



First American
eAppraiseIT

Fee Appraiser Program Application Package

Thank you for your interest in joining the First American eAppraiseIT Team! First American eAppraiseIT is the premier provider of electronic real estate valuation services and the appraisal management company of choice for over 200 leading financial institutions nationwide.

We boast a panel network of exceptional appraisers who have chosen to partner with us in producing high quality valuation reports to service our valued customers. As an independent appraiser, approved with First American eAppraiseIT, you will enjoy the benefit of increased workflow, easy to use web-based order management system and quick and efficient weekly payments. We understand that being in business on your own can have many benefits joining the First American eAppraiseIT team will be one more great addition.

For consideration as a fee appraiser, the following items must be submitted for approval:

1. Completed Appraiser Application
2. Resume (minimum 3 years of work history)
3. Copy of current state licenses/certification
4. HUD Letter of Approval (if applicable)
5. W-9 form (if Firm Principle is not an appraiser only add company name)
6. Worker's Compensation Insurance certificate
7. Errors and Omissions insurance certificate

*** Appraisal Samples not required ***

Regarding Firm Associates/Trainees:

First American eAppraiseIT will not accept Appraisal reports completed solely by an Appraisal Assistant or Trainee. All such appraisal reports must be countersigned by the Firm Principal and indicate that the Supervisory Appraiser "***DID INSPECT***" the property.

If you are interested in growing your business through a partnership with First American eAppraiseIT, we invite you to complete the following application, W9 and carefully review our service agreement. Please indicate your panel of choice at the bottom.

Return all documents via fax or email to:

800 - 845 – 2203 (Fax)

appraisermanagement@eappraiseit.com

If you have any further questions feel free to call **800-281-6200, option 1, option 3**

We look forward to you joining our team!



**First American
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FEE APPRAISER APPLICATION

APPRAISER INFORMATION:

Referred By: _____

Appraiser Name: _____

Company Name: _____

Business Address: _____

City/State/Zip: _____ County: _____

Business Phone: () _____ Business Fax: () _____

E-mail (this is required): _____ Cell Phone: () _____

Social Security: _____ OR Tax ID #: _____

Are You: Self-Employed Owner/Officer Partner Employee

Number of Additional Associates of the Firm _____ Maximum open order capacity _____ Years of Appraising Exp: _____

STATE LICENSING AND CERTIFICATION (Please attach copies of all licenses)

<u>State</u>	<u>License</u>	<u>Certified</u>	<u>Number</u>	<u>Expires</u>
_____	<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	_____	_____

ADDITIONAL INFORMATION:

1) Are you set up for EDI transmission? No Yes what software: _____

2) Specialized appraisal experience **REO** No Yes # Completed in the past 12 months _____

Relocation -ERC Reports No Yes # Completed in the past 12 months _____

3) Are you HUD/FHA approved? No Yes

APPRAISAL COVERAGE (list specific counties of coverage and zip codes as necessary)

STATE:

COUNTIES:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPRAISAL EXPERIENCE/EDUCATION (Please state your employment history/education over the past 3 years in chronological order.) Please include a Resume.

<u>Firm or Company Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Name: _____

REFERENCES (List at least three lenders for whom you currently do appraisal work.)

<u>Name & Address</u>	<u>Contact</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISCIPLINARY ACTIONS

Have you ever been the subject of a lawsuit initiated by a lender or investor? Yes No

If yes, please explain: _____

Have you ever been disciplined by a state appraisal licensing agency or professional organization? Yes No

If yes, please explain: _____

Have you ever had a claim filed against your Error and Omissions Insurance? Yes No

If yes, please explain: _____

MINORITY/WOMEN OWNED BUSINESS

First American eAppraiseIT provides appraisals to the U.S. Department of Housing and Urban Development (HUD) under terms and conditions contained in a service agreement. The agreement stipulates First American eAppraiseIT shall comply with all applicable laws, regulations and directions pertaining to subcontracting with small business concerns owned and controlled by socially and economically disadvantaged individuals. In order to maintain our files and to provide reports required by HUD, please complete and return this form. First American eAppraiseIT is required to provide subcontracting reports with other national clients.

Please check the appropriate box(s):

- African American**
- Native Americans:** including American Indians, American Eskimos, American Aleuts and Native Hawaiians
- Hispanic Americans:** from any Latin American country in South American, Central American or the Caribbean.
- Asian-Pacific Americans:** from Japan, China, Okinawa, the Philippines, Vietnam, Korea, Samoa, Guam, Northern Marinas, Laos, Cambodia, Taiwan and the U.S. Trust Territories of the Pacific.
- Asian Indian Americans:** from India, Pakistan and Bangladesh.
- Women Owned Business Concern:** a concern that is at least 51 person owned, or is a publicly owned business where the combined total of all classes of stock is owned by a woman or women who are U.S. citizens and who also control and operate the business. "Control" in this context shall mean exercising power to make policy decisions and "operate" shall mean being actively involved in the day-to-day management.

