



## Appraiser Agreement Package

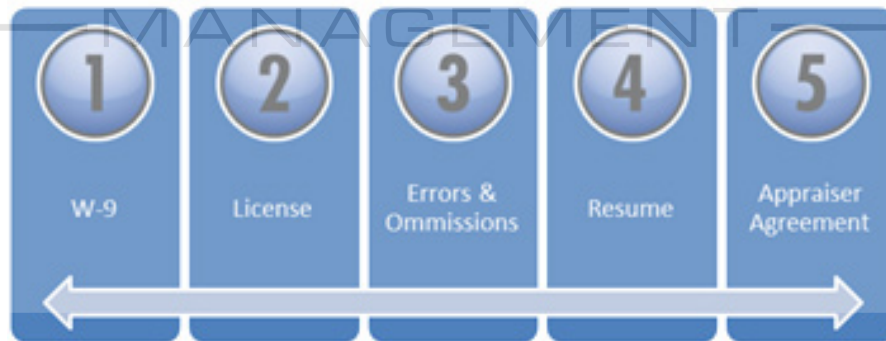
(Page 9 thru 12 MUST be filled out)

We appreciate your interest in becoming an approved Independent Fee appraisal provider within Collateral Management LLC network of appraisers. For your review, please find our standard appraiser welcome package which outlines Collateral Management LLC expectations for the preparation and delivery of all appraisal reports.

By becoming one of Collateral Management LLC approved Independent Fee Appraiser you will receive appraisal orders from clients all over the country without burdensome commitments, advertising and marketing costs, or membership fees. Assignments are offered based on their geographical proximity to your office, or pre-selected coverage areas as well as professional performance.

Collateral Management LLC sends you notification via email when an appraisal assignment is available in your area. You choose only those assignments that your current workload and schedule will allow you to complete. Collateral Management LLC does not pressure its appraisers to accept unwanted assignments.

With every assignment received in our system, we will automatically send you an email to accept the order. Within this email will be the zip-code of the property location as well as information about whether or not the order is for a FHA appraisal.



**All documents MUST be filled out in full, signed and send in one of the following ways:**

1. Uploaded into your profile
2. E-Mailed to: [profile@collateralmanagement.org](mailto:profile@collateralmanagement.org)
3. Faxed to 970-797-1420

\* We will need to have individual profiles setup for each appraiser if you have more than one appraiser in your company.

As an approved appraiser we expect you to comply with any due dates listed on the individual order. If you have any questions at any time or encounter any problems please free to contact our office at 970-214-7401 or send us an E-Mail at [profile@collateralmanagement.org](mailto:profile@collateralmanagement.org)



## Collateral Management LLC Appraiser Procedure Agreement

**Assignment of the Appraisal Order:** Please carefully read each order your firm receives from Collateral Management LLC. Detailed on these documents is not only the information on the property you are being asked to appraise, but also important information to assist your office on the assignment. In addition the accepted order will display the fee being paid by our office. If at any time your office cannot comply with the assignment requirements or you have a question regarding your fee please contact our office immediately at 970-214-7401 or send an email to [orders@collateralmanagement.org](mailto:orders@collateralmanagement.org)

**Scheduling Inspections:** When calling to schedule inspections we ask that you or your representatives please inform borrowers or contacts for entry that you are calling on behalf of Collateral Management LLC instead of your company name. This is because all payments are being made out to Collateral Management LLC at time of order and it is to prevent any confusion on the part of the borrower or contact for entry.

**Appointment Times:** Collateral Management LLC requires all appraisers to communicate the inspection status within 24 hours of receipt of the appraisal order. This communication serves two purposes; first it confirms receipt of the order by your office, and secondly it allows Collateral Management LLC to update our clients on the status of their appraisal request. It is imperative for our retail clients that their borrowers are contacted immediately. Our online system monitors and tracks amount of time it takes for you to set an appointment. Failure to set an appointment within 24 hours of receipt of an order or to at least make contact with the appropriate contact for entry will result in a lowered ranking within our system and possible loss of this and future orders.

