



FINANCIAL DIMENSIONS
INC
APPRAISAL . TITLE . SETTLEMENT
"SINCE 1987"

Service

FDI Appraisal Service Requirements

- Within 24 hours of assignment delivery:
 - Communicate confirmation & acceptance of order to FDI
 - Contact borrower or primary contact
 - Set inspection date
 - Update FDI of order status
- Within 48 hours of inspection date:
 - Submit completed report to FDI at email appraisalreports@financialdimensions.com
 - Communicate any delays to FDI
- Within 24 hours of Quality Issue notification:
 - Submit revised report to FDI at email appraisalreports@financialdimensions.com
 - Communicate any delays to FDI

Continuous communication with FDI regarding the progress of your accepted appraisal assignment is critical to meeting our client service level agreements.

At no time should the appraiser discuss with the borrower, the value of the property, or fee that you have contracted with FDI.

FDI will keep a copy of each license number & expiration date on file. Your company status will be deactivated once your license expires. Therefore, it is very important that you provide FDI with a copy of your updated license as soon as you receive it.

FDI requires that a licensed appraiser must inspect the subject property.

All completed reports must be emailed to appraisalreports@financialdimensions.com using an adobe acrobat PDF file format or uploaded to the FDI website. Please ***DO NOT*** include individual invoices with the report. Individual invoices should be emailed or uploaded as a separate PDF attachment.

All appraisal assignments will be completed in compliance with the requirements of the Regulatory Agencies as well as Fannie Mae & Freddie Mac guidelines.

Payments will be made within 30 to 45 days of receipt of the invoice and all invoices must reference the order number, borrower name, subject property address, order date, completed date, product & your assigned vendor number.

Confidentiality. FDI and its customers will provide appraisers with customer information in order for the appraiser to conduct an appraisal for the customer. The appraiser shall maintain the confidentiality of all customer information that is provided or related to the appraisal assignment. The information will only be used for the purpose of providing an appraisal service under this agreement. The appraiser agrees to abide by this privacy policy, federal and state laws and regulations including but not limited to Title V of the Gramm-Leach-Bliley Act (15 USC 6801 et seq.) and implementing regulations (16 C.F.R. Part 313). The appraiser specifically acknowledges that it is prohibited from directly or indirectly selling, renting, transferring, loaning, conveying, disclosing, or otherwise making available to any other party any customer information that is provided or related to this appraisal assignment.

Name of Appraiser (Print Name)

Signature of Appraiser

Date



[FNMA Selling Guide –](#)

I. Appraiser Independence Safeguards

A. An “appraiser” must be, at a minimum, licensed or certified by the State in which the property to be appraised is located.

B. No employee, director, officer, or agent of the Seller, or any other third party acting as joint venture partner, independent contractor, appraisal company, appraisal management company, or partner on behalf of the Seller, shall influence or attempt to influence the development, reporting, result, or review of an appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery, or in any other manner including but not limited to:

- (1) Withholding or threatening to withhold timely payment or partial payment for an appraisal report;**
- (2) Withholding or threatening to withhold future business for an appraiser, or demoting or terminating or threatening to demote or terminate an appraiser;**
- (3) Expressly or impliedly promising future business, promotions, or increased compensation for an appraiser;**
- (4) Conditioning the ordering of an appraisal report or the payment of an appraisal fee or salary or bonus on the opinion, conclusion, or valuation to be reached, or on a preliminary value estimate requested from an appraiser;**
- (5) Requesting that an appraiser provide an estimated, predetermined, or desired valuation in an appraisal report prior to the completion of the appraisal report, or requesting that an appraiser provide estimated values or comparable sales at any time prior to the appraiser’s completion of an appraisal report;**
- (6) Providing to an appraiser an anticipated, estimated, encouraged, or desired value for a subject property or a proposed or target amount to be loaned to the Borrower, except that a copy of the sales contract for purchase transactions may be provided;**
- (7) Providing to an appraiser, appraisal company, appraisal management company, or any entity or person related to the appraiser, appraisal company, or appraisal management company, stock or other financial or non-financial benefits;**
- (8) Removing an appraiser from a list of qualified appraisers, or adding an appraiser to an exclusionary list of disapproved appraisers, in connection with the influencing or attempting to influence an appraisal as described in Paragraph B above (this prohibition does not preclude the management of appraiser lists for bona fide administrative or quality-control reasons based on written policy); and**
- (9) Any other act or practice that impairs or attempts to impair an appraiser’s independence, objectivity, or impartiality or violates law or regulation, including, but not limited to, the Truth in Lending Act (TILA) and Regulation Z, or the Uniform Standards of Professional Appraisal Practice (USPAP). © 2010 Fannie Mae.**

Appraisal Firm

Appraiser's Name

State Appraisal License Number: _____

Type of Appraisal License _____

Date _____