The signer represents that the enterprise: IS IS NOT a minority or women owned business.

First American eAppraiseIT is fully committed to the policy and guidelines of the Community Reinvestment Act, Federal Fair Housing Act, and Equal Credit Opportunity Act and adheres to Non-Discrimination practices in the appraisal process. Federal regulations prohibit discrimination in the selling, brokering or appraising of residential real property. First American eAppraiseIT does not support or encourage discrimination or like practices of any form. I understand that any omission or misrepresentation of material fact in this application may result in refusal of consultant services. I acknowledge that First American eAppraiseIT, at their sole discretion and for any reason has the option of not accepting my application or changing my status at any time. I hereby authorize the Company to make any investigation of my background deemed necessary and to release copies of my application package, (Resume or License) to their clients upon request.

WORKER'S COMPENSATION INSURANCE INFORMATION

An appraiser is not an employee or agent of First American eAppraiseIT for any purpose. Appraiser is an independent contractor, and is not eligible to participate in or receive any benefit from any benefit plan, program or other arrangement that may, from time to time, be available to employees of First American eAppraiseIT including, but not limited to, any health, disability, or life insurance, vacation, or holiday pay, sick leave, profit sharing or pension plans. First American eAppraiseIT will not provide workers' compensation insurance for Appraiser. Appraiser has the affirmative obligation under this Agreement to furnish proof to First American eAppraiseIT that at all times, it has an active policy of workers' compensation in the state in which the Appraiser does business. Appraiser is solely responsible for payment of all applicable taxes and withholdings respecting all payments made under this Agreement, and for all claims, damages and/or lawsuits arising out of the acts of Appraiser and Appraiser's employees, subcontractors and agents.

Contracts for appraisal assignments are given on a job-by-job basis. First American eAppraiseIT has the sole discretion as to whom appraisal assignments will be offered. First American eAppraiseIT does not guarantee employment as an independent contractor, or offer a guaranteed amount of compensation.

By signing this agreement, Appraiser agrees to maintain adequate errors and omissions insurance, automobile insurance with a minimum of \$500,000 liability coverage, and a policy of worker's compensation insurance for Appraiser, Appraiser's employees, Appraiser's subcontractors, and Appraiser's agents. Appraiser further agrees to furnish First American eAppraiseIT a current certificate of coverage for worker's compensation insurance in all states in which I conduct business. I acknowledge that this is a condition precedent to doing business with First American eAppraiseIT.

Signature of Appraiser

Date



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SERVICE

AGREEMENT

First American eAppraiseIT's order management system, SourceNet, auto-assigns and delivers orders via email to our appraiser panels with the following considerations: closeness to subject, turn-around-time performance, quality, expertise, timely status updates.

We offer 2 status levels for fee appraisers:

Preferred: assignments are auto-delivered and auto-accepted at pre-determined fees.

Broadcast: assignments are "broadcasted" to eligible appraisers who are invited to accept at terms disclosed.

Order Delivery Method

- Automatically within 15 minutes of clients placing orders
- Via Email only
- Pre-determined fee schedule

Order Delivery Priority

1. **Staff:**
Work solely for First American eAppraiseIT and are employees of First American eAppraiseIT, a company of First American
2. **Elite Firms:**
Appraisal companies with 25+ appraisers who cover significant regional areas and/or states and employ a quality review department
3. **Preferred:**
Independent fee appraisers who have agreed to auto-accept assignments at pre-determined fees
4. **Broadcast:**
Independent fee appraiser who have not agreed to auto- accept orders at pre-determined fees
Orders are broadcasted to eligible appraisers and can be accepted at terms disclosed or declined

First American eAppraiseIT's Service Requirements

- Within **24 hrs** of assignment delivery:
 - Contact the borrower or primary contact
 - Set **inspection date**
 - Update order status online
- Within **48 hrs** of inspection date:
 - Submit completed report
- Within **24 hrs** of **Quality Issue** notice:
 - Make needed corrections and resubmit report
 - Communicate with First American eAppraiseIT as needed

Timely communication with First American eAppraiseIT regarding the progress or your assignments is critical to meeting our client service level agreements.

Turn around Time Requirements

- **5** calendar days for Interior Products
- **3** calendar days for Exterior products
- **1** calendar day for **Quality Issue** corrections

Please indicate the fee appraiser panel you would like to participate on and fax or email all documents to:
800 - 845 – 2203 (FAX)
appraisermanagement@eappraiseit.com

I am interested in Preferred Status; please send me a fee schedule for my counties

I am only interested in being a Broadcast appraiser.

Failure to comply with USPAP, FNMA or First American eAppraiseIT service level standards may result in removal from the Preferred Appraiser program. First American eAppraiseIT reserves the right to unilaterally change the terms of the preferred appraisal program at anytime without prior notice.