



MORTGAGE  
INFORMATION  
SERVICES, INC.

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National Processing Center (NPC)

4877 Galaxy Parkway, Suite I Cleveland, OH 44128

Dear Appraiser,

Mortgage Information Services, Inc. is a management service company offering title, closing, and appraisal services to national and local lenders throughout the United States. We are currently seeking to add qualified appraisers to our approved appraiser list. We are seeking appraisers who offer quality appraisal products with an emphasis on completeness and communication. Our desire is to have a team of appraisers that will hold to the highest degree of integrity and professional standards.

M.I.S. holds the appraisal profession and the individual appraiser in high regard. We believe that the appraisal is an integral part of the loan process and is essential to the safety of real estate lending. With this idea in mind, we seek quality appraisers who will continue the tradition of providing high quality products to the lending network. If you are interested in joining our network we encourage you to send the following documents to our attention. If you meet our standards, we will review your documents and take the appropriate steps toward adding you to our team. If you have any questions, please call the Appraisal Vendor Management Team at 216-514-7480 Ext. 1881.

In order for you to be eligible to receive appraisal assignments from MIS, we must receive the following information **within one week**. Please fax all documents to the Appraisal Vendor Management Team at 216-839-4868 or email to [appraiserapplications@mtginfo.com](mailto:appraiserapplications@mtginfo.com).

- Completed W-9 Form
- Completed Company Information Form
- Completed Appraiser Application Form **for every appraiser and trainee** completing work for your company
- Copy of current State Certification/license **for every appraiser and trainee** completing work for your company
- Copy of current Errors & Omissions Insurance or Declarations page.
- Completed **MIS** Fee Schedule
- Current resume **for every appraiser and trainee** completing work for your company.
- 1 sample appraisal **from every appraiser and trainee** completing work for your company.
- 3 references, two of which should be business references with whom you have completed work for in the last 6 months.



## Company Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Is your company incorporated?    Yes    No    Tax ID or  
SSN: \_\_\_\_\_

Does your company have Errors & Omissions Insurance?    Yes    No  
(Please e-mail or fax a copy of your current insurance declaration page to MIS)

Number of licensed/certified appraisers in your office: \_\_\_\_\_

Number of trainee/provisional licensed appraisers: \_\_\_\_\_

**Trainee or provisional licensed appraisers (non-National Registry appraisers or non-AQB compliant) must be accompanied and supervised by a fully Licensed/Certified Appraiser throughout the entire appraisal process, including interior inspection of the subject property and exterior inspection of the comparable sales. A fully licensed/certified appraiser will be found on the national registry ([www.asc.gov](http://www.asc.gov)) and will be shown as AQB compliant.**

What brand of appraisal software do you use? \_\_\_\_\_

Are you currently able to deliver appraisals in .pdf?      Yes      No

MIS requires that all appraisals and invoices be uploaded through our website. There is no fee for this capability. Please see the attached appraisal delivery instructions.

If you have questions about delivering the appraisal through our web page, or you are unable to deliver in this fashion, please advise MIS immediately.

- **Please e-mail a copy of your E&O Insurance Declaration Page to [appraiserapplications@mtginfo.com](mailto:appraiserapplications@mtginfo.com). (if applicable)**

**Please complete the attached county coverage list and appraisal fee schedule.** (The county coverage list and fee schedule must be completed and returned with this application).

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Appraiser Information

(Each appraiser must fill out an individual application)

APPRAISER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT INFORMATION

BUSINESS: \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_ PAGER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MISCELLANEOUS INFORMATION

Are you currently covered by an appraisal Error & Omissions Insurance Policy? Yes No

Are you FHA approved? Yes No Are you VA Approved? Yes No

\_\_\_ Licensed \_\_\_ Certified Residential \_\_\_ Certified General \_\_\_ Trainee

License/Certification #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License/Certification #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Trainee or provisional licensed appraisers (non-National Registry appraisers or non-AQB compliant) must be accompanied and supervised by a fully Licensed/Certified Appraiser throughout the entire appraisal process, including interior inspection of the subject property and exterior inspection of the comparable sales. The name of every fully licensed/certified appraiser can be found on the national registry (www.asc.gov). All appraiser's must be shown as AQB compliant.

