



EQUITY VALUATION
PARTNERS

Quality appraisal management.

APPROVED APPRAISER INFORMATION

(to be completed separately for each appraiser)

Appraiser Information

Appraiser Name _____

Company Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Cell _____ FAX _____

Email _____

Is your company incorporated? Yes No Tax ID or SSN _____

Licensing Information

State	Number	Type	Date Obtained	Exp Date	FHA	VA
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

E & O Information

Does your company have Errors & Omissions Insurance? Yes No

Policy Holder's Name _____

Carrier Name _____

Policy Number _____ Coverage Per Incident _____

General Liability Insurance

Does your company have General Liability Insurance?

Yes

No

Policy Holder's Name _____

Carrier Name _____

Policy Number _____ Coverage Per Incident _____

Appraisal Coverage

State _____ Counties _____

State _____ Counties _____

References

(List at least 3 clients for whom you currently do appraisal work)

Company Name & City

Contact Person

Phone

Disciplinary Actions

(if answering 'yes' to any question, please attach description and detail)

*Have you been disciplined by a state licensing agency or professional organization?
(includes letters of censure, letters of reprimand, probation, suspension,
revocation or consent agreements)*

Yes No

Have you ever been the subject of a lawsuit initiated by a lender or investor?

Yes No

Have you ever had a claim filed against your Errors & Omissions Insurance?

Yes No

*Have you ever been convicted of a felony, or any other public offense related to a
fraudulent or dishonest act?*

Yes No

Required Documentation

Along with completed application form, the following documentation MUST be provided. Application will not be processed until all documentation is received:

- *Current Resume: must include appraisal courses attended*
- *Copy of license(s) / certification(s)*
- *Completed W-9 Form*
- *Copy of E&O Declarations Page*
- *Direct Deposit Form*
- *Master Service Level Agreement*
- *2 Redacted Sample Appraisals or Reconciliation commentary from 2 complex valuation assignments*

*Application package may be submitted to: info@eqval.com, or fax to: 866-814-7778.
For questions, please call 251-968-9997.*



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EVP Appraisal Partner Agreement

Thank you for your interest in joining Equity Valuation Partners (EVP) Appraiser Cooperative. EVP is an appraiser cooperative formed by appraisers for the advocacy of the long-term best interest of the appraisal profession. EVP promotes collaboration between fee appraiser and lenders by providing efficient, fee transparent back office business solutions that are more frequently being required in today's marketplace.

In submitting your application with EVP, you acknowledge and understand that EVP is a provider of valuation services to lenders.

We market our services and your services as market leaders and therefore expect professionally written reports in addition to, concise, timely and on-going communication regarding status, delays, assignment complexities, and unusual conditions. In submitting this application you agree to perform appraisal assignments in conformance with USPAP and without bias. You agree to perform ethically and competently. EVP team members will treat you professionally and respectfully and will possess the requisite industry knowledge to offer professional assistance when requested by you.

You will receive appraisal instructions and Client specific requirements with each appraisal order. These Lender requirement/instructions are critical communications and are an integral part of our engagement for each assignment. If you cannot observe or comply with these requirements, you agree to notify EVP prior to order acceptance. Failure to notify EVP in a timely fashion, as close as practicable to the time of order placement, may imperil our obligations to you. Many of the transactions engaged by EVP are related to the secondary mortgage market and will be underwritten according to appraisal standards promulgated by Fannie Mae and Freddie Mac seller servicer guides. The client expects you to be conversant and knowledgeable about these industry standards and expectations.

EVP supports appraiser independence as outlined in the Dodd-Frank Act and the AIR Guidelines. EVP Appraisal Partners are expected to review the appraiser independence guidelines and comply with all applicable statutes and regulations of the Act. If you encounter any problems or violations of the appraiser independence requirements with any order or appraisal engagement, you are required to notify EVP immediately [AIR Hotline 251.923.0119; or AIRcomplaints@eqval.com]. Your signature on this agreement indicates that you have read and understand the appraiser independence requirements and agree not to engage in any conduct that is a violation of the Dodd-Frank Act.

