

Guideline AMC Code of Conduct and Affiliate Appraiser Requirements

Affiliate Appraiser Requirements

Guideline Appraisal Management Company (GAMC) maintains an appraisal panel and system in compliance with the Fannie Mae Appraiser Independence Requirements (AIR) formerly the HVCC and Part IV Federal Reserve System 12 CFR Part 226 Truth in Lending. The current regulations are law and require that our appraisal affiliates maintain compliance.

This is an invitation to participate as a GAMC Affiliate Appraiser. By agreeing to the guidelines you will become part of Guideline Appraisal Management Company (Guideline AMC) approved affiliate appraiser panel.

GAMC Requirements:

1. Appraiser must maintain appropriate licensing and/or certification requirements for the state in which the appraiser is completing the appraisal annually.
2. Appraiser must maintain appropriate Errors and Omissions coverage and provide GAMC with a copy of your certificate of coverage annually (prior to expiration) and include the declarations page in every report.
3. Appraisers must have at least three years of full-time field appraisal experience.
4. Complete and return a signed W9 (update required if entity change).
5. Appraiser must have no infractions or violations that have resulted in sanctions from any state appraisal board, secondary lender or financial regulatory agency. Appraiser must notify GAMC in writing or email to HR@GuidelineAMC.com immediately if notified by any governing body, lender or secondary lender of ineligibility.
 - a. If assignment is completed by appraiser whom is ineligible with any secondary entity, the appraiser agrees to forfeit the fee for the assignment.
6. Provide GAMC with the geographic area in which you are able to perform competent appraisals.
7. Appraiser must include in report: Interior Photo's as required by Fannie Mae, 1004MC, Copy of Current License and E &O Declaration Page and all applicable Fannie Mae Requirements.
8. All reports must be USPAP compliant.
 - a. Appraiser agrees to accept full responsibility for any USPAP violation resulting from the completed appraisal.
9. All reports require interior inspection by a Certified Appraiser.
10. All FHA and USDA (rural development) assignments will contain a statement regarding the FHA/HUD Minimum Standards and will be completed by a FHA Approved Appraiser.
 - a. This includes all applicable FHA required inspection items.

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GUIDELINE

Guideline Appraisal Management Company
www.GuidelineAMC.com
1-866-443-6677

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Code of Conduct

Appraiser(s) agree to:

1. Communicate with Guideline AMC Production Coordinator associated with account.
2. Adhere to the following schedule and communication:
 - a. Appraiser must attempt to make contact with the contact as provided on the order within 24-36 hours of receipt of the appraisal order.
 - b. Appraisal must be completed and emailed to GAMC within 72 hours of appointment (not including weekends).
 - c. If the above schedule cannot be met, appraiser is required to provide updates via messaging within GAMC login portal (primary), phone or fax. Lack of, or poor, communication is grounds for removal as an GAMC Affiliate Appraiser.
 - d. Appraiser must satisfy, or make best efforts to satisfy, any and all Client/Lender conditions imposed by Client/Lender or underwriting staff within 24-48 hour of receipt of condition (not including weekends). Failure to do so is grounds for removal under the terms of this agreement. If condition(s) cannot be satisfied, appraiser is required to complete electronic (via GAMC Portal) communication stating the reason(s).
3. Standard fees paid by GAMC:
 - a. All authorized fee increases are pass-through to the appraiser without markup.
 - (1) Fees may be increased for additional acreage, rural/remote, unique/unusual/complex, travel, income properties, or high value properties; fee increase must be authorized by Guideline AMC **prior** to inspection.
 - i. All GAMC "standard" fees are available upon approval and may differ for each lender/client and/or region.
4. Reports, including updates, must be delivered to Guideline AMC and not to the end user.
 - a. Delivery of any materials from appraiser direct to lender will constitute immediate removal and will be reported to the state governing board where the appraiser is licensed as a violation if AIR and the appraiser client relationship.
5. No "substantive" contact with loan staff.
6. Operate in compliance with the Fannie Mae Appraiser Independence Requirements (AIR) and Part IV Federal Reserve System 12 CFR Part 226 Truth in Lending and all current state regulations.

By checking the box on the application page, the Appraisal Company and all appraisers within, agree to the terms and conditions in this Code of Conduct.

Please direct application or code of conduct questions to: HR@GuidelineAMC.com

Please send any question pertaining to the above information to HR@GuidelineAMC.com as soon as possible. If you have questions, please contact us at Toll Free at (866) 443-6677.

Thank you for your application.
Guideline AMC