



Welcome To
AppraisalBroker.com & Order Your Appraisals Online.com

Appraiser Engagement Letter

The following documents are included in this engagement package:

- Fax Cover Sheet
- Introduction & Engagement Letter
- Appraiser Procedures
- Fees
- W-9 Form
- Reference Sheet

Please upload all documents in the Adobe " .pdf " file format. Required documents will need to be printed, signed, scanned and uploaded:

1. Copy of current licenses/certifications for all associates in your office;
CAN BE UPLOADED ONLINE AFTER REGISTRATION BY LOGGING INTO YOUR ACCOUNT
2. Current resume for all appraisers and associates in your office;
CAN BE UPLOADED ONLINE AFTER REGISTRATION BY LOGGING INTO YOUR ACCOUNT
3. Copy of the declaration page from your Professional Liability insurance policy. If you do not carry Errors and Omission insurance, please note this in your account.
CAN BE UPLOADED ONLINE AFTER REGISTRATION BY LOGGING INTO YOUR ACCOUNT
4. Appraiser Engagement Letter Pg 4-9 (to be signed by an authorized representative of your company);
THESE PAGES WILL NEED TO BE PRINTED, SIGNED, SCANNED AND UPLOADED ONLINE AFTER REGISTRATION BY LOGGING INTO YOUR ACCOUNT
5. A list of states & counties that you or your firm covers.
CAN BE COMPLETED ONLINE AFTER REGISTRATION BY LOGGING INTO YOUR ACCOUNT

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|--------|--|
| Step 1 | Pre-Register at www. Order Your Appraisals Online .com
After pre-registering you will receive a confirmation email with directions and links to register and purchase your appraiser membership. |
| Step 2 | Follow the links contained in the pre-registration confirmation email and create your appraiser account. Once completed you will receive a registration confirmation with your username and password. Use this login information to edit and make changes to your account. Once logged in, you will be able to upload support documentation and configure your coverage area(s). |
| Step 3 | Upload complete documentation via your online account (after logging in) |
| Step 4 | Purchase your membership by clicking the link in your pre-registration confirmation email. We offer payment by check or by credit card using Google Checkout – Our processors are Webtise USA, Google Checkout & PaySimple.
http://www.orderyourappraisalsonline.com/appraiserpurchase |

Once your documents have been uploaded and your membership has been purchased you will be ready for appraisal orders.



AppraisalBroker.com
& OrderYourAppraisalsOnline.com
5301 S Superstition Mtn Dr
Suite 104-379
Gold Canyon, Az 85218

Fax Cover Sheet

To: AppraisalBroker.com
Fax : 480-288-7507
Phone: 1-877-932-8473

From: _____

Fax : _____

Phone: _____

Date: _____

of Pages : _____

Notes :

Thank you for registering with Appraisal Broker LLC, we appreciate your interest in becoming a member in our national preferred appraisal vendor network. For your review, we have attached our standard appraiser engagement package, which contains information regarding our expectation for preparing and delivering appraisals reports.

By becoming a preferred member in your market and subscribing to all of our technology initiatives through our appraiser interface, you will be approved to receive assignment from local and nationwide lenders we service daily in our retail operations.

We are looking for a long-term relationship with our Preferred Appraisal Vendor Members, who understand the value in becoming a preferred member and share our passion for delivering quality valuation products and valuation services nationwide. We pride ourselves on engaging a quality network through an initial contractual agreement (this engagement package), which obligates the owners, and its authorized representatives to our performance standards and technology initiatives.

As a qualified appraisal vendor provider in our preferred network, it is important for you to focus transactionally on the "Completion Date" that is provided with each order. We require that your office transmit, update, and deliver completed reports, before this date. Of course, cumulatively we expect you to meet your service and quality standards, but on every transaction we require your detailed updates to be transmitted via our website. With every transactional assignment received through the online system, we will provide your office with a transactional order confirmation, as well as provide you with details specific to those assignments. Additionally, we will provide your office with a work-in-progress feature reflecting on your agreed communication dates and delivery dates. Please use this feature as a reminder of any dates that need to be communicated to us via our website. If at anytime you encounter any problems, we encourage you to update any delay or problem status within the system detailing reasons and specifics.

Please review the attached engagement package thoroughly. Once completed, please upload these documents through the vendor portion of our website (you will need to be logged-in to the website).

