



NATIONAL VENDOR NETWORK

REAL ESTATE APPRAISER APPLICATION

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HK Bentley National APPRAISERS

WELCOME TO HK BENTLEY NATIONAL APPRAISERS!

HK Bentley National Appraisers is the premier provider of residential appraisal services nationwide. As a national leader in appraisal management, our ever increasing volume of work requires us to continuously recruit appraisers nationwide. We need experienced, licensed and certified appraisers to handle assignments in every region of the country.

WHY WORK WITH HK BENTLEY NATIONAL APPRAISERS?

With origins as a local appraisal firm, we know first-hand how the large appraisal management firms treat the appraiser in the field. Unrealistic demands, a general lack of respect and of course low fees for service are the normal business practices. In 2000, we decided to change the system and formed HK Bentley National Appraisers to provide a better appraisal management process for appraisers and lenders.

Our focus is "realistic expectations" with the lender. We talk to the appraiser first to determine turn time, costs, and feasibility of the assignment. From there we expertly share the information with the lender so that they understand how their case is going to best completed efficiently and competently. Yes, we have had many lenders turn their nose at this process and continue to use the standard high-demand and low fee process with the other appraisal management "big names." And yes, they still complain about how their appraisal management process isn't working as well as it could.

Fortunately, more and more lenders have started seeing things our way. They are amazed at how efficient and less stressful the appraisal process can be when you work professionally with appraisers in the field. The appraiser receives less phone calls and makes respectable money while the lender has less surprises about value, more courtesy to their customer and most importantly, receives a solid appraisal.

JOIN US!

Take a few minutes to fill out this form and return the requested documents to us. You can either fax us at 888-380-2020 or email us at customerservice@hknational.com.

We look forward to working with you!



SECTION TWO: PROFILE PACKAGE

- VENDOR CHECKLIST

VENDOR CHECKLIST

HK Bentley National APPRAISERS

This document is: an overview of what has been included in this package and what we require to be returned to assist our staff with the Vendor Approval Process. Upon receipt of the documents outlined below, our Vendor Management Team will review and verify all of the information you have provided. After this process has been completed, someone from our office will contact you. We genuinely appreciate your time and effort required to complete this process.

The following documents are included in this package (Take a moment to verify you received everything):

Completed

- n Vendor Profile
- n Appraiser Profile
- **Each individual performing for us MUST fill out this form (make copies)
- n Company Background
- n Personnel Background
- n Technical Capabilities

ALL of the following MUST be returned to assist our staff with the Vendor Approval Process.

- n Vendor Checklist (This Page)
- n Vendor Profile
- n Appraiser Profile
- **Each individual performing for us MUST fill out this form (make copies)
- n Company Background
- n Personnel Background
- n Technical Capabilities

Attached

Attachments

- n Copy of each Appraiser's License
- n Copy of each Appraiser's Certification
- n Copy of Insurance Declarations Page

Upon completion of the above items, please fax back to (888) 380-2020 or email to customerservice@hknational.com. A hardcopy is not required. This "Vendor Checklist" MUST BE USED as your cover sheet when returning all of your paperwork.

The information I have provided in this package is accurate to the best of my knowledge, and I hereby consent to the release of any information necessary to verify its accuracy. I further certify that, as an officer/owner, I have the right and capacity to bind our Company to the Terms and Conditions contained herein.

Vendor Signature

Date Signed

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY			
Date:		Vendor Approved:	
Reviewed By:		Vendor Name:	
All Documents Included:		Vendor ID:	
All documents Reviewed:		Vendor User Name:	
If Rejected, Reason:		Vendor Password:	
		Dave Welcome Package Sent:	



SECTION THREE: PROFILE PACKAGE

- VENDOR PROFILE
- APPRAISER PROFILE
- COMPANY BACKGROUND
- PERSONNEL BACKGROUND
- TECHNICAL CAPABILITIES

VENDOR PROFILE

HK Bentley National APPRAISERS

This application provides our Company with the necessary information to approve you as an independent contractor for HK Bentley National Appraisers and its Family of Companies. Please carefully read and complete all sections. Upon receipt of your completed application, we will review the information and contact you regarding your approval to be a part of our National Vendor Network. HK Bentley National Appraisers will protect the confidentiality of all information contained in this document. Thank you in advance for choosing to be a part of our team!

