

TIMIOS APPRAISAL MANAGEMENT APPRAISER APPLICATION



Timios Appraisal Management, Inc. is a national provider of appraisal management services focused on delivering the highest quality service and products to our clients. We look forward to having you as a member of our team by joining our nationally recognized and supported appraisal vendor network.

Appraisers will be given consideration if they meet the following criteria.

- A valid, fully active license for at least ONE year: *Trainee, Apprentice, Registered Associate, Probationary, Provisional, Assistant, and Limited licenses to not apply.*
- Have 3 Years of experience in the real estate or relevant industry
- Be AQB compliant as we have no way to determine which of our appraisal reports will be used in a Federally Related Transaction.
- Maintain Errors and Omissions Insurance (E&O) Coverage

To become an approved appraiser with Timios Appraisal Management, please email the following to our attention at appraisalvendor@timios.com:

Completed application (attached).

Completed and signed/dated W-9 (attached).

Vendor Fees by County/Zip Code Matrix (attached).

Current Resume (indicating specific dates of employment and licensure).

Copy of your current appraisal license(s) with valid expiration date. (NO Probationary, Provisional and Limited Licenses).

Copy of the Declaration Page of your Errors & Omissions Insurance (or unexpired Binder copy if you have not yet received the Declaration Page).

Signed Non Disclosure Agreement (Must be signed and faxed or scanned and emailed.)

Please feel free to email us with any questions or concerns that you may have. We hope to hear from you soon and thank you again for completing this application.

Sincerely,

Vendor Administration
Timios Appraisal Management
E-mail: appraisalvendor@timios.com

**TIMIOS APPRAISAL MANAGEMENT
APPRAISER APPLICATION**



APPLICANT			
Applicant Name:			
Company Name:			
SSN:	FEIN:	Main Contact:	
Main Contact Email:		Email for Orders:	
Address (required):			
City:	County:	State:	Zip:
Business Phone:		Home Phone:	
Business FAX:		Cellular Phone:	

Individuals Only – EMPLOYMENT HISTORY: Attach separate page if necessary				
Name/Address of Employer: Must account for all time period for past 10 Years	Position/Title	From	To	Reason for Leaving

Individuals Only - EDUCATION		
Institution/College	Dates Attended	Degree/Certification

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT TWO REFERENCES
TWO reference letters will also be accepted as long as persons name and phone number are included.

Name:	
Address:	
Relationship:	Phone:

Name:	
Address:	
Relationship:	Phone:

I agree by typing my name as my electronic signature in accordance with the “Electronic Signatures in Global and National Commerce Act” I am certifying that all of the information supplied in this application is true and complete to the best of my knowledge and belief. I hereby authorize Timios Appraisal Management and its subsidiaries permission to check my references and verify the information contained herein.

TYPE YOUR NAME BELOW AS YOUR ELECTRONIC SIGNATURE

Signature (owner/office): _____ **Title:** _____ **Date:** _____

Copies of the following should be included:
W-9, E&O, Fee & Coverage Sheet, Resume, Appraiser License, Signed Non Disclosure Agreement

Internal Use Only:	Approval Date:
Reviewed By:	Vendor Number:

**TIMIOS APPRAISAL MANAGEMENT
APPRAISER APPLICATION**



Firms must provide resume with experience, education, and courses for each employee

Individual Only Appraisal Courses & Seminars attended in the past 3 years (Use additional sheet if necessary)			
Course Name or Seminar	Hours	Sponsoring Organization	Dates Attended

FIRM PROFILE (Use only if a Firm)						
Owner(s) or Principal Officers: (Use separate sheet if necessary)						
Please select one of the following categories as it pertains to the minority business owner. (optional)						None
Date Organized:				Number of Appraisers: Full-Time: Part- Time:		
FIRMS AND INDIVIDUALS: PLEASE COMPLETE THE FOLLOWING						
E&O Carrier:				Are your appraisers covered under this policy?		
Certifications – Please check all that apply						
				Expiration Date (if applicable)	Notes	
FHA / HUD Certified						
General Certified						
Residential Certified						
Licensed						
Have you completed a USDA Appraisal?						
Will you Email Daily via Web?						
Will you communicate via text (SMS) messaging?						
Are you willing to work on weekends?						
Unless stated otherwise on the engagement letter Apprentices may complete our work provided an Approved Appraiser accompanies them and is able to check all “did inspect” boxes on the report when signing off						
LIST ALL APPRAISERS WORKING IN YOUR FIRM						
Name	State	License (Type)	License No.	Expiration	Yrs Exp.	FHA Approved

TIMIOS APPRAISAL MANAGEMENT
APPRAISER APPLICATION



APPRAISAL SOFTWARE (CHECK THOSE THAT APPLY)			
Bradford <input type="checkbox"/>	ACI <input type="checkbox"/>	Lighthouse <input type="checkbox"/>	WIN TOTAL <input type="checkbox"/>
Residential Appraiser <input type="checkbox"/>	SFREP <input type="checkbox"/>	Day One <input type="checkbox"/>	Appraisal Link <input type="checkbox"/>
	Other:	Other:	

Applicant Name:

Date:

**TIMIOS APPRAISAL MANAGEMENT
APPRAISER APPLICATION**



VENDOR FEES BY COUNTY/ZIP CODE MATRIX

**Please attach an additional schedule in email if needed*

Counties	Zip Code (if all are not covered)	1004 Single Family	1004 FHA / USDA	1004C Manufactured	1004D Update and/or Completion	1073 Condo	1025 Income Property	216 Operating Income	1007 Rent Schedule
Counties	Zip Code (if all are not covered)	2065 Qualitative Analysis	2070 Condition and Marketability	2075 Desktop	2000 1 Unit Residential	2000A 2 to 4 Unit	Desktop Restricted Use Appraisal	Desktop 2006	2055 Drive By Appraisal

What is the maximum number of orders you can accept daily?

