



875 Old Roswell Rd, Suite G-300, Roswell, GA 30076  
Phone 855-875-1100

### **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 HVCC is paramount to the success of the Client and to Triserv, additional primary goals of Triserv 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 lenders, banks and correspondent 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 with Fee Schedule
2. Resume (with current company name, address, phone number and email address. MUST show work history)
3. Copy of current License | Certification
4. W-9 Form
5. Errors and Omissions Insurance Certificate (\$300,000 minimum)

***Please note that Triserv will not accept Appraisal reports completed in a primary capacity by Non-licensed Appraisers. Non-licensed assistants may be noted in the report; however, all signatories must be at a minimum licensed appraiser 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 our Appraiser's Desk at 855-875-1100 ext. 4122. We look forward to you joining our Team.

**Return all documents via email to [appraisers@triservllc.com](mailto:appraisers@triservllc.com) or fax to 770-783-6850**

**Appraiser Information**

Referred by (Company and Client) \_\_\_\_\_

Appraiser Name \_\_\_\_\_

Company Name \_\_\_\_\_

Business Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail address for orders and communication \_\_\_\_\_

Social Security \_\_\_\_\_ OR Tax ID \_\_\_\_\_

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

| State | Licensed   | Certified  | License Number | Expiration Date |
|-------|--|--|----------------|-----------------|
| _____ | <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 | _____          | _____           |

Do you have the ability to upload AI compliant reports? Yes 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 \_\_\_\_\_

**Disciplinary Actions** *(Please attach explanation if needed)*

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

**Fee Schedule**

\*Please provide your standard fee for the listed report types.

**Inspection Type:**

|                     |       |                              |       |
|---------------------|-------|------------------------------|-------|
| <b>1004:</b>        | _____ | <b>1075 Exterior Only:</b>   | _____ |
| <b>1004 FHA:</b>    | _____ | <b>2055 Exterior Only:</b>   | _____ |
| <b>1004C:</b>       | _____ | <b>1007 Rent Schedule</b>    | _____ |
| <b>1004C FHA:</b>   | _____ | <b>216 Operating Income:</b> | _____ |
| <b>Final 1004D:</b> | _____ | <b>Desk Review:</b>          | _____ |
| <b>1025:</b>        | _____ | <b>Field Review:</b>         | _____ |
| <b>1025 FHA:</b>    | _____ | <b>Multi-Family Review:</b>  | _____ |
| <b>1073:</b>        | _____ | <b>Land Only:</b>            | _____ |
| <b>1073 FHA:</b>    | _____ | <b>Trip Fee:</b>             | _____ |
| <b>2075:</b>        | _____ |                              |       |

**Appraiser Coverage**

State: \_\_\_\_\_

County Coverage: (\*For any partial county coverage, please specify the coverage of the county by zip code.)

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

# Service Level Agreement

## 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 below 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 \$1,000,000 liability coverage and a policy of workman's compensation insurance for Appraiser, Appraisers employees, Appraiser subcontractors, and Appraisers agents. 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.

## **Exhibit A:**

**The Triserv order management system 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 – Please note, we are aware that not all markets/states are the same. If the times frames stated are not typical of your market, please add notes and initial.**

- Within **24** business hours
  - Accept | Decline Appraisal
- Within **36** business hours of assignment (Not acceptance)
  - Contact borrower or primary contact
  - Set **inspection date**
  - Update order status online
- Within **48** business hours of inspection date
  - Submit completed report
- Within **24** business 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 Business days for Interior Products
- 4 Business days for Exterior Products
- 1 Business Day for Quality Condition corrections and/or Lender Conditions requests

**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**

(\*By typing your name you agree to the terms of this agreement)

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