

**VENDOR APPRAISER REGISTRATION**

**INSTRUCTIONS FOR PREPARATION**

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

Item No./ Field Name	Instruction
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
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 vendor 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.

<b>Item No./ Field Name</b>	<b>Instruction</b>
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.