



Appraiser On-Boarding Form

COMPANY AND APPRAISER INFORMATION

Appraisal Company	
Street Address	
City, State, Zip	
Mailing Address <i>(if applicable)</i>	
Mailing City, State, Zip	
Phone	
Email Address	

Appraiser #1 Name	
State(s) of Licensure	
License Number(s)	
License Type	
FHA Approved? <i>(yes or no)</i>	
Flagstar Approved? <i>(yes or no)</i>	

- Fill boarding form
- W-9 form completed
- Copy of license
- Pay Day Policy / Price List Received

Are any of the above named appraisers on restricted by Citibank, Wells Fargo or other major lenders?
 YES NO

If YES, please complete:

APPRAISER NAME	RESTRICTED LIST(s)



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APPRAISAL ASSIGNMENT EXPECTATIONS AND REQUIRED CERTIFICATION

Trends Appraisal Management Company has expectations that each appraisal company/appraiser assigned to perform services on behalf of Trends's clients will comply with the following:

1. The Uniform Standards of Professional Appraisal Practice will be utilized for all appraisals completed.
2. Appraisals will be completed in compliance with the requirements of the Financial Institutions and Regulatory Agencies and will adhere to Fannie Mae and Freddie Mac guidelines.
3. The appraiser agrees that all appraisers completing appraisal assignments on behalf of the above named appraisal company will maintain, at a minimum, a state appraiser's license/certification.
4. The appraiser agrees that any change in licensure or status will be communicated to Trends AMC within eight (8) business hours of discovery or receipt of notification.
5. The appraiser agrees to immediately communicate any change in status of eligibility for lender work (ie change in status on Flagstar, Citi or other major financial institutions eligible/restricted list).
6. Appraiser agrees to adhere to the Requirements as specified in Exhibit A.

I CERTIFY THAT ALL OF THE ABOVE INFORMATION INCLUDED ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO MATERIAL INFORMATION HAS BEEN WITHHELD. I agree to the above stated AAA AMC requirements:

Company Name

Authorized Representative (Print Name)

Signature of Authorized Representative

EXHIBIT A

Appraisal Assignment Requirements:

1. Borrower must be called within 2-4 Hrs of order receipt.
2. Appointment must be scheduled within 24 Hrs of order receipt.
3. PDF reports must be sent back to Trends AMC within 48 Hours of Inspection.

General Tips for our Reports:

- 1- All reports must have a minimum of 3 closed sales, 2 active/pending sales.
- 2- All closed comps must be sold within 3 months of effective date of appraisal, if applicable.
- 3- All sales must be within 0.5 mile of subject property, if applicable.
- 4- All comparables should show DOM (days on market).
- 5- Neighborhood Housing Trends Section must match the 1004MC findings.
- 6- For purchases, sales contract must be reviewed and contract section filled and concessions noted.
- 7- Location map, Plat map and Property Deeds history must be included in the report.
- 8- License and E&O should be included as last 2 pages of the report.
- 9- For FHA, side photos and water heater photos should be included in report.
- 10- For FHA, setback measurements must be shown on sketch.
- 11- If iron bars are present, inside emergency releases should be present, photographed and included in the report.
- 12- Reports must have at least 3 exterior subject photos (front, back, street).
- 13- Reports must have at least 3 interior subject photos (kitchen, living room, bath).
- 14- Additions must be permitted to be included in total GLA. Otherwise, drawn as non-permitted additions.
- 15- When the subject has no heaters or wall heater, all comps must have similar heating.
- 16- Comparables must bracket the subject in all categories.
- 17- The Cost Approach must be included in all reports.
- 18- Form 1004MC must be part of all reports.
- 19- The 10%-15%-25% rule must be always implemented for single-net-gross adjustments.
- 20- Please send invoice to Trends AMC separately.
- 21- ALL REPORTS MUST BE VERY CLEAN AND NO PUSHING VALUE.
- 22- If built prior to 1978, please comment on no evidence of lead based paint or chipping.
- 23-For all reports; it is mandatory to inspect the smoke and carbon monoxide detectors.**