



## *First American Equity Loan Services*

### **Appraiser Acceptance Letter**

#### **Dear Appraisal Company:**

First American Equity Loan Services would like to thank you for your interest in becoming an approved appraisal company. We are very interested in the equity valuation services that your company might be able to provide to our company. Equity Loan Services has been involved with assigning, tracking, and processing a variety of appraisal products over the last 15 years for a diverse national customer base.

As a part of the application process required for compliance with our lender portfolio and internal guidelines, we are requesting the following information about your firm:

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- **Market Area:** please provide a list of the counties your company renders appraisal services and identify primary counties based on preferred market areas and **Fee Schedule**
  - **Copy of E&O Insurance:** Requirement for activation
  - **Copy of Active Licenses:** Copy of licenses for the individuals proposing to perform appraisals.
  - **Copy of Qualification Page:** Resume showing classes taken to keep compliant for license. May be for the company or primary individual. (Owner/Senior Appraiser)
  - **Tax ID Number:** Requirement for activation
  - **Signed Confidentiality Agreement**
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Orders will be placed with your company based on turnaround time, customer service levels, and market fees contracted.

All interior inspection requests require borrowers to be contacted within 24 hours. It is expected that the inspection time, date or any additional information be conveyed to our representatives. If the product ordered is an exterior "only", we require soft copy delivery of the report within 72 hours of the order date. Any exceptions or delays should be noted with our office so that our data sites may be noted and the response forwarded to our customer.

We provide payment within 10-business day of receipt of hard copy and invoice; we do not accept requests for C.O.D. orders from any lenders.

Please forward the requested information to us via fax **Attn: Vendor Management (714) 929-5674** or e-mail [els.appraisals@firstam.com](mailto:els.appraisals@firstam.com). Thank you again, and we look forward to doing business with your firm. We may be reached at **1-(800)-221-8683** for any questions.

Please check out our web site:  
[www.lendersadvantage.com](http://www.lendersadvantage.com)

**Sincerely,**

First American Equity Loan Services

1111 SUPERIOR AVENUE, SUITE 310  
CLEVELAND, OH 44114  
800-221-8683 (toll free)  
714-929-5674 (fax)

**Appraisal Dept.**

Name	_____	of	_____	company:	_____
Address:	_____	City:	_____	State:	_____ Zip: _____
Phone:	_____	Fax:	_____	Email:	_____
Tax ID#	_____	or SS#:	_____	Owner	of company: _____
License #,	_____	appraiser name,	_____	& exp. date:	_____
Corporation - Yes or No	_____	FHA approved – Yes or No	_____	Licensed or Certified	_____
E&O Insurance	_____	policy #	_____	& expiration date:	_____
Fee schedule:	_____				
_____ 1004 old form	_____				Counties covered:
_____ 1004 new form	Home County: _____				_____
_____ 2055 interior	_____				_____
_____ 2055 exterior old form	_____				_____
_____ 2055 exterior new form	_____				_____
_____ 1075 exterior	_____				_____
_____ 1073 interior	_____				_____
_____ 1025 small income	_____				_____
_____ 1004C form	_____				_____
_____ Vacant land	_____				_____
_____ New construction	_____				_____
_____ Completion Certificate	_____				_____
_____ Field Review	_____				_____
<b>**As of 11/1/05 we will still be ordering all services above these appraisals are not sold to the secondary market</b>					
<b><i>Please attach copies of your current license, E&amp;O insurance and counties covered (partial county coverage include zip codes)</i></b>					

Thanks for all your hard work!  
Any questions/concerns, feel free to contact me at 1-800-221-8683 or  
by email at [els.appraisals@firstam.com](mailto:els.appraisals@firstam.com)