

# Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

1. Agency/Subagency Originating Request: <b>U.S. Department of Housing and Urban Development</b> Single Family Housing - Office of Single Family Program Development	2. OMB Control Number: a. <b>2502-0538</b> b.
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, <b>without change</b> , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, <b>with change</b> , of previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note item A2 of Supporting Statement instructions.	4. Type of review requested: (check one) a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated 5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 6. Requested expiration date: a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other (specify)
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7. Title:  
**Application for Fee or Roster Personnel (Appraisers and Inspectors) Designation and Appraisal Report Forms**

8. Agency form number(s): (if applicable)  
**HUD-92563A and HUD 92653I, HUD-92564-CN, Fannie Mae Forms: 1004, 1004c, 1025, 1073, 1075, 2055 and 1004MC**

9. Keywords:  
**'Housing, Mortgage Insurance, Appraiser, Appraisal Report, Inspections, Property Compliance, Appraisal'**

10. Abstract:  
The FHA Appraiser Roster is a national listing of eligible appraisers who prepare appraisals on single-family properties that will be security for FHA insured mortgages. The FHA Inspector Roster is a national listing of eligible inspectors who determine the quality of construction of single-family properties that will be security for FHA insured mortgages. FHA Roster Appraisers and Inspectors assist in protecting the interest of HUD, the taxpayers, and the FHA insurance fund. Appraisal report forms are industry standards for single-family property types.

11. Affected public: (mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Individuals or households e. <input type="checkbox"/> Farms b. <input checked="" type="checkbox"/> Business or other for-profit f. <input type="checkbox"/> Federal Government c. <input checked="" type="checkbox"/> Not-for-profit institutions g. <input checked="" type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Voluntary b. <input checked="" type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents 17,650 b. Total annual responses 468,150 1. Percentage of these responses collected electronically 0% c. Total annual hours requested 24,783 d. Current OMB inventory 25,652 e. Difference (+,-) -869 f. Explanation of difference: reduction in time for 92563A 1. Program change: 2. Adjustment: 869	14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) a. Total annualized capital/startup costs 0 b. Total annual costs (O&M) 0 c. Total annualized cost requested 0 d. Total annual cost requested 0 e. Current OMB inventory 0 f. Explanation of difference: 1. Program change: 0 2. Adjustment:
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Application for benefits e. <input checked="" type="checkbox"/> Program planning or management b. <input checked="" type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input checked="" type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting: (check all that apply) a. <input type="checkbox"/> Recordkeeping b. <input checked="" type="checkbox"/> Third party disclosure b. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biannually 8. <input type="checkbox"/> Other (describe)
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17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Ada Bohorfoush Phone: 202-402-5393
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## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3). Appear at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of the information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

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Signature of Program Official:

X  
Kevin B. Perkins, Director, Organizational Policy, Planning and Analysis Division, HROA

Date:

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Signature of Senior Officer or Designee:

X  
Lillian Deitzer, Departmental Reports Management Officer,  
Office of the Chief Information Officer

Date:

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# Supporting Statement for Paperwork Reduction Act Submissions

## Application for Fee or Roster Personnel (Appraisers and Inspectors) Designation and Appraisal Reports

(Form HUD-92563, Form HUD-92564-CN, and  
Fannie Mae Forms: 1004, 1004c, 1025, 1073, 1075, 2055)  
OMB 2502-0538

### A. Justification

1. This information collection request seeks approval to separate form number HUD 92563 Application for Fee or Roster Personnel Designation into form HUD-92563I Application for Real Estate Inspector Fee or Roster Personnel Designation and HUD-92563A Application for Real Estate Appraiser Fee or Roster Personnel Designation. The reason is that the appraisal application has been significantly shortened and has migrated to an internet platform to become an electronic submission but since the application must be signed and HUD has no way to collect electronic signatures the application must be printed, signed and sent back to HUD as a .pdf document so submission is not considered to be totally electronic. Many of the spaces for collection on the HUD-92563 are left blank for appraisers because the information is no longer necessary. Separation of HUD 92563 into appraisal and inspector forms eliminates much of the data collection requirements for appraisers. The revision also eliminates the use of this form for VA inspectors or appraisers. VA has a completely different process for approving appraisers as the VA has a rotating roster of appraisers that lenders are assigned when they request an appraisal, the needs of VA are therefore different than the needs of HUD and the form does not work for both entities.

