

Dear Appraiser:

We are delighted that you are joining our team at Valuation Management Group. Our goal is to improve the appraisal process for our clients and appraisers to ensure appraiser independence.

Valuation Management Group strives to assist all appraisers who are looking to maximize their time efficiency and quality.

Our website allows us to monitor appraiser's efficiency of scheduling and turn times. It is imperative that all assignments be immediately scheduled, notes updated in the website and completed as quickly as possible.

Please note our application includes a separate ACH authorization form with your W9, these forms should be delivered separately from the application. For your personal security we have included those delivery instructions in the ACH packet.

To ensure appraiser independence and quality appraisals, you should not have direct contact with the client/loan officer. There should never be any discussions about values or fees; nor should this information or your name be provided in a status update on the website. Should they call you, please refer them to the Vendor Management Team at Valuation Management Group. Discussions with a client about appraisal details may result in removal from the approved appraiser list. Please understand that complete compliance with the Dodd-Frank Act, FHA Guidelines, State Laws, Interagency Appraisal and Evaluation Guidelines, and GLBA are required.

We appreciate your participation in our appraiser panel. Feel free to contact us with any questions.

Sincerely,
Vendor Management Team
Valuation Management Group
Phone: 678-483-4420
apps@vmgappraisals.com

P.S. VMG refers you business, now we are asking you to do the same for us. When your customer calls you for an appraisal outside your coverage area, please refer them to VMG. We are a nationwide appraisal management company and we can handle any market area.

Taking The Appraisal Process From Ordinary To Extraordinary!
www.ValuationManagementGroup.com
1640 Powers Ferry Road, Bldg. 15, Suite 100, Marietta, GA 30067

VALUATION MANAGEMENT GROUP

Phone: 678.483.4420

Fax: 678.370.9577

Commercial Appraiser Application

Please return completed application to:
1640 Powers Ferry Rd, Bldg. 15 Suite 100
Marietta, GA 30067 or email PDF Format to:
apps@vmgappraisals.com

Minimum Requirements

- *Each Appraiser in the firm needs to be approved.
- * Certified General.
- *Minimum of 3 years experience appraising commercial properties.
- * E&O Insurance is required with \$1,000,000 recommended.

Applicant Name _____ Last 4 digits of S.S # or Tax ID _____

Email Address _____

Firm Name _____ Phone (____) _____

Business Address _____ Fax (____) _____

City _____ County _____ State _____ Zip _____ Cell (____) _____

Appraisal Education and Background

Total number years of appraisal experience _____

List Continuing Education classes taken within the last two years. Specify last USPAP class

Class _____	Sponsor _____	Date _____	Hours _____
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Class _____	Sponsor _____	Date _____	Hours _____
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Competent Property Types Performed (Select all that apply)

- | | | | |
|--------------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> Land | <input type="checkbox"/> Mixed use | <input type="checkbox"/> C-Store | <input type="checkbox"/> Church/Worship |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Desk Review | <input type="checkbox"/> Hotel | <input type="checkbox"/> Nursery/Greenhouse/Garden Ctr |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Field Review | <input type="checkbox"/> Assisted Living Facility | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Special-Use | <input type="checkbox"/> Funeral Home | <input type="checkbox"/> Sports/Health Club | <input type="checkbox"/> Other specify: _____ |

Additional Information

If you were referred by a specific lender, please indicate who: _____

Are you SBA Certified? Yes _____ No _____

In addition to English, please list additional languages you speak fluently: _____

Have you or anyone in your firm ever been involved in a lawsuit either pending or resolved?

Yes _____ No _____ (If yes, please attach letter of explanation)

Have you or anyone in your firm ever been disciplined by a state appraisal licensing agency or professional organization?

Yes _____ No _____ (If yes, please attach letter of explanation)

E&O Carrier Name: _____ Policy #: _____

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

Yes _____ No _____ (If yes, please attach letter of explanation)

Licensing/Certification and Designations Information (If licensed in more than one state attach additional licenses.)

State	Type of License/Certification	License #	Date Expires
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*****All appraisers in your firm that will be doing work for us must provide their license, resume, and E&O if not covered under the company E&O policy.*****

Are any other appraiser's with your firm? Yes _____ No _____

Required Documents to be delivered to Valuation Management Group:

- Completed and signed Application**
- Signed Service Level Agreement**
- A copy of your current license in each state**
- A copy of E&O Insurance**
- A copy of your Resume**
- Three (3) professional references with name and contact information**
- Two (2) samples of work**
- Completed and signed W9 delivered as directed for your security**
- Completed and signed ACH Authorization Form delivered as directed for your security**

I am geographically competent to accept assignments in the following counties/zip codes:

I agree not to bid or accept any assignments for SBA loans where I have not met The Small Business Administration's (SBA) qualifications as indicated in SOP 50 10 (I), Subpart B, Item 5 e)

I understand that all appraisal assignments completed by me on behalf of Valuation Management Group must conform to generally accepted appraisal standards as evidenced by the Uniform Standards of Professional Appraisal Practice (USPAP) promulgated by the Appraisal Standards Board (ASB) of the Appraisal Foundation. I understand that complete compliance with Dodd-Frank Act, FHA Guidelines, Freddie Mac, Fannie Mae, Federal and State Laws, Interagency Appraisal and Evaluation Guidelines, and GLBA are required. I acknowledge that I have received, as a part of this application, read, understand, and accepted responsibility for complying with the Appraisal Requirements and Service Level Agreement including Appraisal Independence.