**Timeframes:** Our customers rely on us to provide them with good customer service and timely updates on the progress of their orders. In order for us to fulfill their expectations it is important for you, as the appraiser, to be responsible for completing and delivering the appraisal orders within 3 business days unless a SPECIFIC date has been mutually agreed upon prior to assignment. If you are unable to meet this established timeline, please notify Collateral Management LLC immediately upon receipt of the order request and let us know why you will be unable to meet this timeframe. You must have time extensions approved. We reserve the right to cancel order if no communication is made in regard to due date extensions based on complexity and/or other complications within a file.

All orders must be accepted on Collateral Management website ([www.collateralmanagement.org](http://www.collateralmanagement.org)) within 8 hours of assignment. Orders assigned after 6:00 pm Eastern Time must be accepted no later than 9:00 AM the following morning. If an order is not accepted in a timely manner, it will be reassigned without notification. All orders must be accepted through the website; no orders will be accepted via Email response.

**Quality vs. Timeframe:** At no time do we want the timeline to overshadow the overall quality of your work and the report. We understand that there are situations where 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 call or email our office and explain the reason for the delay and to set a tentative timeframe. This information will be passed on to our client as an exception to their normal expectations. If we are properly notified of any and all possible delays in advance no action will be taken to affect future assignments.

**Payment:** Subject to its prior acceptance of the Services, Company will pay Appraiser for the performance of Services in the amounts indicated on the Partnership Pricing Program submitted to the Appraiser in connection with the related appraisal order, and in accordance with this Agreement. All undisputed payments will be made by Company within thirty (30) days of its receipt of the complete appraisal, and mailed to the Appraiser at its address specified in the Agreement above. The amount payable to Appraiser as set forth in the Partnership Pricing Program on file with the Company will be the entire consideration for any and all services



rendered pursuant to this Agreement. Appraiser must provide company with written a request for any change in Partnership Pricing The Company, at its sole discretion, may accept or reject any fee change requests and in addition, factors in the frequency of such requests into its ranking of the Appraiser up to and including termination of the Appraiser. Please refer to the fee schedule for exact dates.

**Mars Review Fee:** Each Vendor shall be obligated to pay a technology transmission fee (a "Delivery Fee") to Collateral Management LLC for each order for Services that such Vendor receives and accepts using Collateral Management LLC. The Delivery Fees are ten dollars per order. The Delivery Fees are subject to change and the Delivery Fees in effect at any particular time without notice. Each Vendor shall be liable for payment of the applicable Delivery Fees to Collateral Management LLC at the time an order is received and accepted. The fee will be deducted from the final payment made to the appraiser for services rendered. All fees are nonrefundable.

**Taxes:** Appraiser acknowledges that neither it, nor its employees, are or shall be deemed a Company employee (nor an employee of any related or affiliated company), and that Appraiser is an independent contractor and, as such, it is Appraiser's sole obligation to report as employment income (or as corporate or partnership income, as the case may be) all compensation received by Appraiser from Company for Services. Appraiser understands and agrees that Company will not make any payments or withholdings on behalf of Appraiser or any of its personnel for social security, Medicare, unemployment contributions or other payments or withholdings which would apply to employees. Appraiser will be responsible for withholding and payment of all income taxes, social security taxes and other amounts required by local, State and/or Federal law to be paid or withheld from wages and Appraiser will otherwise adhere to Appraiser's status as an independent contractor for purposes of the foregoing laws. Appraiser will indemnify Company and hold it harmless to extent of any obligations imposed by law on Company to pay any withholding taxes, payroll taxes, social security, unemployment or disability insurance, or similar items in connection with any payments made to Appraiser for the rendering of Services hereunder, either for itself or any of its employees.

**Fees:** Collateral Management LLC pays the appraiser a flat fee for all appraisal orders. This fee is between Collateral Management LLC and the appraiser and is considered confidential. Discussing fees with unauthorized parties is not permitted. This could result in loss of payment for services rendered. This is a direct violation of contract. When required by state guidelines, fees should be disclosed within the report. Order will be cancelled and placed with another vendor if unprofessional actions have been taken.