Your relationship with EVP will be limited to an independent contractor status. An appraiser who is part of our appraiser panel is an independent contractor, and is not eligible to participate in or receive any benefit from any benefit plan that EVP may make available to its employees including but not limited to, any health, disability, life insurance, vacation, sick leave or profit sharing or pension plan. EVP will not provide worker compensation insurance for the appraiser. The appraiser has the affirmative obligation under this agreement to furnish proof to EVP that at all times it has an active policy of worker's compensation and general liability in the state which the appraiser does business.

Appraiser is solely responsible for payment of all claims, damages and / or lawsuits arising out of the acts of the appraiser and the appraiser employees.

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

Appraiser agrees to maintain adequate errors and omission (E & O) insurance with a minimum of \$300,000 in insurance in place.

Service Level Expectations

EVP supports a professional appraiser's right to be allowed the time necessary to complete a thorough, well researched and well written appraisal report. The following is a general timeline guide which should culminate in 5 day +/- delivery schedule.

- Accept Order within 4 business hours.
- Contact Property Access Contact within 8 business hours.
- Submit self-reviewed report within 36-48 hours after inspection.
- Acknowledge Revision requests within 4 business hours. Return amended report within 8 business hours. Engagements are not considered "complete" until client underwriter has approved the appraisal and all review requests have been addressed.

If this general schedule will not be met, please inform your account representative as soon as possible.

EVP Documentation Best Practice Examples

Below are 4 EVP best practice documentation examples - ie. Techniques that can be incorporated to strengthen the credibility of your argument, save time in revisions, and lessen requests for reconsideration of value. As professional appraisers, we understand that every assignment is unique. Please accept the suggestions below in the spirit in which they are intended; to create consistency and value in our Appraisal Partner's documentation techniques and standards. These are merely examples and if these techniques are obvious to you and are already incorporated into your documentation process; you may consider yourself in the top of our profession.

1. Listing analysis- Listing ANALYSIS is an underutilized avenue for an appraiser to create credibility by emphasizing the economic law of substitution and creating a upper limit on probable value. U/W's are looking for AUTHORITATIVE statements to help narrow the possible range of value.

Example: "L1 is the lowest priced competitive listing for the subject property – L1 provides similar utility and should draw similar market demand. L1 is presented after applying current list to sold ratio to demonstrate the HIGHEST PROBABLE VALUE RANGE FOR THE SUBJECT. We believe this listing(s) provides an indication of FUTURE value of the subject property."

NOTE: Please note that the appraiser should avoid using a property which is INFERIOR to the subject or has unusual listing circumstances in the listing analysis. You may want to adjust down from an obviously superior property, but limiting probable value range by adjusting an inferior property invites criticism. The point here is to establish the highest probable value for the property and get all readers to agree that # is reasonable.

Also, ensure the list to sold discount you used makes sense. For example, if you include a listing that has been outstanding for 600 days, and your MC form indicates list to sold of 96% in 75 days, it should be obvious that the listing is more than 4% overpriced. It is enough to acknowledge the

over listing by using more than 4%, and whether 5%, or 8%, 10, 15% or whatever is used is up to judgment. Recognizing the difference and spotlighting it for the reader increases your credibility.

2. **Development of market area description-** Appraisers often cut their market area down to very specific areas limiting their comparable selection area more than actual market participants do. This is often problematic in justifying comparables that are over the “distance guidelines” or located outside of self-described market areas. If markets are described as viewed by potential purchasers according to economic principals and pricing, then the appraiser increases his credibility.