Are you a member of a professional appraisal organization?      Yes      No

If yes, what organization? \_\_\_\_\_

Do you have a designation with this organization (s)?      Yes      No

If yes, what designation?  
\_\_\_\_\_

Do you hold any other professional license or designation?      Yes      No

If yes, please list and describe, including organization, designation, and license #:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever received disciplinary action from a real estate board, licensure board, appraisal board, or government/regulatory body: (disciplinary action includes letters of censure, letters of reprimand, probation, suspension, revocation, or consent agreements)

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever received disciplinary action from a professional appraisal or real estate organization: (disciplinary action includes letters of censure, letters of reprimand, probation, suspension, revocation, or consent agreements)

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or any public offense related to a fraudulent or dishonest act?      Yes      No

Each appraiser must submit the following with his/her application:

- Resume (must include appraisal courses attended)
- A copy of your license/certification
- Three letters of reference from past user's of your appraisal services
- A sample appraisal. Please select a report that demonstrates your analytical skills. We prefer a sample appraisal offering relative complexity, not an appraisal of a subdivision property with homogenous comparables. In accordance with USPAP, please redact all confidential information.
- If you are not covered by the E&O Insurance Policy indicated on the company information form, please e-mail and E&O Declaration Page showing your individual coverage.

**In submitting your application to MIS, you acknowledge and understand that MIS is a provider of appraisal services. As the party directly engaging you in the performance of the appraisal, we are the client.**

**As your customer and client, we seek concise, timely and on-going communication regarding status, delays, assignment complexities, and unusual conditions. In submitting this application you agree to perform appraisal assignments in conformance with USPAP and without bias. You agree to perform ethically and competently.**

**You will receive appraisal instructions/requirements with each appraisal order. These instructions are critical communications and are an integral part of our engagement for each assignment. If you cannot observe or comply with these requirements, you agree to notify MIS at the time of order. Failure to notify MIS in a timely fashion, as close as practicable to the time of order, may imperil our obligations to you.**

**Your relationship with MIS will be limited to an independent contractor status.**

**I hereby certify that the answers and statements given herein are true and correct to the best of my knowledge and belief.**

**In connection with my application, I understand that my references and/or previous employers may be contacted.**

**By signing and submitting this application, you agree to these conditions.**

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**Signature**

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**Date**



**Appraisal Fee Schedule**

**Instructions:** Please complete the following appraisal fee schedule by entering the corresponding appraisal fee's by county and product. Any product without a fee will be considered a non-offered product and will render your office ineligible to receive orders for that particular product. If you cannot enter a specific fee due to wide pricing variations, please enter the word "Quote" in the appropriate fee box. If your fee remains the same for each county, please enter the word "same" in the additional counties. If future consideration causes your office to increase or decrease fees or product offerings, you will need to resubmit this fee schedule. Failure to notify MIS of any fee increase will limit our payment obligation to the amount cited on the existing fee schedule.

Complex appraisals, trip fees, cancellation fees, and non-listed services will be handled on a quote basis.

	County Name	County Name	County Name
1004 Single Family	\$	\$	\$
1004 FHA Appraisal	\$	\$	\$
1004 Two family	\$	\$	\$
Condominium	\$	\$	\$
Multi Family (2-4 Unit)	\$	\$	\$
2055 Exterior / Drive-by	\$	\$	\$
2055 Interior&Exterior	\$	\$	\$
2065/2070 Desktop	\$	\$	\$
2065/2070 Exterior /Drive-by	\$	\$	\$
2065/2070 Interior&Exterior	\$	\$	\$
Desk Review	\$	\$	\$
FNMA 2000 Field Review	\$	\$	\$
Broker Price Opinion	\$	\$	\$



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	County Name	County Name	County Name
1004 Single Family	\$	\$	\$
1004 FHA Appraisal	\$	\$	\$
1004 Two family	\$	\$	\$
Condominium	\$	\$	\$
Multi Family (2-4 Unit)	\$	\$	\$
2055 Exterior / Drive-by	\$	\$	\$
2055 Interior&Exterior	\$	\$	\$
2065/2070 Desktop	\$	\$	\$
2065/2070 Exterior /Drive-by	\$	\$	\$
2065/2070 Interior&Exterior	\$	\$	\$
Desk Review	\$	\$	\$
FNMA 2000 Field Review	\$	\$	\$
Broker Price Opinion	\$	\$	\$

If you service more than six counties, please copy this sheet. However, if the additional counties have the same fee's as those listed above, please list the county names below:

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# Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								
or								
Employer identification number								

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.



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4877 Galaxy Parkway, Suite I Cleveland, OH 44128  
Phone 888-901-4647 Fax 888-901-4648

## **\*Important Notice\***

Mortgage Information Services, Inc. has adopted a web-based appraisal delivery system. This system will allow you to upload your completed assignments and invoices directly through our web page. In doing so, you will no longer e-mail reports to MIS.

### **Instructions for report and invoice delivery:**

Detailed delivery instructions will accompany each MIS Appraisal Order. This instruction sheet will include an ACCESS CODE that is unique to the order. This ACCESS CODE can only be used for the specific order. It should **not** be used for any other assignment.

After locating the access code, visit the MIS website at [www.mtginfo.com](http://www.mtginfo.com). Click on the Vendor link.

- 1) Go to [www.mtginfo.com](http://www.mtginfo.com)
- 2) Go to "Vendor access area"
- 3) Go to "Upload appraisal"
- 4) Insert the code found in your assignment instructions. It is case sensitive "example ABCdeXYZ "
- 5) If the code is correct the system will verify the correct address of the appraisal, then hit the CONTINUE button.
- 6) Go to the BROWSE button and find the appraisal to be uploaded. Secondly, please go the BROWSE button and upload your invoice.
- 7) Finally, hit the SUBMIT button, and the report is on it's way to MIS. No need to email the report.


If you have any questions, please contact the MIS Appraisal Department at 888-901-4647 ext. 1309.

# How to use the browse feature to find the appraisal

*For person's using Microsoft Windows operating systems*

Please use the following picture guides for additional clarification about browsing your hard drive to find the appraisal to upload to MIS.

## Step 1 of 4.



**MIS** Mortgage Information Services  
Upload Appraisal Contractor Opportunities

*Providing information and services to the mortgage lending industry.*

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Address:  
9 BADGER PASS  
[REDACTED]

MIS Order Number: 200000525 [REDACTED]

**Appraisal must be delivered in .pdf format.**

**Appraisal must be legal in size. Letter size will not be accepted.**

**All deliveries must reflect a complete appraisal report. Do not deliver a partial appraisal (i.e. a corrected page 1 of a URAR).**

Any questions should be directed to the MIS Appraisal Department at 888-901-4647

**Browse for appraisal to upload**

Appraisal Report:

Invoice:

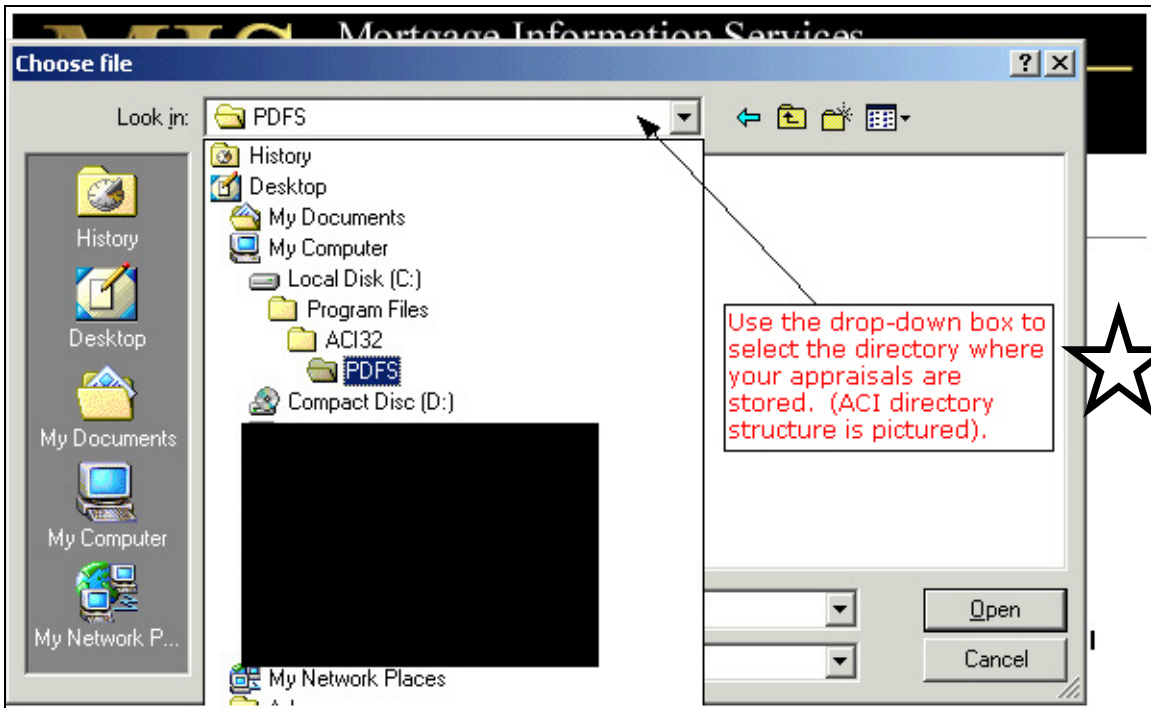
[Click here to browse for files](#)