GENERAL INFORMATION

Company / Individual Name (EXACT Name on Your Social Security Card/FEIN Paperwork)			
Main Address	800 Phone Number		
City	Main Office Number		
State	Main Fax Number		
ZIP	Website Address		
Physical Address (FedEx / Overnight Mailing Address)	City	ST	ZIP

CONTACT INFORMATION

Main Contact Name	Cellular Phone Number
Office Phone / Extension	Pager Number
Direct Fax Number	Home Phone Number
Email Address	Alternate Phone Number
Alternate Contact Name	Cellular Phone Number
Office Phone / Extension	Pager Number
Direct Fax Number	Home Phone Number
Email Address	Alternate Phone Number
Owner / President Name	Fax Number
Office Phone / Extension	Email Address
Accounting Contact Name	Fax Number
Office Phone / Extension	Email Address

TAX AND INSURANCE INFORMATION

SSN / FEIN (Should EXACTLY Match W-9 Information)	What is the policy number?	
Are you Incorporated? <input type="checkbox"/> YES <input type="checkbox"/> NO	What is the amount of coverage?	What is the deductible?
Do you currently carry E & O coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO	What is the expiration date (MM/DD/YY)	
If yes, what is the name of the Insurance Company?	What is the phone number of your insurance agent?	

REFERENCES

List three verifiable clients that may be contacted by our Vendor Team. Please make certain that your reference information is correct

Company	Type of Business
Contact	Phone Number
Company	Type of Business
Contact	Phone Number
Company	Type of Business
Contact	Phone Number

APPRAISER PROFILE

HK Bentley National APPRAISERS

Please provide data on all Appraisers that will be performing appraisal reports for HK Bentley National Appraisers. Should you have more than one appraiser that will be doing this work, please **MAKE COPIES OF THIS FORM** so that each appraiser can be approved individually. Please keep additional copies of this form so any future appraisers you hire can be approved. If an appraiser is licensed in more than one state, please include this data on a separate sheet. Upon submission, please include a copy of each appraiser's license, certification, FHA approval documentation, resumes and related information. This data will be kept confidential and utilized to comply with our Client's requirements of working with only approved appraisers.

GENERAL INFORMATION

Appraiser First Name	Middle Name	Last Name	
Date of Birth	Social Security Number	Driver's License Number	
Appraisal License Number	Type of License	License State	License Expiration Date
Appraisal License Number	Type of License	License State	License Expiration Date
FHA Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, ID Number	VA Approved?	YES <input type="checkbox"/> NO <input type="checkbox"/>

EXPERIENCE

Are you a licensed appraiser?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what year did you get your license?	
Are you a certified appraiser?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what year did you get your certification?	
Average number of appraisals YOU performed each month for the last 6 months?			
Do you active full-time in the appraisal industry (ie. no outside jobs/commitments)? If no, please explain below:			<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever had any Real Estate License suspended, restricted, or revoked in any state you had such a license? If yes, please explain below:			
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you capable of speaking a foreign/alternative language(s) fluently (including sign language)? If YES, list all that apply below:			<input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

General Education - Please indicate your highest level of Education.

School/Institution	Degree	Dates Attended
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Professional Education - Please indicate your most recent appraisal-related education courses.

Course Title	Sponsoring Organization	Year(s) Attended
Course Title	Sponsoring Organization	Year(s) Attended
Course Title	Sponsoring Organization	Year(s) Attended

Memberships / Associations - please list any professional membership / designations (SRA, MAI, etc.).

Group Name	Designation	Year Attained
Group Name	Designation	Year Attained
Group Name	Designation	Year Attained

Seminars / Conferences - Please list all seminars / conferences attended within the past three years.

Seminar Title	Sponsoring Organization	Date Attended
Seminar Title	Sponsoring Organization	Date Attended
Seminar Title	Sponsoring Organization	Date Attended

COMPANY BACKGROUND

HK Bentley National APPRAISERS

COMPANY BACKGROUND	
What year did you begin conducting business (if a company, when did you file paperwork to begin doing business)?	
What year did you begin conducting residential appraisals?	
How many employees do you have in your company?	
How many appraisers do you have on your staff?	
What is the maximum number of order requests you can accept from us DAILY?	
Do you have someone on your staff available during ALL business hours to speak with / answer questions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you do all appraisals "yourself" or do you use "employees only" to perform all of your work? Explain below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you subcontract out ANY of your appraisal work? Explain below.	