**Communication:** Communication is the key to make any relationship successful and the relationship between Collateral Management LLC and the appraiser is no exception. We would like to keep phone contact between our staff and yours to a minimum; in order to accomplish this it is important for us to follow the basic rules of communication. We require all appraisers to contact the contact for entry within 24 hours of acceptance of an order and to notify our office via email if there are any issues in making this initial contact. Once the appointment is set we ask that you update us on the inspection date. If at any time you have questions regarding an order, feel free to give us a call at 970-214-7401 or email us at [orders@collateralmanagement.org](mailto:orders@collateralmanagement.org)

**Report:** Collateral Management LLC strives to provide our clients with the most accurate and complete appraisals possible; therefore, we ask that you please keep the following in mind while completing your reports:

a. Always indicate net and gross adjustments on each comp. Also include comments to explain any adjustments made above FNMA guidelines of 25% gross and 15% net on all comps.

b. Always include a photo of each side of the home and one in each direction of the street. Include at least 3 interior room photos (1 kitchen, 1 living room and 1 full bath) and photos of any extra buildings on the subject's site (including sheds).



All crawls must be inspected and a photograph for the entrance to attics and slabs or crawls must be included. A photograph of the basement must be included.

c. When a property is a sale, the listing price and days on market must be included in the report. When the sales contract is provided please also include comments regarding any sales concessions that may impact the value or the loan.

d. Requirements may differ on a per deal status. You will be notified in advance of any changes to the requirements based on the assignment at hand.

**Appraisal Report Delivery:** Once your firm has completed the appraisal assignment, the report must be uploaded to the website using your provided sign in information. You are to deliver an appraisal for the property above within 48 hours from the property inspection unless a SPECIFIC due date is agreed upon prior to acceptance. There will be no exceptions without authorization from Collateral Management LLC directly. We require the entire report (all pages) including digital photos (interior photos of all rooms and exterior photos showing all sides of the home), signature, sketches, maps, and a copy of license and E&O insurance to be sent at the time of completion. **Please DO NOT include an invoice within the actual reports. Invoices are to be sent separately or the report will be rejected.**

If report is not submitted by the due date, it is moved into a late status. Late reports that are not submitted after two attempts to reach Appraiser will be reassigned without payment for any work completed. No exceptions.

**Cancellations:** Appraiser will not be paid any fee if an appraisal order is cancelled by Collateral Management prior to Appraiser completing an inspection of the property. LASS shall pay Appraiser a trip cancellation fee if Collateral Management cancels an appraisal order after the inspection, as validated by the inspection date on the website, but prior to the write-up and completion of the report. Appraiser will not be paid any fee if Appraiser inspects the property but has failed to update the website to include the inspection date. Collateral Management shall pay Appraiser the full applicable fee set forth in the appraisal order if Collateral Management cancels an appraisal order after Appraiser submits the appraisal inspection and report.

**Licensing/Certification Requirements:** Collateral Management LLC will only utilize properly 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 system and your firm's approval status will be automatically be revoked upon expiration of your license/certification until we are in receipt of your renewed license information.

**Trainees:** *Collateral Management LLC will not accept any appraisals completed by trainees.*

**Underwriting Conditions:** If and when a condition is requested by an underwriter we will notify you through email. We ask that you give these conditions the highest priority and work to complete them as quickly as possible. Revision requests received as the result of the Quality Assurance review are expected to be completed and returned immediately. The appraiser is to upload the revised report back to the website. Revision requests that are sent as the result of a client return are given 12 hours to complete. It is imperative that revised reports be returned immediately, so as not to jeopardize non-payment due to cancellation. If revisions are not received within 12 hours, the order may be reassigned without payment for any work completed. If this will not be possible, please inform our office immediately and provide us with an estimated time of arrival.

