

# Application for Fee or Roster Personnel Designation

Check One

**U.S. Department of Housing and Urban Development (HUD)**

**Department of Veterans Affairs (VA)**

HUD OMB Approval No. 2502-0548  
(exp. 6/30/2006)

HUD OMB Approval No. 2502-0548  
(exp. 5/31/2008)

VA OMB Approval No. 2900-0113

**Respondent Burden:** The information you provide will enable the designated agency to determine whether you qualify for designation in the position for which you are applying. HUD is authorized to collect this information by Title 1, Section 1 of the National Housing Act (Pub. L 479, 48 Statute 1246, 12 U.S.C., 1701 et seq.) VA is authorized to collect this information by Chapter 37, Title 38 U.S.C. Public reporting burden for this collection is estimated at an average of 30 minutes to review the instructions, find the information, and complete this form. These agencies cannot conduct or sponsor a collection of information unless a valid OMB number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB numbers can be located on the OMB Internet page at <http://www.whitehouse.gov/library/omb/OMBINVC.html#HUD> or <http://www.whitehouse.gov/library/omb/OMBINVC.html#VA>. If desired you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

**Privacy Act Statement:** These agencies will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations 1.526 for routine uses (for example: Authorized for release of information to Congress when requested for statistical purposes) identified in the VA systems of records, 17VA26, Loan Guaranty Fee Personnel and program Participant Records, and published in the Federal Register. Reporting your social security number (SSN) is mandatory. The Housing and Community Development Act of 1987, 42 U.S.C. 3543 authorizes HUD to collect the SSN. VA is authorized to collect this information by Chapter 37, Title 38 U.S.C.

**Penalty:** The provision of the SSN is mandatory. Failure to provide any of the requested information could affect the decision to approve your application since this decision will be made only on the basis of available information we currently have on record. This may result in a delay in the processing of your application.

**Instructions:** Please print clearly. Completed HUD applications must be mailed to the U.S. Department of Housing and Urban Development, Office of Single Family Housing, 451 7<sup>th</sup> Street SW, Room 9270, Washington, DC 20410. HUD/FHA appraisers and inspectors may ascertain the mailing address and roster status from HUD's web site at <http://www.hud.gov/groups/appraisers/cfm>. Completed VA applications may be submitted electronically or by mail to the VA Regional Loan Center.

**Ethnicity and Race:** Please provide both ethnicity and race. For race, you may check more than one designation.

**Appraisers:** The application is to be submitted to HUD only after the appraiser is State licensed or certified with credentials based on the minimum licensing/certification criteria issued by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation.

**Compliance Inspectors:** This application is to be submitted to HUD **only after** the inspector is licensed or certified to inspect repairs and construction, when such licensing or certification is required by the State or local jurisdiction where work will be performed. Upon availability, all inspector applicants currently recognized by HUD to conduct inspections must provide evidence of passing the HUD/FHA Inspector Examination.

**Designation being applied for:**  Real Estate Appraiser  Compliance Inspector

1. Name of Applicant (first – middle – last)		2. Date of Birth (mm/dd/yy)		3. Social Security Number		<b>HUD required / VA Voluntary</b>	
4. Residence Address (number and street or rural route, city or P.O., State, zip code)				5. Telephone Number (include area code)		3a. Sex <input type="checkbox"/> (1) Male	
						<input type="checkbox"/> (2) Female	
6. Business Address (address where field reviews are to be sent)				7. Business Phone (include area code)		3b. Ethnicity	
						<input type="checkbox"/> (1) Hispanic or Latino	
8. Present Occupation				9. Name and Address of Present Employer		<input type="checkbox"/> (2) Not Hispanic or Latino	
						3c. Race	
10. Education				No. of Years		<input type="checkbox"/> (3) American Indian or Alaskan Native	
						<input type="checkbox"/> (4) Asian	
11. Special Education or Training, Vocational, Business, or Special courses (Enter course and school name and location) For HUD/FHA Appraisal and Inspector Examination (Enter city, State, and date (mm/dd/yyyy) of Examination; attach a copy of the certification.)				12. Professional Organizations of which you are a member		<input type="checkbox"/> (5) Black or African American	
						<input type="checkbox"/> (6) Native Hawaiian or Other Pacific Islander	
13. Registration/License Information (Attach copy(ies) of applicable license)				Kind		14a. Have you been previously approved by VA or HUD for a Fee Position?	
						14b. Office Name & Address	
14c. Dates of Fee Activity for VA or HUD				Registration/License No.		From: (mm/dd/yyyy)	
						To: (mm/dd/yyyy)	
14. Have you been previously approved by VA or HUD for a Fee Position? <input type="checkbox"/> Yes (If "Yes," complete Items 14b & 14c) <input type="checkbox"/> No				15. State Where Issued		16. Expiration Date (mm/dd/yyyy)	
						17. Expiration Date (mm/dd/yyyy)	

15. Geographic Area(s) of Practice (List your appraisal/inspection area(s), by state)

16. State Principal Assignments during at least the past 5 years (attach additional sheet as necessary)

Period (mm/dd/yyyy)	Number of Assignments	Names of Clients or Organizations

17. Employment History During Past 10 Years (attach additional sheet as necessary)

Dates (mm/dd/yyyy)		Occupation	Name of Employer	Address
From	To			

18. HUD requires applicants to list three reference contacts only. For VA, List and Submit at least 3 letters attesting to your qualifications.

