



Triserv Fee Appraiser Program Application Package

Thank you for your interest in joining the Triserv Team. Triserv represents an innovative Appraisal Management Solution for mortgage originators and lenders. While adherence to the Dodd-Frank Appraiser Independence Law is paramount to the success of the Client and Triserv, we have additional goals. They consist of *providing real value to our clients* while creating an environment that is conducive to retaining the best appraisers, producing quality reports, and ultimately creating sustainability for the lending industry.

Triserv currently deploys a network of exceptional appraisers who have chosen to partner with us in producing high quality valuation reports to service our wide range of banks and lenders. As an independent fee appraiser, approved with Triserv, you will benefit from increased workflow, *Fair Fees*, an easy to use web-based order management system and timely payment for services rendered.

For consideration as a fee appraiser, the following items must be submitted for approval:

1. Complete Appraiser Application
2. Resume (minimum 3 Years of work history)
3. Copy of current License | Certification
4. W-9 Form
5. Errors and Omissions Insurance Certificate (\$300,000 minimum)
6. Fee Table for Services Offered

Please note that Triserv will not accept Appraisal reports completed in a primary capacity by Non-licensed Appraisers. All signatories must be certified residential appraisers in the state of inspection.

If you are interested in joining the Triserv Team, we respectfully request that you complete the following application, W9 and carefully review our service agreement. If you have any questions feel free to contact Jim Jendzurski at **404-252-5460, Ext 5**. We look forward to you joining our Team.

Return all documents via email to appraisers@triservllc.com or fax to 770.783.6850



Appraiser Information

Referred by _____

Appraiser Name _____

Company Name _____

Business Address _____

City/State/Zip _____

Business Phone (____) _____ Business Fax (____) _____

Cell Phone (____) _____

E-mail _____

Social Security _____ OR Tax ID _____

State Licensing | Certification *(Please attach copy of license)*

State	Licensed	Certified	Number	Expires
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Are You HUD | FHA Approved? Yes No

Are you qualified for REO work? Yes No
 If yes, # completed in the last 12 Months _____

Are you qualified for ERC (Relocation) Yes No
 If yes, # completed in the last 12 Months _____

Signature of Appraiser

Date



APPRAISER COVERAGE

State: _____

Counties:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References

(List at least 3 lenders for whom you currently do work.)

<u>Name & Address</u>	<u>Contact</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Disciplinary Actions

Have you ever been the subject of a lawsuit initiated by a lender or investor Yes No

If Yes, Please explain _____

Have you ever been disciplined by a state appraisal licensing agency or professional organization? Yes No

If Yes, Please explain _____

Have you ever had a claim against your Error and Omissions Insurance Yes No

If Yes, Please explain _____

Have you ever been removed from a Lenders Approval List? Yes No

If Yes, Please explain _____

Signature of Appraiser

Date



Independent Contractor Status

The relationship between Triserv and Appraiser | Contractor shall be that of independent contractor, and Triserv shall not have any responsibility of any kind for salary, benefits, withholding taxes, FICA, FUTA, unemployment taxes or other charge or burden with respect to Contractor. Nothing contained in this Agreement shall be construed to constitute Contractor as a partner, employee, or agent of Corporation, nor shall either party have any authority to bind the other, in any respect, it being intended that each shall remain an independent contractor responsible for its own actions. Contractor agrees to indemnify and save Triserv harmless against and from any claim for taxes, benefits, withholdings, worker's compensation or other claims based upon their relationship.

Services

Contractor hereby agrees to provide real estate appraisal services and all other services desired by the Corporation. These appraisal services shall include, but are not necessarily limited to those described on Exhibit "A" attached hereto and incorporated herein by this reference. Contractor shall provide his services as a professional and as such shall expend such hours as are required to provide the services. Contractor assures Corporation that he is fully qualified to perform the indicated services and shall do so without necessity for direct supervision or other detailed instruction. Contractor shall furnish all items required for the performance of the agreed service.

Services to be Performed

Appraiser agrees to preparing and submitting appraisal reports that comply at a minimum with all applicable state and federal laws(FIRREA, Title X, Etc.), USPAP and regulations governing appraisers and appraisals including but not limited to appraisal guidelines published by FNMA, FHLMC, FDIC, OTS, OCC , NCUA, and FHA

Insurance Requirements

By signing this agreement, the Appraiser agrees to maintain adequate errors and omissions insurance with a minimum of \$300,000 liability coverage. Appraiser further agrees to furnish certificates of coverage of the aforementioned insurance requirements in all states in which business is conducted.

Confidentiality

The Appraiser recognizes that his engagement by Triserv requires considerable responsibility and trust. In reliance upon the Appraisers loyalty, Triserv will give to the appraiser access to highly sensitive, confidential, restricted and proprietary information involving mortgage origination documentation and in some cases, personal information of participants of the mortgage origination process. The appraiser acknowledges familiarity with all applicable federal and state regulations regarding the practice of confidentiality including, but not limited to Graham-Leach-Bailey privacy acts and USPAP.

I (appraiser) acknowledge that the aforementioned conditions are precedent to doing business with Triserv.

Signature of Appraiser

Date



Triserv Service Level Agreement

The Triserv order management system, Etrac, auto assigns and delivers orders via email to our appraiser panels with the following considerations:

- Quality of product
- Expertise
- Timely status updates
- Proximity to the subject
- Turn-Time performance

Triserv Appraisal Service Requirements

- Within **24** business hours
 - Accept | Decline Appraisal
- Within **36** Hours of assignment (Not acceptance)
 - Contact borrower or primary contact
 - Set **inspection date**
 - Update order status online
- Within **48** hours of inspection date
 - Submit completed report
- Within **24** Hours of Quality Condition notice
 - Make appropriate corrections and resubmit report
 - Update Triserv as needed.

Timely communication with Triserv regarding the progress of your assignments is CRITICAL to meeting our client service level agreements.

- Turn around time requirements
- 5 Calendar days for Interior Products
- 4 Calendar days for Exterior Products
- 1 Calendar Day for Quality Condition corrections

By signing this agreement you agree to make every reasonable effort to comply with the conditions indicated within this document. Failure to comply with any federal regulation, state regulations, USPAP or the Triserv service level agreement may result in removal from the Appraisal Panel.

Signature of Appraiser

Date

For consideration as a fee appraiser, the following items must be submitted for approval:

- 1. Complete Appraiser Application**
- 2. Resume (minimum 3 Years of work history)**
- 3. Copy of current License | Certification**
- 4. W-9 Form**
- 5. Errors and Omissions Insurance Certificate (\$300,000 minimum)**
- 6. Fee Table for Services Offered**