**Privacy Policy:** As a management firm it is the policy of Collateral Management LLC not to release your contact information (such as a phone number or an address) to the loan officer or ordering party without your verbal or written consent. Therefore, if you receive a call from a loan officer or anyone other than a Collateral Management LLC representative requesting information about a particular order we would appreciate it if you



would please inform us so we may take steps to prevent this from occurring. We also leave it up to you to decide whether or not you would like to include your contact information on the completed report.

**Acceptance of Appraisal Request, Correspondence and Delivery of Reports.**

Appraiser understands and agrees that all communications to and from the company concerning appraisal orders and appraisal reports, including without limitation delivery of hardcopies of appraisal reports, shall be transmitted through the Collateral Management portal. <http://collateralmanagement.org>  
You are required to accept orders within **4 business hours** of receipt; if you do not accept an order, it may be reassigned. Until you have accepted the order, the order is not considered finalized.

**Geographic Competency:** Appraiser may not accept an appraisal order that he or she is not competent to complete. By accepting an appraisal order, Appraiser is certifying that he or she:

- (a) Is competent in the property type of the assignment;
- (b) Is competent in the geographical area of the assignment;
- (c) Has access to the appropriate data sources for the assignment;
- (d) Shall immediately notify the LASS if the appraiser later determines that he or she is not qualified under section 3(a), 3(b) or 3(c).
- (e) is aware that misrepresentation of competency may be subject to mandatory reporting under applicable state law.

Appraiser agrees that at all times during the Term of this Agreement, Appraiser will:

- Notify the Company of Appraiser's declination of an appraisal order within twenty-four (24) hours of receipt of the appraisal order.
- Notify the Company if the Appraiser's main office is more than seventy-five (75) miles from the property to be appraised, within 24 hours of receipt of the appraisal order.
- Notify the Company of Appraiser's request for fee adjustments within twenty-four (24) hours of receipt of the appraisal order.
- Contact the property owner to schedule an appraisal within twenty four (24) hours of receipt of the appraisal order, and communicate all appointment dates and/or the status of any delay in scheduling the appraisal to Company within such 24 hour time period.
- Communicate any issues regarding completion of an appraisal within the time specified as the anticipated completion date to Company within 24 hours of the inspection.
- Deliver all hardcopy appraisal reports to Company within two (2) days of the inspection.
- Deliver all hardcopies on exterior drive-by products to Company within two (2) days of the date of the appraisal order.
- Include the subscriber loan number in the subject line of any correspondence forwarded to Company regarding the appraisal, including, without limitation, all email correspondence and email correspondence forwarding the appraisal report.



- Include a separate invoice with all appraisal reports transmitted to the Company. Appraiser understands that if an appraisal report is transmitted without a separate invoice, the Services will be billed a standard fee as determined by the Company, in its sole discretion. The Appraiser's fees for the Services are not to be included in, or affixed to, the appraisal report.
- Direct all communications concerning the Services to the Company. Appraiser understands and agrees that with the exception of contacting the property owners for the purposes of scheduling the appraisal, Appraiser will not contact the property owners or Company's clients. Appraiser understands and agrees that contact with Company's clients and the property owners, including without limitation, billing the Company's clients and the property owners or solicitations to or from the Company's clients and the property owners is prohibited. This could result in loss of payment for services rendered. This is a direct violation of contract. Order will be cancelled and placed with another vendor.

### **Removal from Appraiser Panel**

Collateral Management reserves the right to remove appraisers from its appraiser panel. An appraiser may be removed from Collateral Management appraiser panel for reasons that include, but are not limited to, the following:

1. Evidence of the appraiser's illegal or criminal conduct.
2. An appraiser's violation of USPAP standards or any state or federal law.
3. An appraiser's violation of state licensing standards.
4. An appraiser's substandard performance including quality, service and turn times.
5. An appraiser's unprofessional, criminal, or unethical behavior.
6. An appraiser's failure to maintain requisite insurance.
7. Disclosure of confidential information by the appraiser to a third party.
8. Suspension, revocation or cancellation of an appraiser's license.
9. Failure to adhere to the requirements in an order, to the requirements in these Appraisal Requirements, or to client specific instructions.