Example: (in terms that U/W’s expect to see, using market drivers for proximate towns off same exit outside of Birmingham, AL):

“The market areas of Argo, Leeds, Odenville, and Springville are located within the I20 and Hwy 25 corridor and serve as bedroom communities to Birmingham, the main employment center in the area. Ease of Hwy/Interstate access (i.e. commute time), site size, school systems, tax base, zoning and neighborhood characteristics (i.e. Larger acreage sites, ability to keep livestock, homogeneity of home style/design) are among the main market drivers in the area. External characteristics such as depreciation on residential properties and commercial uses are consistent along Hwy 25 and influence this entire market area similarly.”

“The subject’s main characteristic determining marketability is its site size and age (or whatever the case may be) The comparable properties included provide good support of my value opinion because they are of similar age, quality and site size and are located in areas accepted as locational substitutes by the home buying market.”

3. **Format of reconciliation argument- Speak their language**

Self underwrite and anticipate any questions/objections. Each EVP order is accompanied by a self underwriting checklist. This tool is used to identify problem areas and develop sound, statistically valid strategies for overcoming U/W objections and catch issues prior to submission.

“Canned” comments saved in software are very obvious to readers and thus ineffective. They reduce your credibility. A synopsis of your argument in the reconciliation in a report presents an opportunity for an appraiser to defend the analysis:

- Is there anything on the SCA (sales comparison approach) that needs to be described (e.g., adjustment or lack of an adjustment where one seems obvious, such as site sizes)?
- How good of value indication do you have?
- Which indication of value is most prevalent?
- If the upper expectation of value has been bracketed with a listing, and the lower bracketed with an obviously inferior property, is the final reconciled value obvious to the reader?
- Are there abnormally low sales or listing closer to the subject than your comps? If so, consider listing them in SCA with explanation. At minimum, mention in comments. Otherwise, when they show up in CU review, your credibility may be lessened.
- Consider your justification for having “non-conforming” comps in places 1-3. It is important to spell out why a nonconforming comp is good indication of value. Consider NEVER using the phrase “THESE ARE THE BEST SALES AVAILABLE”. Instead use descriptive sentences to link how the properties are similar.

4. Using Statistical and Graphical analysis to describe market tendencies and support your assumptions - EVP's Appraisal Partners are encouraged to use statistics often. Our local and national Clients are demanding value trends and analytics.

The importance of pictures is evidenced by the new interior photo requirements. Utilizing a digital camera and the thumbnail picture page in appraisal software can present up to 12-15 images. This tool can be more effective than descriptive words. Take advantage of aerial imagery (Google Earth or Pictometry), as clients do. These tools that are effective in communication demonstrating what surrounds the subject property.

Presenting statistical information in the form of trend lines, graphs and comparative statistics are invaluable to appraisers in terms of higher quality reports that result in increased business volume and customer retention.

Familiarize yourself with the tools available through your MLS system. Many providers have added Statistical Market plug-in components to their software to create graphs and analytic tools. Listing and sales data can easily be imported into EXCEL in "tab delimited" format and used to create graphs and charts. A graph with a one sentence explanation adds tremendous credibility to your report and validates your assumptions and market analysis.

Appraisal, specifically residential appraisal is undergoing a substantial overhaul culminating in Collateral Underwriter review program. Practices relied upon and used in the past three decades are not considered sufficient for Fannie, Freddie, FHA or your local community bank. Mathematical analysis combined with appraiser evaluation creates an invaluable tool for clients. As an EVP Appraisal Partner, we hope you will be an early adopter of trends and demands of the changing marketplace to create value for yourself and our shared clients.

By signing and submitting this application, I acknowledge the expectations and conditions stated within.

In connection with my application, I understand that my references and/or previous employers may be contacted.

Signature _____

Date _____

Printed Name _____

Equity Valuation Partners, Inc.
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Fairhope, AL 36532
251.968.9997
info@eqval.com



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Independence Agreement And Compliance Acknowledgement

I _____ acknowledge and will comply with the appraiser independence safeguards in compliance with Appraisal Independence.