References	Occupation	Address

19. **To be completed by HUD applicants only:** To avoid the possibility of any conflict of interest and to ensure compliance with HUD appraisal and/or inspector roster standards, the following certifications are to be completed by personnel qualified to receive assignments from HUD or HUD approved lending institutions for HUD/FHA mortgage insurance applications. The term "interest" refers to direct interest as well as any "interest" held by relatives, business associates, or other controlled persons.

**Note:** Any of the following items that have been struck out and initialed are exempted from this certificate and are to be explained truthfully in an attached letter.

- (a) I certify that I do not own more than 10% interest in any lender doing business with HUD in the local HUD office jurisdiction.
- (b) I certify that I do not actively engage in the management or operation of a lending institution doing business with HUD.
- (c) I certify that I will not accept any assignments for fee work in a transaction in which I have an interest.
- (d) I certify that I am not currently suspended, debarred, or in any way disqualified from participating in HUD programs.
- (e) **For appraisers,** I certify that I will comply with HUD Handbook 4150.2, "Valuation Analysis for Home Mortgage Insurance for Single Family One- to Four-Unit Dwellings," any updates to the Handbook, Mortgagee Letters, and all other instructions and standards, in performing all appraisals on properties that will be security for HUD/FHA insured mortgages.
- (f) **For Inspectors,** I certify that I have a minimum of three years experience in one or more construction-related fields and that such experience has equipped me with a thorough familiarity and understanding of residential construction techniques as related to new construction and repairs of a structural nature. I certify I will conduct my inspections in accordance with HUD/FHA requirements. I further certify that if licensing or certification is required by the state or local jurisdiction(s) in which I will operate, I will maintain such licensing or certification in good standing with the applicable jurisdiction for the duration of my tenure on the FHA Inspector Roster. I further certify that I have read and fully understand the inspection requirements, including any update to those requirements, including Mortgagee Letters, in performing all inspections on properties that will be security for HUD/FHA insured mortgages and contained in the following documents:
  - (i) HUD Handbook 4905.1 REV-1 (Requirements for Existing Housing, One to Four Family Units);
  - (ii) HUD Handbook 4910.1 (Minimum Property Standards for Housing);
  - (iii) HUD Handbook 4145.1 REV-2 (Architectural Processing and Inspections for Home Mortgage Insurance);
  - (iv) HUD Handbooks 4150.1 REV-1 (Valuation Analysis for Home Mortgage Insurance) and 4150.2 CHG-1 (Valuation Analysis for Home Mortgage Insurance for Single Family One to Four Unit Dwellings);
  - (v) Permanent Foundations Guide for Manufactured Housing (formerly known as HUD Handbook 4930.3G, Permanent Foundations Guide for Manufactured Housing);
  - (vi) All applicable local, state, or Council of American Building Officials (CABO) code(s) for the jurisdictions in which I will operate; and
  - (vii) The HUD requirements at 24 CFR 200.926
- (g) HUD or its authorized agent(s) may inspect my work files at my place of business during normal business hours after providing me reasonable notice of such inspection.

20a. Number of assignments you will accept per week	20b. or Hours you will work	20c. Maximum No. of assignments you will accept at one time	20d. Email Address

20e. **To be completed by HUD appraiser applicants only:**

HUD published in the Code of Federal Regulations (24 CFR 200.202(b)) a set of eligibility requirements for appraisers seeking placement on the FHA Appraiser Roster. Among other requirements, the regulation stipulates that, in order to be placed on the FHA Appraiser Roster, an appraiser must pass a HUD test on FHA appraisal methods and reporting.

Appraisers can check on the Department's website, under FHA Approved Appraisers, at <https://entp.hud.gov/idapp/html/apprlook.cfm>, to verify placement on the FHA Appraiser Roster. Appraisers will not receive a registration conformation if approved. However, HUD will send a denial letter to appraisers whose applications are determined not eligible, indicating that the appraiser did not meet one or more of the requirements.

The following ten (10) questions have been selected to meet the requirements of 24 CFR 200.202(b)(2). Please select and circle the best response to the following test questions.