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## Preferred Appraiser VS Independent Fee Appraiser

### Terms and Agreements

Collateral Management LLC Preferred Appraiser Program boasts panels of exceptional appraisers who are Collateral Management LLC's approved and have chosen to partner with Collateral Management LLC to provide excellent customer service by consistently exceeding established service level requirements and producing quality appraisal reports that meet all USPAP, FNMA and Collateral Management LLC standards.

### Working with **Collateral Management LLC**

By becoming a member of our **Preferred Appraiser program** you will be eligible to automatically receive assignments via email from our order management.

Collateral Management LLC has spent considerable time analyzing fees in each geographic area. With the Partnership Pricing Plan some vendors will be requested to accept a fee adjustment. This initiative is designed to give TAF an opportunity to gain market share, which will result in increased volume to you.

Collateral Management LLC's assigning logic delivers orders **first** to our **Preferred Appraiser** panel who agree to our fees and **secondly** to our **Independent Fee Appraisers** who wish to individually select and quote orders. Approved appraisers agree to the following eligibility requirements and service level standards:

### Eligibility Agreement Requirements

- to a non-negotiable fee schedule (case by case exceptions will be allowed based on unique properties).**
- to accept all** Traditional and Review products.
- to accept** assignment and fees as outlined on order assignment.
- to update** Collateral Management LLC regularly to communicate order status via website or email
- to respond** promptly to Collateral Management LLC 's Customer Service representatives.

### Service Level Requirements

- Within 24 hrs of assignment delivery:
- **Contact** the borrower or primary contact to set inspection date
- **Update** order status online
- Within 2 business days of inspection date:
- **Submit** completed report
- Within 24 hrs of Quality Issue notice:
- **Make** needed corrections
- **Communicate** with Collateral Management LLC

**Appraisers wishing to join our Preferred Appraiser Program must FIRST fill in their Independent Fees and send in all 5 Required Documents mentioned on page 1. Once the Required Documents are uploaded into your profile please E-Mail us at [profile@collateralmanagement.org](mailto:profile@collateralmanagement.org) to request the Preferred Appraiser Program Fees.**



**CONFIDENTIAL INFORMATION**

Appraiser acknowledges that during the Term of this Agreement, Appraiser may come into contact with and gain knowledge relating to trade secrets and other confidential and proprietary information relating to the Company and/or Company's subsidiaries or affiliated entities (referred to collectively as the "Company"). Appraiser hereby acknowledges and agrees that during the Term of this Agreement and thereafter, Appraiser shall not use, directly or indirectly, on its own behalf or on behalf of any other person or entity in any capacity, any confidential, proprietary information or trade secret of Company of which Appraiser gained knowledge by reason of his association with Company, including but not limited to, the property, business, affairs, financial, operational or other information of Company, information relating to distribution, sales methods, customers, suppliers, plans for development of new projects, products and/or services, plans for expansion into new areas and/or markets, internal operations, procedures and policies, current, past or prospective customer contacts, customer lists and prospects, work in progress, referral sources, vendor information or agreements, and other materials prepared by Company and/or Appraiser or its representatives containing or based in whole or in part on any such information of Company and all other confidential and/or proprietary information of any kind and character used by company or which is considered by Company to be confidential and/or proprietary nor shall Appraiser disclose or use any written, visual, graphic, electronic, magnetic or computer media relating to sale (collectively, the "Confidential Information").

Appraiser acknowledges and agrees that (a) the Confidential Information is and shall remain the property of Company; (b) Appraiser will hold such Confidential Information in strict confidence; (c) Appraiser will not directly or indirectly, (either during the term of this Agreement or after the termination of this Agreement) copy, disclose, communicate, distribute, reveal or use in any way such Confidential Information which Appraiser gained or became aware of during the term of this Agreement to or for any third party; (d) Appraiser will use such Confidential Information only necessary to perform the Services under this Agreement; and (e) upon termination of this Agreement Appraiser will return all tangible Confidential Information (including tangible media containing intangible Confidential Information) to Company.