Thank you for your interest in joining Appraisal Broker's Preferred Appraisal Vendor Network "PAVN."

We look forward to growing with you.
Appraisal Broker .com &
Order Your Appraisals Online .com

PROCEDURES

Assignment of the Appraisal Order: Please carefully read each transactional assignment your firm receives from us. Detailed on these documents are not only the information on the property you are being asked to appraise, but also important information to assist your office on the assignment. The assignment form contains each of our client's underwriting requirements along with the type of appraisal being requested. In addition, this document details our agreed upon fee for the product in this market along with the expected delivery timeframe. If at any time your office cannot comply with the assignment requirements please contact the processing department immediately.

Order Receipt & Confirmation: Our online platform delivers appraisal orders via email, fax and within the online interface via the appraiser login in area. We require all appraisers to communicate via the online system on assignment acceptance or decline within 2 hours of receiving an order. This confirms receipt of the order by your office and allows our staff to update status with our client.

Appointment Times: For inspection appraisal products, we require all appraisers to call for field inspections immediately after receiving and accepting an order. All appointment status (called-left message, scheduled, etc) can be completed via the online system. The vendor management system monitors the timeliness of the appointment setting and this data is considered in our vendor selection for each market.

Timeframes: You are responsible for completing and delivering the appraisal orders within the timeframe noted on the original assignment form. If you are unable to meet the established deadline, you must notify us immediately upon receipt of the order request. For inspection products, our clients anticipate the delivery of their appraisal reports within 48-72 hours after the inspection time. If at anytime this timeframe cannot be kept, we ask that you notify the processing department immediately.

Quality vs. Timeframe: At no time should the due date of the report take on more significance than the quality of the report. There are situations whereby the complexity of the appraisal prevents you from being able to complete the report within the previously agreed upon timeframe. In these situations, we ask that you update your status with complete delay details explaining the reason(s) for the delay. This information will be passed on to our client as an exception to their normal expectations.

Work in Progress: All open and closed orders can be reviewed online via your appraiser interface via login. Please review these communications to confirm data accuracy and to prevent orders from being flagged as issues.

COD Appraisals: The arrangement we have with our lender clients are for COD appraisal transactions. All COD orders will be collected prior to appraiser members receiving an assignment.

NON-COD Appraisals: Our system is setup to primarily take COD orders. Occasionally a client will request NON-COD (Pay AT Closing) appraisal order. Appraisers may accept these "Pay At Closing" orders on a case-by-case basis.

Communication: Communication is the key to a successful relationship between our preferred members, our clients and us. We encourage staff to have minimal contact with each appraiser vendor and lender clients – directing the majority of communication through the online platform.

Once you have become an approved appraiser member in our network your office will be supplied with a user name and password that will allow you to utilize our website tracking features and communication tools within the vendor access portion on our site.

If at anytime your office needs to speak to one of our representatives we can be reached at 1-877-932-8473. Failure to effectively communicate properly with VL Inc. will cause unnecessary communication for both of our offices. Any such issues are documented within the system and reviewed by our processing department and clients when considering future assignment decisions.

Appraisals Report Delivery: Once your firm has completed the appraisal assignment, the report must be transmitted to us in the form of an Adobe Acrobat, PDF file format. The report should be delivered online via the vendor access portion of our website. PDF is an internationally accepted standard format used to electronically deliver documents and works with any appraisal software package.

_____ Signature

We require the entire report (all pages) including digital photos, signature, sketches, and maps to be sent at the time of completion. Please document our order number within the appraisal report. This is the number utilized by our quality control and account payable departments. This reference number is located on your order assignment.

Review of Appraisal: Quality Control reviews each appraisal report before it is delivered to our clients. In addition to reviewing for industry standard practices, USPAP guidelines, we also review for any unique requirements the lender has defined - these requirements are provided to your office at the time of assignment. Please ensure these items are satisfied before transmitting your report. Repeated quality concerns may be subject to a reduction in future order volume, or removal from the network.

Licensing/Certification Requirements: Appraisal Broker will only utilize properly licensed/certified appraisers for our appraisal assignments. We expect your office to be in full compliance with the regulations set forth in the state in which you are appraising. Your license number and expiration dates are kept in our secured system. Your firm's approval status will be systematically deactivated upon expiration of your license/certification until we are in receipt of your renewal license, and E&O insurance policy.