I assert that as a client, employee, director, officer, or agent of **Equity Valuation Partners**, I will not influence or attempt to influence the development, reporting, results, or review of any appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery, or in any other manner.

I will not participate in any of the following prohibited behaviors in regards to appraisal management, quality control reviews, and audits or independent appraiser business relationships:

- ❖ Withholding or threatening to withhold timely payment or partial payment for an appraisal report;
- ❖ Withholding or threatening to withhold future business, or demote or terminate or threaten to demote or terminate;
- ❖ Expressly or impliedly promised future business, promotions, or increased compensation;
- ❖ Conditioning the ordering or an appraisal report or the payment of an appraisal fee or salary or bonus on the opinion, conclusion, or valuation to be reached, or on a preliminary value estimate requested;
- ❖ Requesting that an appraiser/company provide an estimated, predetermined, or desired valuation in an appraisal report prior to the completion of the appraisal report, or requested that an appraiser/company provide estimated values or comparable sales at any time prior to the appraiser's/company completion of an appraisal report;
- ❖ Providing the appraiser/company an anticipated, estimated, encouraged, or desire value for a subject property or a proposed or target amount to be loaned to the borrower, except that a copy of the sales contract for purchase transactions may be provided;
- ❖ Providing to the appraiser, or the appraisal company, or any entity or person related to me as appraiser or Appraisal Company, stock or financial or non-financial benefits;
- ❖ Performing any other act or practice that impairs or attempts to impair the appraiser's/company's independence, objectivity, or impartiality or that violates law or regulation, including, but not limited to, the Truth in Lending Act (TILA) and Regulation Z, or the USPAP.

I further agree to follow all guidelines for appraiser independence as originally outlined in the Home Valuation Code of Conduct (HVCC) and updated in the December 2010 Interagency Appraisal and Evaluation Guidelines, Dodd-Frank Act and AIR. I am expected to review the appraiser independence guidelines and comply with all applicable statutes and regulations of the Act. If any problems or violations of the appraiser independence requirements are encountered with any order, appraisal, audit or Q.C. review I am required to notify a manager, director, officer or owner immediately.

I further acknowledge that Equity Valuation Partners ("EVP") complies with all Fannie Mae, Freddie Mac, HUD and Dodd-Frank Appraiser Independence Requirements ("AIR") and the Interagency Appraisal and Evaluation Guidelines ("IAG"). Equity Valuation Partners has developed and implemented the structure, policies and procedures required in order to ensure that all residential and commercial appraisals are in compliance with the AIR.

Name _____ Signature _____ Date _____



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Direct Deposit Authorization

GENERAL INFORMATION

Company Name: _____

Last Name: _____ First Name: _____

Account Type: Checking Savings

VOIDED CHECK

REQUIRED: Please attach copy of voided check. Payment will not be processed without voided check. One bank account per agreement.

AGREEMENT

I hereby authorize and request the company named above to make payment of any amounts owing to me by initiating credit entries to my account indicated below in the bank named below, and I authorize and request the bank to accept any credit entries initiated by the company to such account and to credit the same to such account without responsibility for the correctness thereof. I also authorize and request the company to effect repayment to the company for amounts owed to it because of prior erroneous credit(s) initiated to my account.

It is understood that this agreement may be terminated by me at anytime by written notification to the company. Any such notification to the company shall be effective only to respect to entries initiated by the company after receipt of such notification and a reasonable opportunity to act on it. I recognize, acknowledge and accept this service is being provided for my convenience. As such, I agree to hold the company, Equity Valuation Partners Inc, each participating bank and Equity Valuation Partners Inc, their employees, including without limitation, any claim based on alleged loss as a result of any non-credit of any deposit, and any claim that may be made by any depositor as a result of the rejection of any of his debits because of insufficient funds arising from the failure to credit deposits to his/her account.

Signature: _____ **Date:** _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.