VENDOR APPRAISER REGISTRATION

# INSTRUCTIONS FOR PREPARATION

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| **Purpose:**  Form is used to request information from potential vendor appraisers. | |
| **Handbook Reference:**  1-FLP | **Number of Copies:**  Original. Additional copies, as necessary. |
| **Signatures Required:**  Original by Prospective Vendor. | |
| **Distribution of Copies:**  Original in Operational Filing | |
| **Automation-Related Transactions:** Update appraiser vendor list. | |
| **Processing: APOC or designee will update the appraiser log information.**  All items are completed by the prospective vendor appraiser. | |

| **Item No./ Field Name** | **Instruction** |
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| 1  Return Completed form to | Appraisal Point of Contact (APOC) will insert their State Office mailing address prior to sending to potential appraiser vendor. |
| 2  Enter Name | Prospective vendor appraiser enters their name. (Last, First, Middle Initial) |
| 3  Business Name | Prospective vendor appraiser enters their business name, if applicable. |
| 4  Mailing Address | Prospective vendor enters their mailing address. Include zip code. |
| 5  Business Address | Prospective vendor enters business mailing address, if applicable. Include zip code. |
| 6  Physical Address | Prospective vendor enters their physical address. Include zip code. |
| 7  Business Physical Address | Prospective vendor enters their business address, if applicable. |

| **Item No./ Field Name** | **Instruction** |
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| 8  Cell Phone Number | Prospective vendor enters their cell number, if applicable. |
| 9  Business Phone Number | Prospective vendor enters their business phone number. |
| 10  Fax Number | Prospective vendor enters their fax number, if applicable. |
| 11  Email Address | Prospective vendor enters their email address for either work and/or business. |
| 12  Resume Attached | Prospective vendor will enter yes or no on attaching their resume. |
| 13  Appraisal Type | Prospective vendor will check the box for which type of appraisals they are interested in providing. |
| 14  SAM Number | Prospective vendor will enter their System for Award Management (SAM) number. Registration is not complete without this number. |
| 15  Tax ID Number | Prospective vendor enters their tax ID number. |
| 16  Expert Witness/Testimony | Prospective vendor will enter their hourly rate for expert witness preparation time and their hourly rate for expert testimony time. Preparation and testimony hourly rates are to be provided. |
| 17  Specialty Property | Prospective vendor will check all types of properties they are competent in completing appraisals work. If other is checked please provide the type of property appraised. If additional comments are provided check See Attached. |
| 18  Designations | Prospective vendor will check any and all appraisal designations they have obtained as applicable. If other is checked please provide the type of designation. If additional comments are provided check See Attached. |
| 19  Counties Appraisal Services are Provided | Prospective vendor will list all counties, in the state, they will complete appraisal work in. An attached list may be included listing specific counties. |
| 20  License Type | Prospective vender will check of the license type associated with their license, if applicable. If other is checked please provide the type of license. If additional comments are provided check See Attached. |
| 21  License Number | Prospective vendor will list their state license number, if applicable. |
| 22  License Attached | Prospective vendor will indicate if a copy of their license is attached. |

| **Item No./ Field Name** | **Instruction** |
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| 23  Appraisers Signature | Prospective vendor enters their signature |
| 24  Title of Appraiser | Prospective vendor enters the Title of Appraiser |
| 25  Date Signed | Prospective vendor will list the signature date. Date format is MM/DD/YYYY. |
| 26  Additional Comments | Prospective vendor can offer any comments not covered in the registration form, or can clarify any responses given. |