Accurate and thorough appraisal reporting is critical to the accuracy of underwriting for the mortgage insurance process. The need for accuracy is increased for FHA insured mortgages since buyers tend to have more limited income and lower equity in the properties. This collection of information provides a more thorough and complete appraisal of prospective HUD-insured single-family properties ensuring that mortgages are acceptable for FHA insurance and thereby protect the interest of HUD, the taxpayers, and the FHA insurance fund. Policies and procedures for governing the national FHA Appraiser Roster are set forth in Title 24 of the CFR: 24 CFR 200.200-200.206.

2. **FHA Appraiser Roster collection on Form HUD-92563A.** Section 202(e) of the National Housing Act authorizes the Secretary to prescribe standards for the appraisal of property to be insured by the Federal Housing Administration. Such appraisals shall be performed in accordance with the FHA valuation policy-appraisal protocol, which includes the Uniform Standards of Professional Appraisal Practice.

HUD previously required the same form as the inspector roster candidates, however with increases in technology the number of data fields necessary for the appraiser to complete has lessened. Additionally, since the appraiser fills out the form online and then must print the form, sign it, scan it and email it to HUD, a multi page form is unworkable. In the current format, frequently the appraisers do not scan the entire document including the certifications that the appraiser makes by their signature are therefore not valid. The new form is one page so the appraiser can print, sign, scan and resend the document more quickly and all the certifications that the appraiser makes are included above the appraiser's signature. Until electronic signature capability is possible, HUD will require a scan of an "ink" signature. Qualified applicants are then placed on rosters/registers from which FHA approved mortgagees select appraisers. Appraisers seeking renewal to the Roster submit copies of state certification/license only.

**FHA Inspector Roster collection on Form HUD-92563I.** FHA approved inspectors are used by participating mortgage lenders to assess the quality of the construction of homes before the homes can be accepted as security for FHA insured loans. Construction standards have to be acceptable to FHA, including minimum property standards (MPS), and model codes set forth in 24 CFR 200.925 and 24 CFR 200.926. Applicants

must certify that they are familiar with the local codes, State codes, or Council of American Building Official (CABO) codes, in addition to HUD's MPS. This information collection is necessary to identify the qualifications and skills of individuals seeking to function as FHA approved inspectors. Policies and procedures for governing the national FHA Inspector Roster are set forth in Title 24 of the CFR: 24 CFR 200.170-200.172.

The information collected is used by HUD staff to evaluate the qualifications and skills of inspectors seeking to be placed on the Department's roster of approved inspectors. The information collection is essential to the Department's efforts to ensure that compliance inspectors, who determine the quality of the construction of properties before they can be accepted as security for FHA insured loans, possess the prerequisite knowledge and skills to make those determinations. Inspectors seeking to be placed on FHA's Inspection Roster must submit applications to be considered as inspectors in HUD's single family housing programs. The uses of qualified compliance inspectors are viewed as critical to minimizing the placement of FHA mortgage insurance on poorly constructed dwellings.

If HUD removes either an appraiser or an inspector from the roster, HUD must provide them written notice. Appraisers and inspectors wishing to be reinstated must send HUD a written response appealing the proposed removal and send a written request for a conference. If there's been a state sanction for appraisers, HUD requires evidence demonstrating that the state-imposed sanction has been lifted. There are approximately 500 proposed sanctions per year among the four Homeownership Centers. The average time to prepare a response to the notification of sanction is approximately 90 minutes.

**Fannie Mae Forms: 1004,1004c, 1025, 1073, 1075, 2090, 2055 and 1004MC.** Section 202(e)(3) of the National Housing Act (12 U.S.C. 1708) requires the Secretary to prescribe standards for the appraisal of all property to be insured by the Federal Housing Administration (FHA). Appraisal requirements for FHA properties are set forth in Title 24 of the Code of Federal Regulations (CFR) at 24 CFR 200.145, 203.255(b) (1), 203.5 and 203.39. Form 1004MC is a new form, recently created by Fannie Mae to address the rapidly changing real estate market and is an industry standard form.

An appraisal is generally required for all single-family property mortgage transactions. It is a real estate/mortgage industry standard required by organizations such as the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Mortgage Corporation (Freddie Mac) and the Department of Veterans Affairs (VA). FHA requires the following type of Fannie Mae Report Forms for specific types of property.

Fannie Mae Form 1004 dated March 2005, "Uniform Residential Appraisal Report" required to report an appraisal of a one-unit property or a one-unit property with an accessory unit.

Fannie Mae Form 1004C dated March 2005, "Manufactured Home Appraisal Report" required to report an appraisal of a one-unit manufactured home.

Fannie Mae Form 1025 dated March 2005, "Small Residential Income Property Appraisal Report" required to report an appraisal of a two- to four-unit property.