FHA TEST QUESTIONS

- 1) If the subject site contains excess land, the appraiser should
  - a) Delineate and appraise separately the readily marketable real estate entity and improvements
  - b) Describe the excess land but do not appraise it with the primary 1-4 family residential building
  - c) Include the excess land in the final value but explain in the comments section
  - d) A & b only
  
- 2) \_\_\_\_\_ is a required entry for all FHA appraisals.
  - a) Remaining economic life
  - b) Depreciation
  - c) Remaining physical life
  - d) None of the above
  
- 3) The monthly gross rent multiplier is calculated by:
  - a) Multiplying the gross monthly rent by the number of units
  - b) Sales price divided by the gross monthly rent
  - c) Multiplying the gross monthly rent by the appropriate capitalization rate
  - d) Sales price divided by the gross annual rent
  
- 4) When a property is under construction, 90% or more of the work completed and the remaining work is non-structural such as floor covering and appliances, the appraisal may be completed:
  - a) "As-is"
  - b) "Subject to repairs or alterations"
  - c) "Subject to required inspections"
  - d) None of the above
  
- 5) When a property is vacant at the time of the appraisal, the appraiser should
  - a) Mark the occupancy box "vacant"
  - b) Operate a representative number of lighting fixtures, switches and receptacles
  - c) Note whether the utilities were on or off at the time of the appraisal and condition for a satisfactory re-inspection of the utilities that were off
  - d) All of the above
  
- 6) Which of the following is not true about a property with an individual water and/or sewage system?
  - a) The appraiser must note any readily observable deficiencies regarding the system(s)
  - b) The appraiser must note if there are mechanical chlorinators or water-flow that decreases noticeably while running simultaneously plumbing fixtures
  - c) The appraiser is required to report on the availability of connection to public and/or community water/sewer systems
  - d) The appraiser is required to determine the feasibility of requiring connection to the public and/or community water/sewer systems
  
- 7) Gross Building Area includes:
  - a) Total finished area above grade
  - b) Total finished area above and below grade including common areas
  - c) Total area of the property above and below grade
  - d) Total finished area above and below grade including common areas, based on interior measurements
  
- 8) When appraising a condominium unit the appraiser should review the following:
  - a) Reserves for replacement
  - b) Special Assessments
  - c) Single entity ownership of more than 10% of the total units in the project
  - d) All of the above
  
- 9) To be eligible for FHA insurance, a manufactured home must
  - a) Be built on or after June 15, 1976
  - b) Have a permanent foundation the meets HUD/FHA criteria
  - c) Have a HUD Certification Label/Seal affixed to the exterior
  - d) All of the above
  
- 10) What should you do if the HUD Certification Label is missing?
  - a) Note in the report that it was missing
  - b) Don't worry about it – not required
  - c) Call HUD to get the Label number
  - d) Stop the report and notify the lender

I, the undersigned, understand and agree that:

- (a) The approval of this application does not constitute my appointment as an agent or employee of HUD/FHA or DVA/VA.
- (b) In performing fee work my status is that of an independent contractor.
- (c) My sole interest in all transactions shall be to perform fee assignments as required by HUD or VA standards and criteria.
- (d) An appraisal/inspection is a substantial and material element in the determination of the eligibility of an application for FHA mortgage insurance, and HUD/FHA will rely upon the accuracy and truthfulness of an appraisal/inspection completed by me in approving any insurance.

**Warnings**

I hereby certify that to the best of my knowledge all the information stated herein, as well as any information provided in the accompaniment herewith, is true, accurate, and complete. I further certify that I have read the Warnings set forth below.

Any person who knowingly presents materially false, fictitious, or fraudulent statements in a matter within the jurisdiction of HUD is subject to penalties, sanctions, or other regulatory actions, including but not limited to:

- (i) Fines and imprisonment under 18 USC 287, 1001, 1010, 1012, which provides for fines of a maximum of \$25,000 for individual and \$500,000 for organizations of imprisonment for up to 5 years, or both; or
- (ii) civil penalties and damages under 31 USC 3729, of not less than \$5000 and not more than \$10,000, plus 3 times the amount of damages which the government sustains; and
- (iii) administrative sanctions, claims, and penalties by HUD pursuant to 24 CFR Part 24, 28, and 30.

21. Date Signed (mm/dd/yyyy)	22. Applicant's Signature (do not print, must be legible)
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**Reviewing Official** Complete the following Items

23. This Application has been reviewed and I hereby recommend  <input type="checkbox"/> Designation <input type="checkbox"/> Disapproval	24. Date of Action (mm/dd/yyyy)	25. Signature of Reviewing Officer
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This applicant is being recommended in the county(ies) appraisal areas and/or State shown below 26. County(ies)	27. State
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