I hereby authorize Valuation Management Group to check my references and verify any of the provided data.

Appraiser Signature

Date

Independent Appraiser Service Level Agreement

As an independent contract appraiser for Valuation Management Group (VMG), I understand it is my responsibility to be knowledgeable and abide by all Federal and State Appraisal Laws, Freddie Mac, Fannie Mae, FHA, Dodd-Frank Act, Interagency Appraisal and Evaluation Guidelines, GLBA and all other regulatory guidelines affecting the appraisal or appraisal process.

I understand the importance of the National Appraiser Independence Laws and assure VMG and the clients that my opinions of value have not been influenced in any way by a person with an interest in the loan transaction or any other persons.

I will only accept appraisal assignments from VMG for which I have geographical competence, have appropriate reliable data sources, and have experience with the property type. I will fully comply with USPAP, requirements as documented in the Client Special Instructions, and all appraisal regulations.

I agree to notify VMG immediately following a disciplinary action by any State or Federal agency, including but not limited to, suspension or revocation of my appraisal license.

I have received a copy of VMG's National Appraisers Payment Schedule and understand/ agree all payments to me for work performed will be submitted as published in the attached payment schedule, and as updated annually on the VMG corporate website at www.valuationmanagementgroup.com. Acceptance of assignment concurs that the fees are reasonable and customary.

As the appraiser engaged for an assignment, I agree...

- Not to discuss the value or appraisal fee with the homeowner/borrower or any other persons other than VMG staff unless explicitly allowed by state or federal laws
- Not to use or disclose proprietary or confidential client information, except for the purpose for which it was provided
- Quickly accept/schedule the appointment and update the website
- Dress professionally for the property site visit
- Deliver the appraisal report to the VMG website no later than the due date
- Should delivery be delayed, notify VMG in advance with reasons
- Deliver UAD compliant appraisal reports and non-UAD, as requested/required, in MISMO 2.6 XML format to our website as applicable
- Make the required changes in a timely manner as requested
- Substandard appraisal quality and service will impact the future assignments I receive, as VMG scores appraisers based on quality, turn times, and responsiveness

By signing below, I agree to the above conditions personally, and on behalf of the associates that I employ or contract with for completion of reports assigned in my name.

Signature

Date

Print Name

**Valuation Management Group, LLC
National Appraiser Payment Schedule**

<u>Files Completed thru</u>	<u>Payment Date</u>
11/18/17	12/15/17
12/03/17	12/29/17
12/18/17	01/16/18
01/03/18	01/30/18
01/18/18	02/15/18
02/03/18	02/28/18
02/18/18	03/15/18
03/03/18	03/30/18
03/18/18	04/16/18
04/03/18	04/30/18
04/18/18	05/15/18
05/03/18	05/30/18
05/18/18	06/15/18
06/03/18	06/29/18
06/18/18	07/16/18
07/03/18	07/30/18
07/18/18	08/15/18
08/03/18	08/30/18
08/18/18	09/14/18
09/03/18	10/01/18
09/18/18	10/15/18
10/03/18	10/30/18
10/18/18	11/15/18
11/03/18	11/30/18
11/18/18	12/14/18
12/03/18	12/31/18
12/18/18	01/15/18

Appraisers that are signed up for direct deposit receive payment in their bank account on the payment date.

Obtain the authorization form by contacting

accounting@vmgappraisals.com

Valuationmanagementgroup.com

Commercial Appraisal Requirements unless explicitly allowed or disallowed by state or federal laws:

INFORMATION ON OTHER'S ESTIMATES OF VALUE: We may be conveying to you along with the information related to this assignment certain data that we have been provided including items such as the reported sales price and/or the pending sales contract in the case of a purchase transaction. Such information is not being provided as a pre-determination of the actual value of the subject property or in any manner as a condition of the assignment.

