

# Fee or Roster Designation Application for Fee Personnel Designation

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

HUD OMB Approval No. 2502-0538  
(EXP. 11/30/99)

**Department of Veterans Affairs (VA)**

VA OMB Approval No. 2900-0113  
(EXP. 10/31/2000)

**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. If you have comments regarding this burden estimate or any other aspect of this collection, call 1-800-827-1000 for mailing information on where to send your comments.

**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, 17VA26, 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 1, 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. 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. Mail the completed form to the VA Regional Office or the HUD Homeownership Center (HOC) having supervision over the area in which you intend to operate. HUD/FHA appraisers may ascertain an appraiser's FHA 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.

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

1. Name of Applicant (first-middle-last)		2. Date of Birth (mm/dd/yyyy)		3. Social Security Number		<b>HUD required/VA Voluntary</b> 3a. Sex <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	
4. Residence Address (number and street or rural route, city or P.O., county, State, zip code)				5. Telephone Number (Include area code)		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	
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 Examination Information (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	State Where Issued
							Expiration Date (mm/dd/yyyy)
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	
<input type="checkbox"/> Yes (If "Yes," complete Items 14b & 14c)  <input type="checkbox"/> No						From: (mm/dd/yyyy)      To: (mm/dd/yyyy)	
15. Geographic Area(s) of Practice (List your appraisal 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. Business History During Past 10 Years (attach additional sheet as necessary)  
Dates (mm/dd/yyyy)

From	To	Occupation	Name of Employer	Address

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 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) 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) 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	
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I, the undersigned 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 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 completed by me in approving any insurance.

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.

**Warnings**

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, 10110, 1012, which provides for fines of a maximum of \$25,000 for individual and \$500,000
- (ii) civil penalties and damages under 31 USC 3729, of not less than \$5,000 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	24. Date of Action (mm/dd/yyyy)	25. Signature of Reviewing Officer
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Designation  Disapproval

This applicant is being recommended in the county(ies) appraisal areas and/or State shown

26. County(ies)	27. State
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