TYPE OF SERVICES PROVIDED	
Does your company perform work for any Appraisal Management / Vendor Management Companies? If YES, Please indicate ALL such firms below:	<input type="checkbox"/> YES <input type="checkbox"/> NO
What industry does your company primarily provide work to? If more than one, give estimated percentages for each.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is someone on your staff capable of performing appraisals for relocation companies using the ERC Forms? If YES, describe your experience below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is someone on your staff capable of performing cooperative interest appraisals? If YES, describe your experience below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is someone on your staff capable of performing ranch and /or large agricultural-based property appraisals? If YES, describe your experience below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is someone on your staff capable of performing commercial property appraisals? If YES, describe your experience below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an abstractor, or is someone on your staff an abstractor, that could do local public records research?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you or someone on your staff an escrow officer or do you work at a title company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your company do escrow or sub-escrow work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you or someone on your staff a mortgage lender or mortgage broker?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you or someone on your staff a real estate agent or real estate broker?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an attorney, or is someone on your staff an attorney, that could do notary / witness signing?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a notary, or is someone on your staff a notary, that could do notary / witness signing?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please note any other type of work your company is capable of performing (i.e. inspections, surveys, signing, etc).	

PERSONNEL BACKGROUND

HK Bentley National APPRAISERS

Personnel Background Verification	
<p>1.) Have you, or any of your employees that will be involved with performing work for our Company, ever been convicted of, plead guilty or no contest to, or entered into a pre-trial diversion or similar program concerning any criminal offense (e.g., a misdemeanor or felony)? If yes, please explain below.</p> <p>DO NOT include the following: 1) Minor Traffic Violations, 2) convictions or pleas as a youthful offender or juvenile, or 3) any criminal proceedings which have been terminated in your favor (e.g., any acquittals or convictions which have been deleted, voided, invalidated, expunged or sealed by a court).</p> <p>NOTE: Responses concerning plea bargains or pre-trial diversions should not be provided in those states that restrict such inquires or disclosure. These states include, but may not be limited to, California.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2.) Did this conviction involve a crime of dishonesty, breach of trust, money laundering, or felony involving violence or drug offenses including the illegal manufacture, sale distribution or trafficking in controlled substances?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3.) Have you, or any of your employees that will be involved with performing work for our Company, been charged with or arrested for any criminal offense described above for which you are awaiting disposition, dismissal, termination, further court proceedings or a final resolution? Include any pending criminal case(s) that has been postponed pursuant to a pre-trial diversion or similar program.</p> <p>NOTE: Responses concerning unresolved charges or arrests should not be provided in states that restrict such inquiries. These states include, but may not be limited to, Arizona, California, Illinois, Indiana, Iowa, Kansas, Massachusetts, Michigan, Minnesota, Nevada, New Mexico, Ohio, Rhode Island, Utah, Washington, and West Virginia.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4.) Have you, or any of your employees that will be involved with performing work for our Company, ever been the subject of a lawsuit initiated by a lender or investor? If YES, please provide the details of the occurrence below.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5.) Have you or your company ever had a claim filed against your Errors & Omissions insurance? If YES, please explain below, in detail.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6.) Have you, or any your employees that will be involved with performing work for our Company, ever been removed from a lender or Client approved list? If yes, please explain below.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7.) Have you, or any of your employees that will be involved with performing work for our Company, ever had a license/certification suspended or revoked within the past ten years (includes your business licenses, professional licenses, everything)? If yes, please explain below.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

SPECIAL NOTE: If an affirmative (“YES”) response was submitted for question 1 – 3 in the section above, please note that, consistent with applicable law, a conviction or unresolved criminal charge or arrest will not result in an automatic disqualification from your ability to provide services for our Company. As appropriate, factors such as the date, nature, job relatedness and seriousness of the offense will be considered. However, please be advised that the Federal Deposit Insurance Act provides that “. . . any person who has been convicted of any criminal offense involving dishonesty or a breach of trust, or money laundering, or has agreed to enter into a pretrial diversion or similar program in connection with a prosecution of such offense, may not participate, directly or indirectly, in the conduct of the affairs of any insured depository institution” Crimes involving violence or drug offenses may come under this definition and our Company or its Clients may be challenged with complying with certain bonding requirements.

