

Charles A. Richman  
Chairman

Anthony Marchetta  
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</u> <u>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	( )	( )