Billing & Payment: Utilizing the user name and password supplied to your office(s), all invoicing should be communicated using our website. **Do not send individual invoices with your appraisals.** Since our volume of work is high, we cannot process individual appraisal bills.

Our system tracks all accounts receivable and accounts payable. Payments are paid out 10-15 days after an appraisal has been delivered to the client. Each appraisal vendor signed agreement certifies that he or she will adhere to the following requirements. The Uniform Standards of Professional Appraisals Practice will be utilized for all appraisals completed. The vendor agrees that all Associates of the Company will maintain, at a minimum, a state appraiser's license/certification.

_____ Signature

Appraisal Fees

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. Please review and complete the following information:

FULL RESIDENTIAL WITH FULL INSPECTION

Uniform Residential Appraisal Report (FNMA 1004 / FHLMC 70) Comprehensive appraisal of a single-family home (or PUD unit), including an interior inspection by the appraiser. This is the most commonly ordered appraisal product.	\$270.00
Individual Condominium Unit Appraisal Report - Interior Inspection (FNMA 1073 / FHLMC 465) Comprehensive appraisal of a condominium unit, including an interior inspection by the appraiser.	\$270.00
Individual Cooperative Interest Appraisal Report - Interior Inspection (FNMA 2095) Comprehensive appraisal of a cooperative unit, including an interior inspection by the appraiser.	\$270.00
Manufactured Home Appraisal - (FNMA 1004C/FHLMC 70B) Comprehensive appraisal of a manufactured home, including an interior inspection by an appraiser (FNMA 1004C).	\$350.00

APPRAISALS BY FHA APPROVED APPRAISERS

FHA - Uniform Residential Appraisal Report (FNMA 1004) Comprehensive appraisal of a single-family home including an interior inspection by an FHA-certified appraiser. Normally used by FHA loans only	\$300.00
FHA - Condominium Unit Appraisal Report (FNMA 1073 / FHLMC 465) Comprehensive appraisal of a condominium unit, including an interior inspection by an FHA-certified appraiser. Normally used for FHA loans only.	\$300.00
FHA - Manufactured Home Appraisal Report (FNMA 1004c/FHLMC 70B) Comprehensive appraisal of a manufactured home, including an interior inspection by an appraiser by an FHA-certified appraiser. Normally used for FHA loans only.	\$375.00
FHA - Small Residential Income Property Report (FNMA 1025/FHLMC 72) Comprehensive appraisal of a 2, 3 or 4-family home, including an interior inspection by an FHA-certified appraiser. Includes an Operating Income Statement (FNMA 216/FHMLC 998). Normally used for FHA loans only	\$500.00

FULL RESIDENTIAL APPRAISALS FOR INCOME PROPERTIES

Investment Property - Individual Condominium Unit Appraisal Report (FNMA 1073 / FHLMC 465) Comprehensive appraisal of a condominium unit, including an interior inspection by an appraiser. Includes Single-Family Comparable Rent Schedule (FNMA 1007 / FHLMC 1000) and Operating Income Statement (FNMA 216 / FHLMC 998) addenda. Normally used for single family Condo rental properties.	\$350.00
Investment Property - Uniform Residential Appraisal Report (FNMA 1004 / FHLMC 70) Comprehensive appraisal of a single-family home, Comprehensive appraisal of a single-family home, including an interior inspection by an appraiser. Includes Single-Family Comparable Rent Schedule (FNMA 1007 / FHLMC 1000) and Operating Income Statement (FNMA 216 / FHLMC 998) addenda. Normally used for single family rental properties.	\$350.00
Multifamily, Small Residential Income Property Report (FNMA 1025 / FHLMC 72) Comprehensive appraisal of a 2, 3 or 4-family home, including an interior inspection by the appraiser. Includes an Operating Income Statement (FNMA 216 / FHMLC 998).	\$475.00

