

Application for Roster  
Personnel Designation

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

HUD OMB Approval No. 2502-0538  
(Expire XX-XX-XXXX)

**Respondent Burden:** The information you provide will enable the designated agency to determine whether you qualify for designation in the position for which you are applying. Public reporting burden for this collection is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. HUD collects this information to determine your eligibility for the designation sought. HUD uses this information ensure the respondent meets all eligibility requirements for placement on the Roster. HUD is authorized to collect this information by Chapter 13, Title 12 of the National Housing Act ( Pub. L 479, 48 Statute 1246, 12 U.S.C., 1701 et seq.). If desired, you can call 1-800-225-5342 to get information on where to send comments or suggestions about this form. This information collected will be held confidential.

**Privacy Act Statement:** This agency will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or, the System of Record Notice (SORN) for HUD Single Family Mortgage Insurance Origination System, available at [hud.gov/privacy](http://hud.gov/privacy). HUD discloses information from this system as permitted by the published routine uses, including to contractors and other agencies to protect its data, to prevent improper payments, to conduct computer matching, and to the public through rosters maintained to look up Appraisers. The Housing and Community Development Act of 1987, 42 U.S.C. 3543 authorizes HUD to collect the SSN.

**Penalty:** The provision of the SSN 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.

**Ethnicity and Race:** Please provide both ethnicity and race. For race, you may check more than one designation.

**Appraisers:** The application is to be submitted to HUD only after the appraiser is State licensed or certified with credentials based on the minimum licensing/ certification criteria issued by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation.

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|-----------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. Name of Applicant (first – middle – last)                                      | 2. Date of Birth (mm/dd/yy)              | 3. Social Security Number                                                                                                                                                                                                                                              | HUD requires completion<br>3a. Sex <input type="checkbox"/> (1) Male<br><input type="checkbox"/> (2) Female |
| 4. Residence / Business Address (number and street, city or P.O. State, zip code, | 5a. Telephone Number (include area code) | 3b. Ethnicity<br><input type="checkbox"/> (1) Hispanic or Latino<br><input type="checkbox"/> (2) Not Hispanic or Latino                                                                                                                                                |                                                                                                             |
|                                                                                   | 5b. Email Address                        | 3c. Race<br><input type="checkbox"/> American Indian or Alaskan Native<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black or African American<br><input type="checkbox"/> Native Hawaiian or other Pacific Islander<br><input type="checkbox"/> White |                                                                                                             |

6. State Certification Number

7. **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 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 have read and fully understand and will comply with HUD handbook 4000.1, Single Family Housing Policy Handbook and the FHA Single Family Appraisal Report and Data Delivery Guide, any updates to the Handbook, 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.

- 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.
  - (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 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.

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|-----------------------------|----------------------------------------------------------|
| 8. Date Signed (mm/dd/yyyy) | 9. Applicant's Signature (do not print, must be legible) |
|-----------------------------|----------------------------------------------------------|