

**COMMUNITY BANK REAL ESTATE SOLUTIONS (CBRES)**  
**APPRAISER POLICIES AND PROCEDURES**

- The Appraiser listed is certified by the state to conduct real estate appraisal services and will provide a copy of the license, insurance, and an application to CBRES.
- The Appraiser has a minimum of two years full time field appraisal experience
- The Appraiser is capable and qualified to perform conventional appraisals.
- The Appraiser is in good standing with applicable state regulatory agencies, committees, and/or boards.
- No Appraiser or Appraisal Company is guaranteed to be on an approved list
- The Appraiser will not accept any payment for appraisal fee from the owner/buyer/seller.
- The Appraiser performed the appraisal in accordance with Fannie Mae regulations, utilizing the appropriate form.
- The Appraiser is expected to comply with USPAP requirements. Standard underwriting guideline adherence, such as Fannie Mae or Freddie Mac is required.
- A copy of the completed appraisal is sent to CBRES electronically within 5-7 business days from acceptance of the appraisal order. If you are unable to meet the required time frame you must notify CBRES, as soon as possible.
- The Appraiser agrees to provide additional information or explanation about the basis for a valuation and to correct factual errors in the appraisal report.
- The Appraiser agrees to provide, at no additional charge, any addendums to the appraisal report. Requests and conditions from the underwriter's are expected back within 24 hours after receiving.
- To stay competitive, appraisers and CBRES must guard their reputation for quality, adequate turn times, compliant reports, and excellent service. Communication is our number one goal at CBRES. We utilize the latest technology, transmitting documents electronically and via the internet. We also feel mobile email capability is a must for all appraisers. Once the appraisal request is sent the appraiser has eight hours to either accept or deny the request. **It is crucial that the preliminary data collection be performed by the appraiser and any additional fees be discussed with CBRES before accepting the assignment.**

- The Appraiser is expected to utilize the management software to status the reports of all opened appraisals, daily.
- CBRES will pay all appraisers for completed appraisals electronically once per week. The Appraiser agrees to accept electronic payment of appraisal fees.
- CBRES will comply with the implementation of the Appriaser Independence Regulation of the Dodd Frank Act.
- CBRES has adopted written policies and procedures implementing this Code of Conduct, including, but not limited to, adequate training and disciplinary rules on appraiser independence and has mechanisms in place to report and discipline anyone who violates these policies and procedures
- No predetermined values, home owner's estimate of values, loan amounts, desired values or any values will be discussed before the appraisers submits the completed appraisal.
- The Appraiser will sign the Appraiser Agreement Page and submit to CBRES