DRIVE BY APPRAISALS WITH NO INTERIOR INSPECTION

Exterior Only-Individual Cooperative Interest Appraisal Report - Drive-By (FNMA 2090) Comprehensive appraisal of a cooperative unit. Drive-by only, no interior inspection.	\$200.00
Exterior Only-Quantitative Analysis Appraisal Report - Drive-By (FNMA 2055) Limited scope appraisal of a single-family home (including units in condominium or PUD projects). Drive-by only, no interior inspection.	\$200.00
Condition and Marketability Report - Drive-By (FHLMC 2070) Condition and Marketability Report with no final determination of value. Drive-by only, no interior inspection.	\$200.00
Property Inspection Report (FNMA 2075) Property Inspection Report with no final determination of value. Drive-by only, no interior inspection.	\$200.00
Exterior Only-Individual Condominium Unit Appraisal Report - Drive-by (FNMA 1075/FHLMC 466) Comprehensive appraisal of a cooperative unit. Drive-by only, no interior inspection.	\$200.00

APPRAISAL REVIEWS

One-Unit Residential Appraisal Field Review Report (FNMA 2000 / FHLMC 1032) A field review of an existing appraisal report by a licensed appraiser (one-unit residential property) by a licensed appraiser.	\$225.00
Two-to-Four Unit Residential Appraisal Field Review Report (FNMA 2000A/FHLMC 1072) A Field review of an existing appraisal report (two-to-four unit residential property) by a licensed appraiser	\$275.00
Residential Appraisal Review - Short Form (2006) A desktop review of an existing appraisal report by a licensed appraiser on a short form, without comparables _____ Signature	\$75.00
Residential Appraisal Review Form - Desk Review (2002) A desktop review of an existing appraisal report by a licensed appraiser.	\$75.00
Residential Appraisal Review Form - Enhanced Desk Review (2002)	\$100.00

A desktop review of an existing appraisal report by a licensed appraiser, with two adjusted comparable sales added by the reviewer.

FHA Appraisal Field Review Report (HUD 1038)

A field review of an existing FHA appraisal report by a licensed appraiser.

\$275.00

APPRAISAL UPDATE

Appraisal Update / Completion Report (442)

A appraisal update or completion report

\$75.00

____ Check here if you are approved by HUD to prepare FHA appraisals and you agree that the above fees apply to both FHA and conventional assignments. Please sign below indicating your acknowledgment and agreement with the terms and conditions set forth in this engagement letter and the Appraisal Broker Appraisers Procedures.

(Vendor Company Name) (Print Authorized Representative's Name)

(Signature of Authorized Representative) (Date)

Appraisal Broker
FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION
NUMBER AND CERTIFICATION

Vendor# _____

SECTION #1-PAYEE INFORMATION:

Name: _____

(NAME WILL BE ISSUED ON CHECKS PAYABLE TO YOU.

NOTE: MUST MATCH SECTION BELOW UNLESS A SOLE PROPRIETOR)

ADDRESS:(NUMBER, STREET, AND APT. OR SUITE NO.)

(ADDRESS THAT YOU WANT YOUR CHECKS SENT TO)

CITY, STATE, AND ZIP CODE:

IF YOU USE A P.O. BOX, PROVIDE YOUR STREET ADDRESS BELOW (REQUIRED BY IRS):

SECTION #2- TAXPAYER IDENTIFICATION NUMBER:

Please check appropriate box and provide your Owner, Name and your IRS Tax ID Number:

Individual Name of Owner: _____

Social Security Number: _____

Sole Proprietor Name of Owner: _____

Social security Number: _____

OR

Employer Identification Number _____

Partnership Trade or Business Name of Partnership:

Corporation Name of Corporation: _____

Employer Identification Number: _____

NOTE: This form is a substitute for the IRS Form W-9. The following certification is required by IRS for you to certify that this tax ID number is proper and you are not subject to withholdings.

CERTIFICATION: Under penalties of perjury, I certify that:

The number shown on this form is my correct taxpayer identification No. and I am not subject to back up withholding because:

I am exempt from back up withholding because I have not been notified by the Internal Revenue Service that I am subject to back-up withholding as a result of a failure to report all interest or dividend, or The IRS has notified me that I am no longer subject to backup withholding.

AUTHORIZED SIGNATURE

DATE

APPRAISER REFERENCE SHEET

Lender Name: _____

Phone# _____

Contact: _____
Person

Years of Association: _____

Comments on Reference:

Lender Name: _____

Phone# _____

Contact: _____
Person

Years of Association: _____

Comments on Reference:

Lender Name: _____

Phone# _____

Contact: _____
Person

Years of Association: _____

Comments on Reference:

_____ Signature