- **Lender/Client** should not be Valuation Management Group. The Lender/Client should be “The Lender”. Example: ABC Mortgage.
- **Communicate** with Valuation Management Group only. Any issues that you are having with the order must be discussed with management at VMG and not directly to the Client. Do not discuss fees or value issues with the client. **Appraisers must communicate with VMG only. Non-compliance with this guideline could result in removal from the appraiser's panel.**
- **Issue and Complexities** must be communicated to the Appraiser Manager as soon as possible. We are able to negotiate extensions and additional fees due to complexity issues if we are made aware in a timely manner. **However, the lender rarely considers this type of request on the appraisal due date.**
- **Invoices-** Do not include the invoice when you upload the Appraisal in PDF format to the website. VMG sends the client a separate invoice.
- **Only Appraisers** that have submitted an application including their current License and E & O Policy are allowed to complete the assignment. We require only Licensed/Certified appraisers to accept and complete assignments, but you may have a registered appraiser assist you and notate their contribution in the addendum.
- **Appraiser Responsibilities** - Only Appraisers that are geographically knowledgeable and competent with the market may accept assignments for completion. All appraisers acknowledge Valuation Management Group complies with Standards of Good Practice in Appraisal Management by TAVMA (www.tavma.org). Appraiser confirms all reports will include all requirements documented by lender. Court testimony may be required by client.
- **Before accepting an order you must confirm you have no interest in the property and no affiliation with the borrower(s).**
- **Security** – Appraisal reports should be delivered via website upload in a locked pdf format. All UAD compliant appraisals and non-UAD, as requested/required, should be delivered via website upload in a MISMO 2.6 XML format or as instructed.
- **Appraiser Independence**
 - Valuation Management Group (VMG) manages the appraisal process from inception to final completion. Our goal is to obtain quality appraisals by proven professionals in a reasonable time frame. Appraisers will not be influenced for a value. We want to ensure the appraisal process is free of undue influence.

- We are committed to providing a process through which our clients receive an appraised value developed by trained experienced professionals who utilize independent judgment and adhere to all requirements established by federal and state guidelines, Interagency Appraisal and Evaluation Guidelines, etc.

- **Undue Influence** – VMG strictly abides by appraiser independence. If any person(s) associated with any service managed by VMG is in violation a Toll-Free number is provided to issue an Influence Complaint or a complaint may be made by email. All complaints are recorded and investigated.

Toll Free HOTLINE: 877-836-7163

Email: hotline@valuationmanagementgroup.com

Dispute Resolution and Removing Panel Appraisers

Valuation Management Group (VMG) provides all appraisers a list of responsibilities and expectations at application and instructions are submitted at each assignment. It is the appraiser's responsibility to ensure they are able to meet all requirements prior to accepting an assignment. VMG's review process involves these steps generally:

- Complaint of appraiser is made by borrower, client, and or VMG staff.
- Complaint is escalated to Lead Reviewer for review of work.

If complaint is deemed valid, appraiser is suspended from being offered new assignments during the due diligence process. Value is not a valid complaint for removal. Partial list of valid claims include the following:

Violation of USPAP

- Non-Compliance with the Appraiser Independence Laws or Regulatory Requirements
- Not personally inspecting subject
- Incomplete appraisal reports
- Consistently substandard and poorly supported value analysis and reconciliation
- Unprofessional conduct
- Multiple instances of missing due dates and deadlines
- Lack of response
- Not adhering to the published dress code
- During the due diligence process VMG will investigate and document complaint in writing.
- If investigation does not warrant removal, but a corrective action is needed, a warning letter will be mailed to the most current address on file.
- If investigation warrants removal from VMG's appraisal panel, a letter of notice will be mailed to the most current address on file.
- The appraiser will have 10 days to respond in writing via fax, email or USPS to the complaint. If no request for reconsideration is filed the appraiser will be removed from VMG's approved panel and placed on a "Do Not Use" list.
- If the offense requires notification, VMG will complete and submit a "State Appraisal Board Complaint Form" and submit to the respective agency.

SAMPLE EMAIL AND REPLY FOR BID REQUEST

Appraisal Bid Request

To: **From:**
Regarding: Fee Quote / Turnaround Time
PLEASE QUOTE YOUR FEE AND TURNAROUND TIME (from the date of engagement)
Property Address:
Property City:
Property State: **Property Zip Code:**
Property Type:
File Number:
Engager: **Phone:**
Email: **Fax:**

Unless otherwise indicated in the bid request, [click here](#) to respond online

An engagement letter will be sent if your company is selected in the bidding process.

CONFIDENTIALITY NOTICE: The documents accompanying this bid request contain information belonging to Valuation Management Group, LLC. which is confidential and/or legally privileged. This information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking of any action based on the contents of this transmission, except for the direct delivery to the intended recipient, is strictly prohibited. If you have received this transmission in error, please notify us immediately at 678.483.4420 to arrange for the return of the documents to us.

***** Utilize the “[click here](#) to respond online” to access the following:*****

Response to Bid Request

Fee: \$
Turnaround Time (from date of engagement): days

Comments: