



Date: _____

TO: Appraisers Name, Contact Information, etc.

RE: Appraisal Approval Procedures & Payment Arrangement Agreement

Dear (Appraiser's Name):

Thank you for your interest in becoming an approved appraiser for First Mortgage Group, LLC (FMG). In order to add your company to our list for appraisal assignments, we need the following information to be submitted:

- 1) Copy of current license, company address, phone, fax & e-mail addresses & #'s;
- 2) Copy of resume;
- 3) Copy of reference list with minimum of 3 references;
- 4) Copy of current price list AND geographical areas covered;
- 5) List of appraisal types YOU can actually do (i.e.: FHA, multi-family, condo, land, etc);
- 6) MINIMUM of 3 sample appraisals you've complete;
- 7) Copy of E&O; and
- 8) E-Mail Address(es).

Because of requirements of the lenders FMG send loans to, all appraisers who perform appraisals on behalf of FMG must be licensed for no less than THREE full years. If you do not meet these standards, you must have a supervisory appraiser that does; and that supervisory appraiser MUST inspect each property, and sign on your appraisal reports, accordingly.

FMG will perform our internal quality control check; once it's complete we may then add you as an appraiser choice for our company. *Each year we need you to send us a copy of your updated, un-expired license and E&O.*

Also, as a condition of being an FMG approved appraiser, you agree fully with the following, and only payment agreements. Please sign and return a copy of this letter acknowledging same and it will become a permanent part of your file. If you choose NOT to sign and return this letter with the above exhibits, you will not be authorized to perform any appraisals on behalf of FMG.

There are only two payment options available. You will either collect a check at the door directly from the applicant at the time you do the appraisal on **all** refinances **OR** if it is purchase transaction, we will verify we have a check in our possession **before** we order the appraisal from you. If you accept an order from anyone other than FMG's Operations Department (e.g.: loan officers, etc.) we will not be responsible for any delays or billing problems due to failure to follow company procedures. At the time you turn in the invoice with the completed appraisal, we will release the check to the FMG accounting department. **We pay all appraisal invoices on a net-30 basis, of date of receipt of your monthly billing statement.** YOU must send us a monthly billing statement in order for FMG to process payments in a timely manner. [Loan officers are NOT authorized to order appraisals!](#)

If these terms and conditions are acceptable to you, please sign a copy of this memo and return it with the above noted exhibits. If you do not sign and acknowledge/accept these terms as specified herein, you will NOT be authorized to do appraisals on behalf of FMG

Thank you for your interest in becoming an FMG approved appraiser. Should you have any further questions, please do not hesitate to contact Anna J. Buzzie, at 770-578-1500, ext. 614.

Sincerely,

Anna J. Buzzie
Vice President Operations
First Mortgage Group, LLC

I, _____ wish to be added to FMG's approved appraiser list. I am submitting the above requested information and agree to the payment terms specified herein.

Signature & Date

I, _____ do not wish to submit these exhibits and/or am not willing to accept these payment terms and do not wish to be included on FMG's approved appraiser list at this time.

Signature & Date