

GUIDELINE

Guideline,
a division of Nationwide Property &
Appraisal Services

www.GuidelineAMC.com
1-866-443-6677

Lender Code of Conduct and Affiliate Appraiser Requirements

Affiliate Appraiser Requirements

Guideline, a division of Nationwide Property & Appraisal Services (NPAS) 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 Guideline, and NPAS, affiliate. By agreeing to these guidelines you will become an approved affiliate independent contractor and may be used for active panel assignment; approval does not guarantee any minimum or maximum volume.

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 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 Guideline in writing or email to QA@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 Guideline with the geographic area in which you are able to perform competent appraisals.

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 Required Exhibits (see <http://documents.efanniemae.com/sf/formsdocs/forms/>).

7. All reports must be USPAP compliant and contain compliant UAD formatting for all applicable forms (i.e. 1004/70, 1073/465, 1075/466, 2055/2055).
 - a. Appraiser agrees to accept full responsibility for any USPAP violation resulting from the completed appraisal and/or any UAD error from the completed appraisal.
8. All reports require interior inspection by a Certified Appraiser.
 - a. Licensed level may inspect on transaction less than 1M on case by case basis
9. 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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Independent Appraisal Contractor(s) agree to:

1. Communicate with Guideline Production teams associated with account.
2. Adhere to the following schedule and communication:
 - a. Appraiser must attempt to schedule an inspection within 24 hours of receipt of the appraisal order, unless specified or communicated via secure message within the secure Guideline portal. Appraiser is to update the schedule date on each order.
 - b. Appraisal must be completed and uploaded to the Guideline secure portal by the agreed upon due date before 4:30CST.
 - c. If the above schedule cannot be met, appraiser is required to provide updates via messaging within Guideline login portal. Lack of, or poor, communication is grounds for removal as a Guideline 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 Guideline Portal) communication stating the reason(s). Appraiser agrees to provide basement sketch upon request if not in original report.
 - e. Must maintain professional communication. Rude or unprofessional emails, or calls, are grounds for immediate removal from active independent contractor status.
3. Standard fees paid:
 - 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 **prior** to inspection.
 - i. All "standard" fees are available upon approval and may differ for each lender/client and/or region.
4. All report submissions, including but not limited to updates, must be delivered to Guideline secure portal.
5. 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: QA@GuidelineAMC.com

Please send any question pertaining to the above information to QA@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.