

Lt. Governor Sheila Y. Oliver
Chairman

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.

Appraiser HMFA
 use only

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