party.

The following certification should appear in the additional comments section of the appraisal form:

“No employee, director, officer, or agent of the lender, or any other third party acting as a joint venture partner, independent contractor, appraisal management company, or partner on behalf of the lender has influenced or attempted to influence the development, reporting result, or review of this assignment through coercion, extortion, collusion, compensation, instruction, inducement, intimidation, bribery or in any other manner.”

“I have not been contacted by anyone other than the intended user (lender/client as identified within the report), borrower, or designated contact to make an appointment to enter the property”

“I have agreed to immediately report any unauthorized contacts either personally by phone or electronically to CAA Real Property Services.”

“I have agreed to the terms of payment from CAA Real Property Services and consider the fee to be *customary and reasonable* for my specific market for this specific property and report type.”

“I understand that according to the current regulations, that it is mandatory for the clients or intended user of this report to inform the proper regulatory agency if this report does not comply with Uniform Standards of Professional Appraisal Practice Standards.”

The above certification is to be included within the actual appraisal on every report you complete for CAA Real Property Services.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. APPRAISAL REQUIREMENTS MAY VARY FROM ORDER TO ORDER. IF CONFLICTING, THE CLIENT SPECIFIC REQUIREMENTS WILL SUPERSEDE GENERAL REQUIREMENTS

Appointments and Follow up

- Contact borrower within 8 hours to schedule appointment time
- Contact CAA Real Property Services within 12 hours to confirm appointment status
- If no contact is made with CAA Real Property Services within 24 hours, CAA Real Property Services reserves the right to reassign the order without compensation
- The appraisal report is due within 48 hours of inspection
- If report should be delayed more than 48 hours, CAA Real Property Services must be notified immediately of delay, by phone, and an updated estimated time of delivery must be supplied
- After 48 hours of inspection, if no report has been received and no contact, by phone, has been made with CAA Real Property Services regarding report status, CAA Real Property Services reserves the right to cancel the order without compensation
- Email completed appraisal report to SFCU@caarps.com with a CC to your appraisal coordinator.
- CAA Real Property Services reserves the right to review all appraisal reports for conformity to the terms of this agreement, including, without limitation, such matters as accuracy and methodology. If any report submitted to CAA Real Property Services does not conform to the terms of this agreement, CAA Real Property Services, may, at its option, return the report for correction or clarification. If any appraisal report is returned by CAA Real Property Services, the appraiser agrees to promptly respond to all requests for corrections and clarification and submit revisions and/or clarifications to CAA Real Property Services
- If corrected report is not received by CAA Real Property Services within 24 hours, the appraisal may be subject to cancelation without compensation

Call CAA Real Property Services immediately and DO NOT complete appraisal when:

- Major Structural problems are observed
- Zoning is commercial/industrial/office or illegal
- Property includes multiple buildable sites
- Access to any room is denied
- Subject is a mobile/manufacture or modular home – a 1004C appraisal report may be required
- Heat source is atypical or inadequate for year round occupancy

FHA Requirements:

- FHA case # provided on all pages of the appraisal
- Site dimensions must be provided beginning with frontage. Comments referring to a legal, plat or survey in the addendum that shows dimensions also acceptable. Square footage or acreage not allowed in the dimension field
- Verify the utilities and mechanicals were functioning
- Verify that the attic and crawl space were inspected
- Comment if the subject meets minimum HUD property requirements
- Provide photos of all 4 sides of the subject property

Photo Requirements:

- All interior rooms and below grade including all kitchens, all bathrooms, main living area and all bedrooms unless otherwise specified by the client specific requirements
- All deferred maintenance items noted
- Example of any recent upgrades, such as restoration, remodeling and renovation
- All amenities and outbuildings (interior and exterior)

- All comparable photos, listing and pending sales
- Subject's front, rear and street

Special Instructions

Please be advised that all appraisal reports that are submitted to National Real Estate Information Services are subject to the requirements set out by the Federal National Mortgage Association (FNMA) and the Federal Home Loan and Mortgage Corporation (FHLMC) including the Uniform Mortgage Data Program (UMDP) and its Uniform Appraisal Data (UAD). All reports will be checked for conformity to these rules and must be filled out in accordance with descriptors that have been supplied or annotated by these organizations and/or their programs.

- CAA Real Property Services requires the cost approach section completed
- Comparable sales distance must be within 0.5 miles for urban, 1 mile for suburban, and 5 miles for rural – if sales are unavailable, a detailed explanation must be provided
- Comparable sales must include two within 90 days of effective date, if available, a detailed explanation must be provided
- 2 listing/pending sales must be provided to include adjustments for list-to-sales price ration when applicable
- Provide two data sources for each comparable
- Days-on-Market required for all comps and comment if they differ from neighborhood trends
- Provide 36-month sales history
- Please advise if subject is listed for sale and include one year listing history
- Properties over \$600,000 require four comparable sales
- Explain any fair or poor adverse ratings in either the neighborhood analysis or improvement analysis
- Provide a cost-to-cure for all deferred maintenance
- Appraised value must be bracketed by both actual and adjusted sales price range
- If the range from highest to lowest sale exceeds 15%, please provide a detailed explanation
- In sharply fluctuating markets, consider and adjust for time differences / trends when applicable
- All comparables including listing/pending sales must be marked on the location map
- Provide both the contract and sale dates for all comparables. If only one date is provided – please specify which date is being used
- If subject is new construction, provide at least one comparable from the subject's subdivision and one from a competing builder/developer's subdivision
- Sketch must show all room locations to include entries, porch/patio, decks, and garages
- State licensed/certified appraiser must inspect the property – No trainees allowed
- License, resume and E&O Insurance must be included in report

I have read and agree to the preceding terms and conditions for this engagement. I am attesting to my understanding by my signature below:

Signature

Date

Printed Name