

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. 06/30/2006)
 VA OMB Approval No. 2900-0113

Respondent Burden: Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. These agencies may not conduct or sponsor, and a respondent is not required to respond to this collection of information unless that collection displays a valid OMB Control Number.

Privacy Act Statement: The information you provide will enable the designated agency to determine whether you qualify for designation in the position for which you are applying. The information will not be disclosed outside the designated agency without your consent except to verify its accuracy and, when relevant to civil, criminal, or regulatory investigations and prosecutions, including the routine uses identified in VA system of records, 17 VA 26, Loan Guaranty Fee Personnel and Program Participant Records, published in the Federal Register. It will not be otherwise disclosed or released outside of the designated agency except as required and permitted by law. The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, Section 1 of the National Housing Act (Pub. L. 479, 48 Stat. 1246, 12 U.S.C., 1701 et seq.). The Housing and Community Development Act of 1987, 42 U.S.C. 3543 authorizes HUD to collect the SSN. The Department of Veterans Affairs (VA) is authorized to collect this information by Chapter 37, Title 38 U.S.C.

Penalty: The provision of the SSN to the VA is voluntary; the provision of the SSN to HUD 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 use typewriter or print clearly. Mail the completed form to the VA Regional Office or the U.S. Department of Housing and Urban Development, Office of Single Family Housing, 451 7th Street SW, Suite 9270, Washington, DC. 20410. HUD/FHA appraisers and inspectors may ascertain roster status from HUD's web site at: www.hud.gov. If this application is to be submitted to the VA, an executed VA Form 26-6684, Statement of Fee Appraisers or Compliance Inspectors must be attached.

Appraisers: This application is to be submitted to HUD **only after** the appraiser is State licensed or certified to appraise and has passed the HUD/FHA Appraisal Examination.

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 must provide evidence of passing the HUD/FHA Inspector Examination.

HUD/FHA appraisers and inspectors may ascertain roster status from HUD's web site at www.hud.gov.

Designation being applied for: Appraiser Real Estate Compliance Inspector

1. Name of Applicant (first-middle-last)		2. Date of Birth (mm/dd/yyyy)		3. Social Security Number		HUD required / VA Voluntary 3a. Sex <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female 3b. Race <input type="checkbox"/> (1) White Non-Hispanic <input type="checkbox"/> (2) Black Non-Hispanic <input type="checkbox"/> (3) American Indian / Alaskan Native <input type="checkbox"/> (4) Asian / Pacific Islander <input type="checkbox"/> (5) Hispanic <input type="checkbox"/> (7) Hispanic Black <input type="checkbox"/> (8) Asian Indian American	
4. Residence Address (number and street or rural route, city or P.O., county, State, zip code)				5. Telephone Number (include area code)			
6. Business Address (Address where field reviews are to be sent)				7. Business Phone (include area code)			
8. Present Occupation		9. Name and Address of Present Employer				10. Education No. of Years a. High School _____ b. College _____ c. Degree(s) Awarded (If applicable) _____	

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		13. Registration/License Information (Attach copy(ies) of appraisal license)			
		Kind	Registration/License No.	State Where Issued	Expiration Date (mm/dd/yyyy)

14a. 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		14b. Office Name & Address		14c. Dates of Fee Activity for VA or HUD From: (mm/dd/yyyy) To: (mm/dd/yyyy)	

15. Geographic Area(s) of Practice (List your appraisal/inspection area(s), e.g., Albany, NY; Ft. Worth, TX; Cleveland, OH, etc.)

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

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" (and any updates to the Handbook, including 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	

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)
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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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