Fannie Mae Form 1073 dated March 2005, "Individual Condominium Unit Appraisal Report" required to report an appraisal of a unit in a condominium project or a condominium unit in a planned unit development (PUD).

Fannie Mae Form 2090 dated March 2005, "Individual Cooperative Interest Appraisal Report" required to report an appraisal of an individual interest in a cooperative project or cooperative project in a planned unit development (PUD).

Fannie Mae Form 1075 dated March 2005, “Exterior-Only Inspection Individual Condominium Unit Appraisal Report” may be used to report an appraisal of a unit in a condominium project or a condominium unit in a planned unit development (PUD) in an FHA-to-FHA refinance transaction only.

Fannie Mae Form 2055 dated March 2005, “Exterior-Only Inspection Residential Appraisal Report” may be used to report an appraisal of a one-unit property or a one-unit property with an accessory unit in an FHA-to-FHA refinance transaction only.

Fannie Mae Form 1004MC dated March 2009, Market Conditions Addendum to the Appraisal Report” is required as an addendum to all appraisal forms. This form allows the appraiser to report the market conditions that were previously analyzed but not reported.

**Form HUD-92564-CN.** In addition to the industry standard appraisal forms, HUD requires the disclosure of the form HUD-92564-CN.

Form HUD-92564-CN, “For Your Protection: Get A Home Inspection,” explains to the homebuyer the importance of independent home inspections.

### **HUD-Real Estate Owned**

HUD does require its appraisers to provide two additional information items for HUD-owned properties only. The first is a Statements of Insurability, which indicates whether or not the property meets minimum FHA property standards in its “as is” condition, with or without repairs costing \$5,000 or less. The second item is a list of possible buyer incentives, which may include suggestions for cosmetic enhancements such as new carpet or financial incentives like a discounted sales price. Neither of these requirements is considered to require much on the part of the appraiser, and no burden hours are attributed to their requirement.

3. Form HUD-92563A and HUD-92563I, “Application for Appraiser Fee or Roster Personnel Designation,” and Form HUD-92564-CN, “For Your Protection: Get A Home Inspection,” are available online at HUD’s Client Information and Policy System (HUDClips) world wide web address, <http://www.hudclips.org> in PDF fillable file formats. New applicants are required to print the form, sign it and scan into a .pdf file and submit electronically the completed form HUD-92563A or HUD-92563I so that HUD will have original signatures on file. Pending the development of a Department-wide standard for electronic signatures the completed form HUD–92563A and form HUD-92563I are only automated for storage. Scanned copies of licenses and/or certifications are acceptable.

Fannie Mae forms are also available online at <http://www.hudclips.org>. Typically, appraisers submit hard or soft copy appraisal documents for single family loans to lenders, who in turn enter the required information directly into HUD systems. Under FHA-Single Family’s current insurance endorsement policy, a Direct Endorsement (DE) lender may apply for FHA insurance based upon its internal underwriting of the loan. During the closing process, most lenders log on to a Web-based application, FHA Connection (FHAC), to establish and update a case, log the appraisal, and complete the Insurance Application. The data entered are subsequently transferred to the Computerized Homes Underwriting Management System (CHUMS), the system of record for the endorsement process. Large lenders with Loan Origination Systems (LOS) transmit data from their LOS or use third party software to send data to CHUMS via a telecommunications method known as B2G (Business to Government). CHUMS is subsequently updated with the same data elements that other lenders enter into FHAC.

4. A review of other collections did not identify duplication with other forms or processes.

5. There is no significant impact on small businesses or other small entities.
6. The appraisal of the property is a necessary underwriting requirement of FHA mortgage insurance, as well as a requirement for mortgages in the private sector or for other government agencies such as the VA. The FHA is not imposing an additional burden or a requirement that differs from the private sector.

A lack of an appraisal can result in the insurance of mortgages that are not acceptable (i.e., should not be insured) and thereby risk a financial loss to the FHA insurance fund. Additionally, an appraisal that is not performed by a qualified and knowledgeable appraiser presents a risk to the FHA insurance fund.

If the collection of information for the FHA Inspector roster is not conducted, the Department will be limited in its ability to ensure that new homes subject to FHA mortgage insurance were constructed in a manner to be adequate security for the mortgage loans involved.