Notwithstanding anything herein to the contrary, Company may, at its option, use any means, other than through theappraisalfirm.org, to deliver communications concerning appraisal orders and appraisal reports to Appraiser if Company chooses to do so. The Company may also require that certain communications from Appraiser be delivered to Company on paper at a specified address. All cancellation of appraisal orders will be communicated to the Appraiser by the Company.

Representations and Warranties. Appraiser represents and warrants, as of the Effective Date, and on each date the Appraiser performs any obligations contained herein, as follows: (1) Appraiser is in compliance with all Applicable Law; (2) Appraiser possesses all licenses, registrations, certificates, permits and any other similar documentation required by any federal, state or municipal agency for Appraiser's business; and (3) Appraiser's Services do not infringe, misappropriate or violate the intellectual property rights of a third party.





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## Appraiser Agreement Package

### Required Attachments

Please submit the following documents for each appraiser applying to Collateral Management's Panel

1. This application, signed by you, the appraiser
2. Copy of all State Appraisal Certification(s) or License(s) – Licensed, Certified, and Certified General
3. Declaration page of Errors & Omissions Insurance
4. Resume, demonstrating at least 3 years of appraisal work history; and
5. Completed W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf> to complete and print)

### Appraiser Information

Appraiser's Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Phone Number #2: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tax ID Number or SSN: \_\_\_\_\_

Do you work weekends? Yes  No   
 Do you speak another language? Yes  No  If yes, please note which language(s): \_\_\_\_\_

### Starting Address

We may use the distance from your business address to the subject property for assigning purposes. Please provide this appraiser's start from address, if different than the business address listed above (**Please note that rural routes and post office box addresses are not accepted as a starting address**):

Starting Address \_\_\_\_\_  
 Does this address match what is on ASC.gov? Yes  No   
 If no, please describe your starting location: Home  Work  Other: \_\_\_\_\_

### State Licensing or Certifications

State	Licensed	Certified Residential	Certified General	Number	Expiration Date
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

FHA: YES  NO

Designations: SRA  MAI  Other: \_\_\_\_\_



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Month and year appraisal license/certification was obtained (*trainee, apprentice, or similar credential should not be considered*):

## Software

List all specialized software used in performing appraisals:

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Appraisers wishing to join our Preferred Appraiser Program must FIRST fill in their Independent Fees and send in all 5 Required Documents mentioned on page 1. Once the Required Documents are uploaded into your profile please E-Mail us at [profile@collateralmanagement.org](mailto:profile@collateralmanagement.org) to request the Preferred Appraiser Program Fees.

I am ONLY interested in being an Independent Fee Appraiser and my fees are listed below.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
**(Signature must be handwritten)**

Date: \_\_\_\_\_

By returning this form to Collateral Management LLC, you are acknowledging the terms and agreement of the Independent Fee Panel Program.



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**Your Independent Fees on page 11-12 MUST be filled out.**

**Appraiser Fee Schedule**

**Preferred Appraiser Coverage Area by County and Zip Code**

Please indicate your preferred coverage area; usually two counties within 30 miles of your working location. Please enter state, county **or** zip codes below.


Please select the services you provide and your fee for the service:

