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## Access Code: 260366

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### EEM (Energy Efficient Mortgage)



- What is an EEM?
  - Allows homeowners to improve the energy efficiency of their home by financing the cost of the improvements into their loan.
  - If the savings in utility costs will more than pay for the costs of the improvement, borrower does not have to qualify for the extra costs of the energy improvements.
- Who is eligible?
  - New and existing 1-4 units including condominiums and manufactured homes
  - Purchases, streamline refinances, no cash-out refinances, 203(h) disaster loans, and 203(k)
- rehabilitation mortgages
  - Homeowners
- How do you apply?
  - Find a EEM lender
  - Purchase a HERS report from an acceptable source (utility company, local state or federal agency or nonprofit)
  - > Qualify for the base mortgage before the energy efficient improvements are added
  - No second appraisal is needed to support added costs

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## EEM (Energy Efficient Mortgage)



Want More Information?

#### **EEM Webinar is Archived**

- See Mortgagee Letters;
- ML 2009-18 ML 1995-46
- ML 2005-21 ML 1993-13
- See HUD Handbook 4155.1 6.D.1
- Department of Energy's website: <u>http://www.energystar.gov/index.cfm?c=home\_improvement.hm</u> <u>improvement\_contractors#s1</u>

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#### **Archived Webinars**



#### http://portal.hud.gov/hudportal/HUD?src=/progr am offices/housing/sfh/talk/parc/phiarch

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# Real Estate Owned (REO) Appraisals

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Presenters: Staff Appraisers: Karl Kaufmann Gary Eisenbraun

> Appraisal/Technical Support Branch Processing and Underwriting Division Denver Homeownership Center 800-225-5342 (800-Call FHA)

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The purpose of this presentation is to acquaint the audience with the correct reporting procedures that HUD expects to find when reviewing FHA appraisal reports for HUD Real Estate Owned (REO) properties. This seminar introduces and explains, rather than supplants, official policy issued in Handbooks and Mortgagee Letters.

If you find any discrepancies between the presentation and Handbooks, Mortgagee Letters, etc., the official policies prevail. Please note the information provided in this training is subject to change.





- To provide an understanding of FHA guidelines regarding REO appraisals
- To illustrate examples of situations you may face as an REO appraiser
- Answer your questions





#### **Resource Center:**

www.HUD.gov

800-CALLFHA (800-225-5342)

#### E-Mail: <u>answers@hud.gov</u> Knowledge Base: www.hud.gov/answers

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- HUD Handbook 4150.2, with emphasis on Appendix A and Appendix D
- Mortgagee Letter 2010-17
- Mortgagee Letter 2000-27
- Mortgagee Letter 2005-48



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Getting started		
Eligibility Requirements		References
Applicant instructions		FAQs ML 11-30
Check your roster status		Summer 2011 Newsletter
Your responsibilities		11-07 Elimination of Master Appr Rpt
Establish a user ID		FAQs Lead Based Paint 7/19
Reset User ID		FHA Condominium Mortgage Insurance
Update your information		FAQs Reasonable Fees/Time
Renew your credentials		FAQs Meth Remediation
Request reinstatement		FAQs Natural Disaster
		FAQs ML 09-51 Updated
Find answers		FAQs ML 09-29 Updated 3/1
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Appraiser Newsletter Archives		
<ul> <li>Read Roster FAQs or Valuation FAQs (updated 2/28/12)</li> </ul>		Related Information
Mortgagee Letters and Handbooks		
Search HUDclips by subject or keyword		Appraiser selection by lender
Search the Knowledge Base at www.hud.gov/answers		Appraisers by place, name, license
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# REO Appraisal Procedures



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#### **Real Estate Owned (REO) properties:**



#### Results from:

- Borrower's default, followed by
- Lender's foreclosure, followed by
- Lender transferring title to HUD









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### **Objective of the Appraisal**



Primary tool for determining the listing price of HUD REO properties.

The appraisal will ultimately be provided to: • Lender

• Buyer





Management and Marketing responsibilities have been split into 2 categories:

The Asset Manager has authority to:

- Manage REO properties
- Hire Appraiser

The Field Service Manager secures the property

• Ensures utilities are off

## Field Service Manager (FSM) Responsibility



The **Property Condition Report** (PCR) is completed for the FSM:

- Specific to Condition & Functionality of subject
- Provide copy to appraiser

#### **Appraiser Qualifications**



Must be:

- State Certified
- On FHA Appraiser Roster

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Must develop and report the appraisal in accordance with:

- USPAP
- HUD/FHA
  - HUD Handbook 4150.2
    - Appendix A (REO)
    - Appendix D (Valuation Protocol)





- Coordinates inspection with the Asset Manager
- Must inspect the entire property
  - May have to re-inspect if full access not available



The appraisal report, at a minimum, will consist of the following:

- Appropriate appraisal form
- Copy of the PCR
- Other "typically" required forms & addenda
  - Sketch
  - Location Map
  - Subject & comparable photographs
  - Market Conditions Addendum (1004MC)