TECHNICAL CAPABILITIES

HK Bentley National APPRAISERS

Company Technologies	
Are you proficient in the use of computers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a laptop computer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does your laptop have a Wireless Internet connection to provide you with access from the field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an e-mail account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you capable of receiving orders/documents by e-mail?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the maximum file size your email account can receive?	
Are you capable of receiving documents by fax? (Thermal paper is NOT acceptable; documents must be printed on plain paper)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to the Internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of Internet connection do you currently have (Dial-Up, Cable, DSL, Satellite, T-1, Wireless, etc.)?	
Are you able to download documents via the Web?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to upload documents via the Web?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If we e-mailed you a link for each order, would you be able to retrieve and download your work directly from our website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be able to accept/decline orders and input appointment times / estimated completion times on our website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company connected to any Electronic Partner Networks (EPNs) (i.e., Captivate, RealEC, RealTrans, etc)?	
Rank, in order, the delivery method that would be most convenient for you? (i.e., 1, 2, 3, 4 or put N/A if the method does not apply to your company)	
_____ Email _____ Fax _____ Our Website _____ SMS/Text Message	
Does your mobile/cellular phone have the functionality to receive SMS/text messaging?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be able to have orders sent directly to your mobile/cellular phone as well as to your email address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who is your service provider?	
What is the mobile/cellular phone number where orders can be sent?	
Does your mobile/cellular phone accept email attachments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your mobile/cellular phone have Internet browsing capabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appraisal Technologies	
What appraisal software (and version) are you currently using? List all that apply.	
What formats can you use to transmit appraisal reports? (PDF, Lighthouse, etc.)	
Is there any section of your service area that does NOT have Multiple Listing Service (MLS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list all counties/areas that apply.	
In those areas without MLS, describe your methodologies for obtaining sales comparable data:	



SECTION FOUR: FEE SCHEDULE

- VENDOR CHECKLIST

APPRAISAL TYPES

HK Bentley National APPRAISERS

Though we want you to provide the best and most reliable service, there remains continuous pressure from our clients to provide the most competitive fees in each market. Please carefully review the fee schedule grid below before submitting your **FINAL AND EXACT** price for each type of report.

Those of you that have worked with appraisal management companies should have a reasonable expectation of competitive fees. Please make as many copies of this page as necessary if you have varying charges for different areas.

	24 Hour Service	3 Days or Less	7 Days or Less	Counties Applicable:
PRIMARY APPRAISAL PRODUCTS:				
FNMA 1004 - Single Family	\$	\$	\$	
FNMA 1073 - Condominium	\$	\$	\$	
FNMA 1075 - Co-Op	\$	\$	\$	
FNMA 1025 - Multifamily	\$	\$	\$	
FNMA 1004C - Manufactured Housing	\$	\$	\$	
FNMA 2055 - Interior	\$	\$	\$	
FNMA 2055 - Exterior	\$	\$	\$	
Land Appraisal Report	\$	\$	\$	
ADDITIONAL APPRAISAL PRODUCTS:				
FNMA 1004 - Single Family REO	\$	\$	\$	
FNMA 1073 - Condominium REO	\$	\$	\$	
FNMA 1025 - Multifamily REO	\$	\$	\$	
FHA 1004 - Single Family FHA	\$	\$	\$	
FHA 1073 - Condominium FHA	\$	\$	\$	
FHA 1025 - Multifamily FHA	\$	\$	\$	
ERC - Employee Relocation Council Report	\$	\$	\$	
FNMA 2000 - Review Report - Single Family	\$	\$	\$	
FNMA 2000 - Review Report - Multifamily	\$	\$	\$	
NARA / MU 2006 - Desktop Review - Standard	\$	\$	\$	
NARA / MU 2006 - Desktop Review - Enhanced	\$	\$	\$	
FHA / HUD 1038 - FHA Field Review Report	\$	\$	\$	
SUPPORTING PRODUCTS AND SERVICES:				
FNMA 2075 - Property Inspection Report	\$	\$	\$	
FNMA 442 - Final Inspection Report	\$	\$	\$	
Exterior Inspection Report	\$	\$	\$	
Full Inspection Report	\$	\$	\$	
Exterior Photos Report	\$	\$	\$	
Full Photos Report	\$	\$	\$	

Vendor specifically agrees NOT to discuss these fees with any party, including but not limited to, the Lender, the Title Company or the Borrower(s) involved with our order requests. All pricing shall remain confidential.

Vendor Signature

Date Signed