Date:
Please use the most recent FNMA Forms unless stated otherwise on your engagement letter.

By electronically signing this form I acknowledge that all the information provided by me is true and correct.

TYPE YOUR NAME BELOW AS YOUR ELECTRONIC SIGNATURE

Signature:
Phone:
E-mail Address:

Company Name:
Company Street Address:
City/State/Zip:

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (“Agreement”) is made and effective on _____, 20__ by and between Timios Appraisal Management, Inc., a Delaware corporation (“Owner”) and _____ (“Recipient”).

1. Confidential Information.

Owner proposes to disclose certain of its confidential and proprietary information (the “Confidential Information”) to Recipient. Confidential Information shall include all data, materials, products, pricing, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, to Recipient by Owner. Confidential Information disclosed orally shall be identified as such within thirty (30) days of disclosure. Nothing herein shall require Owner to disclose any of its information.

2. Recipient's Obligations.

(a) Recipient’s Treatment of Confidential Information. Recipient agrees that the Confidential Information is considered confidential and proprietary to Owner and Recipient shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Owner, and shall disclose it only to its officers, directors, or employees with a specific need to know. Recipient will not disclose, publish or otherwise reveal any of the Confidential Information received from Owner to any other party whatsoever except with the specific prior written authorization of Owner.

(b) Tangible Confidential Information. Confidential Information furnished in tangible form shall not be duplicated by Recipient except for purposes contemplated by this Agreement. Upon the request of Owner, Recipient shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request. At Recipient's option, any documents or other media developed by the Recipient containing Confidential Information may be destroyed by Recipient; Recipient shall provide a written certificate to Owner regarding destruction within ten (10) days thereafter.

(c) Exceptions. The foregoing obligations and restrictions do not apply to that part of the Confidential Information that Recipient demonstrates:

- (i) was available or became generally available to the public other than as a result of a disclosure by Recipient; or
- (ii) was available, or became available, to Recipient on a non-confidential basis prior to its disclosure to Recipient by the Owner or Owner’s representative, but only if such information was not made available through a breach of confidentiality owed to Owner;

(iii) was requested or legally compelled (by oral questions, interrogatories, requests for information or documents, subpoena, civil or criminal investigative demand or similar process) or is required by a regulatory body to make any disclosure which is prohibited or otherwise constrained by this Agreement, provided, that Recipient shall: (A) provide Owner with prompt notice of any such request(s) so that Owner may seek an appropriate protective order or other appropriate remedy, and (B) provide reasonable assistance to Owner in obtaining any such protective order. If such protective order or other remedy is not obtained or Owner grants a waiver hereunder, then Recipient may furnish that portion (and only that portion) of the Confidential Information which, in the written opinion of counsel reasonably acceptable to Owner, Recipient is legally compelled or is otherwise required to disclose; provided, that Recipient shall use reasonable efforts to obtain reliable assurance that confidential treatment will be accorded any Confidential Information so disclosed; or

(iv) was independently developed by Recipient without breach of this Agreement.

3. Term.

The obligations herein shall be binding upon Recipient for five (5) years from the date Owner last discloses any Confidential Information to Recipient pursuant to this Agreement. Further, the obligation not to disclose shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against Recipient, nor by the rejection of any agreement between Owner and Recipient, by a trustee of Recipient in bankruptcy, or by the Recipient as a debtor-in-possession or the equivalent of any of the foregoing under local law.

4. No License.

Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party, and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Recipient agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product.

5. No Publicity.

Recipient agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with Owner.

6. Governing Law and Equitable Relief.

This Agreement shall be governed and construed in accordance with the laws of the United States and the Commonwealth of Pennsylvania and Recipient consents to the exclusive jurisdiction of the state courts and U.S. federal courts located in Allegheny County, Pennsylvania for any dispute arising out of this Agreement. Recipient agrees that in the event of any breach or threatened breach by Recipient, Owner may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect Owner against any such breach or threatened breach.

7. Entire Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

8. No Assignment.

Recipient may not assign this Agreement or any interest herein without Owner's express prior written consent.

9. Severability.

It is the desire and the intent of the parties that the terms and conditions of this Agreement shall be enforced to the fullest extent permitted under applicable laws. Accordingly, if any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, or becomes by operation of law invalid or unenforceable, then this Agreement shall be deemed amended to delete therefrom the portion that is adjudicated or which becomes by operation of law invalid or unenforceable, such deletion to apply only with respect to the operation of that term or condition and the remainder of this Agreement will remain in full force and effect.

10. Notices.

Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services.

If to Owner:
4955 Steubenville Pike, Suite 305
Pittsburgh, PA 15205
Attn: Dominic Janero

If to Recipient:

TIMIOS APPRAISAL MANAGEMENT
APPRAISER APPLICATION



11. No Implied Waiver.

Either party's failure to insist in any one or more instances upon strict performance by the other party of any of the terms of this Agreement shall not be construed as a waiver of any continuing or subsequent failure to perform or delay in performance of any term hereof.

12. Headings.

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

OWNER:

RECIPIENT:

Name: _____

Name: _____

Title: _____

Title: _____