#### **Modular Homes**



#### Prepare on FNMA 1004 (URAR)

- Compare with site-built homes
- Be careful not to confuse with Manufactured Homes

### Condominiums



Prepare on FNMA 1073

Includes Site Condominiums

Manufactured Housing Condominiums:

- Prepare on FNMA 1004C
- Include Project Information section from 1073

Mortgagee Letter 2011-22



Interior sketch or floor plan required for functional obsolescence

Interior photos required for repairs over \$5,000

#### Photo documentation of property condition is always advisable.

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**Changes in reporting requirements:** No longer required:

- VC Sheet
- Homebuyer Summary Form

(Even though stated in guidelines)



"Owner of Public Record" HUD is owner, but may not be recorded as such

- Appraiser's Scope of Work:
  - Must report findings performed in the normal course of business
  - Must include and consider what peers would do
- Asset Managers:
  - If desiring HUD as Owner of Record, must provide verifiable documentation at time of order



orrower Ov	ner of Public Record HUD, or as appropriate	36470553286	
	The of the oppropriate	County	
egal Description			
ssessor's Parcel #	Tax Year	R.E. Taxes \$	
eighborhood Name	Map Reference	Census Trac	f
ccupant Owner Tenant Vacant Sp	ecial Assessments \$	HOA \$	per year per mont
roperty Rights Appraised 🛛 Fee Simple 🗍 Leasehold 🗍	Other (describe)		
ssignment Type 🛛 Purchase Transaction 🗍 Refinance Transact	on Other (describe)		
ender/Client Ac	dress	19. MS (88.844	
the subject property currently offered for sale or has it been offered for	sale in the twelve months prior to the effective date of this appra	isal? 🛛 Yes 🗍 M	No
eport data source(s) used, offering price(s), and date(s).			



\* Property Rights Appraised"
• When 'Leasehold': Appraisers must:
• Report term of lease, and
• Determine separate value of Leasehold interest



Borrower Owner of Public Re Legal Description	cord	County
Assessor's Parcel #	Tax Year	R.E. Taxes \$
Neighborhood Name	Map Reference	Census Tract
Occupant Owner Tenant Vacant Special Assessmen	ts \$ PU	D HOA \$ per year per mon
Property Rights Appraised 🛛 Fee Simple 🗙 Leasehold 🗍 Other (describe)	See Additional Comme	nts for Leasehold info.
Assignment Type Purchase Transaction Refinance Transaction Other (	describe)	
Lender/Client Address	10	14. 143 - JO20542
Is the subject property currently offered for sale or has it been offered for sale in the twelv	e months prior to the effective date of this app	oraisal? 🗌 Yes 🗍 No
Report data source(s) used, offering price(s), and date(s).		



"Assignment Type":

"Other":

"HUD Real Estate Owned (REO)"

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#### **Subject Section**



#### URAR 1004

Property Address	City	State Zip Code						
Borrower	Owner of Public Record	County						
Legal Description								
Assessor's Parcel #	Tax Year	R.E. Taxes \$						
Neighborhood Name	Map Reference	Census Tract						
Occupant Owner Tenant Vacant	Special Assessments \$	PUD HOA \$per yearper month						
Property Rights Appraised 🛛 Fee Simple 🗍	Leasehold Other (describe)							
Assignment Type Purchase Transaction R	rchase Transaction Refinance Transaction X Other (describe) HUD Real Estate Owned (REO)							
Lender/Client	Address							
Is the subject property currently offered for sale or has	it been offered for sale in the twelve months prior to the effective dat	e of this appraisal? Yes No						
Report data source(s) used, offering price(s), and date	(5).							

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## Intended users:

- Asset Manager, and
- HUD/FHA
- The Lender (under certain circumstances)



Intended use:

 To estimate the "as is" market value to provide a basis for determining the listing price for marketing purposes

#### **Be Specific!**

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Manufactured homes:

 Finished grade beneath the manufactured home must be at or above the 100-year flood elevation (Currently waived, to permit lowest floor)

#### Site-built Homes:

 Lowest floor, mechanicals, and related structures must be at or above the 100-year flood elevation Mortgagee Letter 2010-43 refers





## Appraise "as is" The "as is" value is the market value for the property as it exists on the effective date of the appraisal.

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**Minimum Property Requirements** Your Door to and Minimum Property Standards HOMEOW FHA appraisers provide preliminary verification that properties meet: Minimum Property Requirements (MPR) (Existing Properties) (HUD Handbook 4905.1) (Mortgagee Letter 2005-48) Minimum Property Standards (MPS) (New construction)

(HUD Handbook 4910.1, Appendix K)

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#### **Minimum Property Requirements**



Deficiencies must be reported:

- Site
- Improvements
- Must note repairs necessary to meet MPR & MPS

#### Must include cost to cure

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## Interior – Family Room MPR Issues?





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## Interior – Dining Area MPR Issues?