		Conventional Fee	FHA Fee
<input type="checkbox"/>	URAR – Form 1004 (03/2005)	\$	\$
<input type="checkbox"/>	New Construction - Form 1004 (03/2005)	\$	\$
<input type="checkbox"/>	REO/203K-Form 1004	\$	\$
<input type="checkbox"/>	Single Family Income-Form 1004w1007	\$	\$
<input type="checkbox"/>	Single Family Income-Form 1004w 216/1007	\$	\$
<input type="checkbox"/>	Manufactured Home Appraisal Report – Form 1004C	\$	\$
<input type="checkbox"/>	Small Residential Income Property Appraisal – Form 1025 w/216	\$	\$
<input type="checkbox"/>	Interior Individual Condominium Appraisal – Form 1073	\$	\$
<input type="checkbox"/>	One Unit Residential Appraisal Field Review – Form 2000	\$	
<input type="checkbox"/>	Two to Four Unit Residential Appraisal Field Review – Form 2000A	\$	
<input type="checkbox"/>	Desk Review – Form 2006	\$	
<input type="checkbox"/>	Interior Residential Appraisal – Form 2055 (09/1996)	\$	
<input type="checkbox"/>	Exterior Only Inspection Residential Appraisal Report – Form 2055	\$	
<input type="checkbox"/>	Interior Co-Op Appraisal – Form 2090	\$	
<input type="checkbox"/>	Exterior Co-Op Appraisal – Form 2095	\$	
<input type="checkbox"/>	Land Appraisal Report	\$	
<input type="checkbox"/>	Final/Update – Form 1004D	\$	

**Disclosure Questions**

If you answer yes to any of the below questions, please attach a detailed explanation of the circumstances relating to your affirmative answer and include any relevant supporting documentation, dates, jurisdiction, and final dispositions (the full copies filed with the state regulatory authority).

QUESTION	Yes	No
Have you ever been named as a party in a lawsuit initiated by a lender or investor?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been named as a party in a lawsuit related to your appraisal services?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined by any state appraisal board, state real estate agency or other regulatory agency?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a claim filed against your error and omissions insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any crime involving dishonesty (defined below), breach of trust (defined below), or money laundering? <i>Dishonest is defined to mean to directly or indirectly cheat or defraud; or to cheat or</i>		



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**QUESTION**

**Yes**

**No**

defraud for monetary gain or its equivalent; or to wrongfully take property lawfully belonging to another in violation of any criminal statute or code. Acts of dishonesty are further defined to include, but not limited to, such acts which involve want of integrity, lack of probity, or involve a disposition to distort, defraud, cheat or to act deceitfully or fraudulently. Furthermore, dishonesty may also include crimes which by Federal, State, or local criminal statutes and codes are defined as dishonest.

Breach of trust is defined to mean a wrongful act or use, misappropriation, omission with respect to any property or fund which has been lawfully committed to a person in a fiduciary or official capacity or the abuse of one's official position or fiduciary relationship to engage in a wrongful act, use or omission.

Have you ever surrendered an appraiser license in lieu of discipline or revocation?

Have you ever had an appraiser license denied, revoked or suspended?

**Please read and initial each after each paragraph as an acknowledgement of your review and agreement with that paragraph.**

The foregoing application has been completed by me to apply to Collateral Management LLC to be on Collateral Management LLC Independent Appraiser Panel. Providing false or misleading information is grounds for immediate disqualification. \_\_\_\_\_

I hereby attest that the answers and statements given herein are true and correct. If at any time any of the information within this application changes, I will notify Collateral Management LLC (in writing) within 10 business days of change. \_\_\_\_\_

If approved to be part of Collateral Management LLC Appraiser Panel, I have reviewed and agree to meet Collateral Management LLC standard guidelines and requirements, set forth in the enclosed document titled Appraiser Requirements. \_\_\_\_\_

I understand that I must consistently meet the standards for quality and turn time to remain an approved appraiser with Collateral Management LLC. I agree that by accepting each assignment, I will comply with the scope of work defined in each assignment's engagement letter including meeting all stated turn times provided. \_\_\_\_\_

I understand and agree that if I am accepted as an appraiser on Collateral Management LLC appraisal panel that I will be an independent contractor of Collateral Management LLC and that I am not an agent of Collateral Management LLC or any client of Collateral Management LLC \_\_\_\_\_

**The below signed vendor certifies all appraisals completed for Collateral Management LLC will adhere to the requirements set forth above.**

\_\_\_\_\_  
**Appraiser Company Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Auth. Representative**  
**(Signature must be handwritten)**

\_\_\_\_\_  
**Printed Name of Auth. Representative**