

Jacquelyn A. Suarez
Chair

Melanie R. Walter
Executive Director

APPLICANT'S CHECKLIST

Following is a checklist for applicants. Please sign and date the documents where indicated, enclose the requested information, and return the packet to the Appraisal Committee, HMFA, at the address listed below.

| | <u>Appraiser</u> | <u>HMFA use only</u> |
|---|------------------|--------------------------|
| 1. HMFA Prequalified Appraiser's Application. | () | () |
| 2. Code of Ethics Form. | () | () |
| 3. Mandatory Affirmative Action Language (Exhibit A). | () | () |
| 4. Certificate of Employee Information Report or Federal Affirmative Action Plan approval letter. If you do not have either approval, please indicate. | () | () |
| 5. Copy of current New Jersey Appraiser's License. | () | () |
| 6. Copy of professional certifications, designations and association memberships. | () | () |
| 7. A signed sample appraisal prepared within the past five years for each type of appraisal applied for. For Assisted Living approval, submit an appraisal for a project performed in N.J. within the past 12 months. | () | () |
| 8. Evidence of Errors and Omissions Insurance coverage. | () | () |
| 9. Copy of New Jersey Business Registration Certificate. | () | () |
| 10. Source Disclosure Certification | () | () |
| 11. W9 | () | () |