

Appraiser Fee Roster Application

All appraisal assignments are made from a panel of approved fee appraisers. All appointments to our fee roster are done on a competitive basis.

Requirements

1. State Licensure or certification
2. **Five** years of experience in appraising residential properties (36 CFR 4339)
3. Two letters from appraisers attesting to the applicant's qualifications using references listed on the application (38 USC 3731(a)(1))
4. No conflict of interest between the applicant's employment and performance as a fee appraiser with VA (36 CFR 4340)
5. Employees of the Department of Housing and Urban Development (HUD), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC) or the Postal Service are ineligible
6. Local and State government employees may be designated but care must be taken that assignments to them will not result in a conflict of interest or the appearance of a conflict of interest
7. Field stations will perform a search through the Credit Alert Interactive Voice Response System (CAIVRS) to determine if the applicant has any outstanding delinquent debts to the Federal Government. If the applicant owes the Federal Government a delinquent debt, there must be evidence of payment in full of the debt or evidence of an acceptable repayment plan and confirmation that the applicant executed a promissory note for the entire debt balance.
8. Written tests are not required. A demonstration appraisal on a Freddie Mac Form 70 or Fannie Mae Form 1004 (Uniform Residential Appraisal Report) shall be required. Prior to the demonstration appraisal, applicants will be furnished instructional or procedural material necessary to complete the appraisal. When feasible, it is recommended that the property selected for the demonstration appraisal be one that was very recently appraised by a member of the current fee panel. If at all possible, the demonstration appraisal will be VA staff field reviewed. **The applicant must certify on the demonstration appraisal that he or she received no assistance from any other person(s) in completing the report.**
9. An individual may be designated to more than one fee roster provided he or she

demonstrates the required experience or qualifications.

The required information should be submitted along with a completed [VA Form 26-6681](#), **Application for Fee Personnel Designation**.

All new appraisers are expected to participate in E Commerce. E Commerce consists of creating your appraisal file in Adobe Acrobat format (PDF) and transmitting it to VA by email.