7. There are no special circumstances required in this collection of information.
8. In accordance with 5 CFR 1320.8(d), the agency's notice soliciting comments was announced in the *Federal Register* on April 9, 2009 (Vol. 74, No. 67, pages 16230). No comments were received.
9. Respondents are not provided payments or gifts for this information collection.
10. No assurance of confidentiality is provided for the information collection except as noted in the Privacy Act Statement on the forms HUD-92563A and HUD-92563I, which prohibits disclosure outside the agency without the individual's consent, except to verify the accuracy of the information; or if necessary, disclosing the information as part of an investigation. The Privacy Act of 1974 protects respondents who meet these information-reporting requirements for all other forms.
11. This information collection does not contain questions of a sensitive nature.

12. Estimated Burden and Cost to Respondents:

Each year, HUD receives approximately 1,336 applications from appraisers and 1,000 applications from inspectors. An additional 6,314 appraisers submit copies of state licenses or other proof of continuing eligibility. Total respondents are 8,650. This number is an estimate. Due to the increase in market share HUD is experiencing, the number of appraiser applicants greatly increased over the past 2 years, however the number is expected to slow in the coming years because the Housing and Economic Recovery Act of 2008 limits the appraisers qualified to be on the roster to those that have a higher qualification than some appraisers currently have. An actual count should be available for the next submission cycle that contains numbers that are more reliable than the highly fluctuating numbers of the past 3 years and we would like to rely on estimates for this submission. HUD removes an estimated 500 appraisers and inspectors from the roster annually, requiring those individuals to submit additional documentation to be reinstated.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost	Annual Cost
Appraiser: HUD-92563A	1,336	1	1,336	.2	267	\$30	\$8,010
Appraiser: copy of state license	6,314	1	6,314	.05	316	\$30	9,480
Inspector: HUD-92563I (and copy of state certification)	1,000	1	1,000	.50	500	\$30	15,000
Response to proposed sanctions	500*	1	500	1.50	750	\$30	22,500
Form HUD-92564-CN	9,000	51	459,000	.05	22,950	\$25	573,750
<b>Totals</b>	<b>17,650</b>		<b>0</b>		<b>0</b>		<b>0</b>

\*Included in 6,314 above.

The \$30.00 per hour cost is based on average hourly appraiser/inspector fees. The \$25 fee is based on estimate of lender's staff at the rate of \$52,000 annually.

13. No additional costs are associated with this collection of information except for amount listed in Item 12.

14. Estimated Annualized Cost to the Federal government:

HUD requires the form HUD-92564-CN to be provided by lenders to potential home purchasers, but HUD does not review the individual forms.

	Number of Responses	Hours Per Response	Annual Burden Hours	Hourly Cost Per Response	Total Cost
All forms and responses submitted to HUD	9,150	.20	1,830	\$63.07	\$115,418

Two employees, one GS-13 and one GS-12, review the documentation, update the Rosters, answer inquiries, and maintain the filing system. The \$68.07 hourly rate is the average of their combined salaries at Step 1.

15. This is a revision of a currently approved collection. This information collection request seeks approval to separate form number HUD 92563 Application for Fee or Roster Personnel Designation into form HUD-92563I Application for Real Estate Inspector Fee or Roster Personnel Designation and HUD-92563A Application for Real Estate Appraiser Fee or Roster Personnel Designation. The reason is that the appraisal application has been significantly shortened and has migrated to an internet platform to become a mostly electronic submission. Many of the spaces for collection on the HUD-92563 are left blank for appraisers because the information is no longer necessary. Separation of HUD 92563 into appraisal and inspector forms eliminates much of the data collection requirements for appraisers. The revision also eliminates the use of this form for VA inspectors or appraisers. VA has a completely different process for approving appraisers as the

VA has a rotating roster of appraisers that lenders are assigned when they request an appraisal, the needs of VA are therefore different than the needs of HUD and the form does not work for both entities. The 1004MC form is an industry standard form adopted for all appraisals written for purchase by Fannie Mae and Freddie Mac or guaranteed by the Veteran's Administration. FHA requires the form along with these other mortgage entities and the appraiser's have to provide no more information than they do for other mortgage appraisals.

16. The results of this information collection will be published only to the extent that approved applicants will be listed on FHA's Appraiser and Inspector Roster. The list is available online at HUD's world wide website, web page address at <https://entp.hud.gov/idapp/html/apprlook.cfm> and [https://entp.hud.gov/idapp/html/insplook.cfm?in\\_fha=No](https://entp.hud.gov/idapp/html/insplook.cfm?in_fha=No). Newly approved inspectors will be added to the list periodically. No complex or analytical techniques will be used, and there is no termination date for this activity.
17. HUD is not seeking approval to avoid displaying the OMB expiration date.
18. There are no exceptions to the certification statement identified in item 19 of the OMB 83-I.

**B. Collections of Information Employing Statistical Methods**

The collection of information does not employ statistical methods.