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## Step 2 of 4.



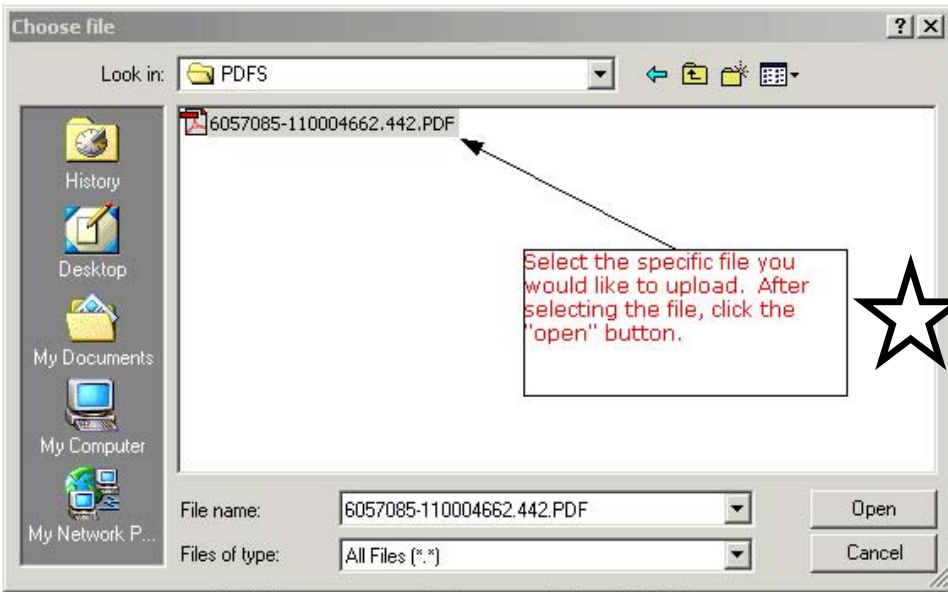
Any questions should be directed to the MIS Appraisal Department at 888-901-4647

**Browse for appraisal to upload**

Appraisal Report:

Invoice:

### Step 3 of 4.



Look in: PDFS

6057085-110004662.442.PDF

Select the specific file you would like to upload. After selecting the file, click the "open" button.

File name: 6057085-110004662.442.PDF

Files of type: All Files (\*.\*)

Open

Cancel

over a partial appraisal (i.e. a corrected page 1 of a URAR).

Any questions should be directed to the MIS Appraisal Department at 888-901-4647

**Browse for appraisal to upload**


Appraisal Report:  Browse...

Invoice:  Browse...

Submit

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## Step 4 of 4.



**MIS** Mortgage Information Services  
Upload Appraisal Contractor Opportunities

*Providing information and services to the mortgage lending industry.*

---

Address:  
9 BADGER PASS  
[REDACTED]

MIS Order Number: 200000525 [REDACTED]

**Appraisal must be delivered in .pdf format.**

**Appraisal must be legal in size. Letter size will not be accepted.**


**All deliveries must reflect a complete appraisal report. Do not deliver a partial appraisal (i.e. a corrected page 1 of a URAR).**

Any questions should be directed to the MIS Appraisal Department at 888-901-4647

**Browse for appraisal to upload**

Appraisal Report:

Invoice:



Repeat same steps for invoice.  
Click "submit" when finished. Do not interrupt upload or reload.

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