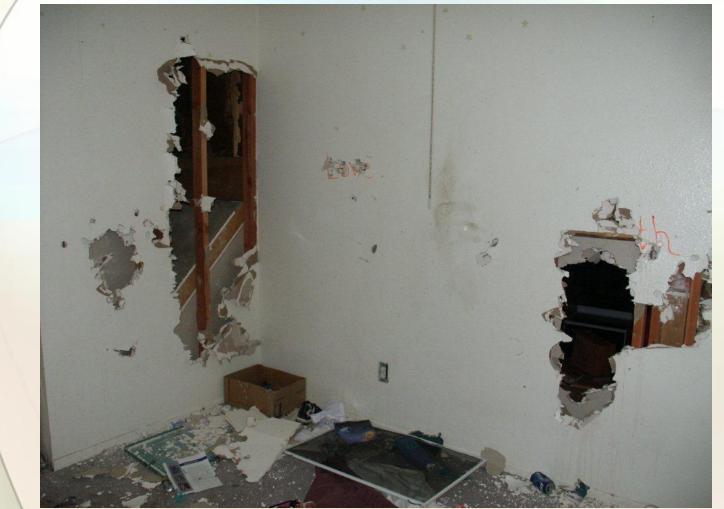


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## Interior – Bedroom MPR Issues?





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## Interior – Bedroom MPR Issues?







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## Lead Based Paint Mortgagee Letter 2010-17



If defective paint is observed in a home built before 1978, the appraiser must:

- Enter an "X" in the "Yes" box in the physical deficiencies or adverse conditions section of the appraisal
- If no defective paint is observed in a home built before 1978, no explanation is required



Common Deficienc	y:
Cont of Hour	
Insufficient of of of property condition	

#### (Comply with UAD requirements) (C1..C6 & Baths & Kitchens)

Appliances Refrigerator Range/Oven	Dishwasher Dis	posal Microwave	Washer/Dryer	Other (describe)
Finished area above grade contains:	Rooms	Bedrooms	Bath(s)	Square Feet of Gross Living Area Above Grade
Additional features (special energy efficient ite	ms, etc.)			
Describe the condition of the property (includi	ng needed repairs, de	terioration, renovations	, remodeling, etc.).	
(Condition Rating	; Level of Wo	ork; Timefram	ne)	
		·		
Are there any physical deficiencies or adverse	conditions that affect	the livability, soundnes	ss, or structural inte	egrity of the property? 🔀 Yes 🗌 No 🛛 If Yes, describe
(Example: Defecti	ve paint note	d on window	sills. Hous	se built prior to 1978.)
	-			*
Does the property generally conform to the ne	ighborhood (functiona	al utility, style, condition	, use, construction,	, etc.)? 🗌 Yes 🗌 No If No, describe

# (Specific UAD Requirements)

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If the utilities were off:

- Note, in appraisal, which utilities were off
- Rely upon the Property Condition Report (PCR)
- Reference the PCR in the applicable sections



Appliances 🔤 Refrigerator 🔄 Range/Over	1 🗌 Dishwasher 🗌 Dis	sposal Microwave	Washer/Dryer	Other (describe)
Finished area above grade contains:	Rooms	Bedrooms	Bath(s)	Square Feet of Gross Living Area Above Grade
Additional features (special energy efficient	items, etc.)			
Describe the condition of the property (inclu	ding needed repairs, de	eterioration, renovations	, remodeling, etc.).	
Are there any physical deficiencies or adver	se conditions that affec	t the livability, soundnes	s, or structural integ	grity of the property? 🗌 Yes 🗌 No 🛛 If Yes, describe
The following utilitie	es were not o	on at the time	e the appra	uisal was conducted: Electric,
Gas, and Water – Un	able to verif	y their funct	ionality. (O	r, whatever, as appropriate.)
Does the property generally conform to the	neighborhood (function	al utility, style, condition	, use, construction,	etc.)? Yes No If No, describe



#### Can include:

- Additional exterior and/or interior photos
- Documentation to support conclusions and analysis
  - Reports
  - Studies
  - Analysis
  - Copies of prior listings

#### Photo documentation of property condition is always advisable.



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Common Deficiency: Insufficient or inconsistent reporting of property condition

**Must** disclose discrepancies between the PCR and what the appraiser observes during the inspection of the property.

The discrepancies must be noted and *highlighted* in the appraisal.

Common Deficiency: Failure to reconcile the appraisal with the PCR





HUD/FHA has no restriction on insuring properties in C5 (useable and functional) condition, which could be considered 'fair'.

Appraisers must accurately report condition in accordance with UAD Condition Rating Definitions.

Mortgagee Letter 2011-33 Mortgagee Letter 2009-28



#### **Required Comments**



Appraiser must provide a list of any buyer incentives typically offered in the market for unrepaired as opposed to repaired properties.

These include:

- Closing costs
- Down payment assistance
- \$100 down program (in certain areas)
- Good Neighbor Next Door (GNND)
- Other incentives, as appropriate



- Most applicable and reliable approach
- Must consider
  - Cost Approach
  - Income Approach



**REO Sales for comparable properties?** 

**ONLY** when they are deemed to be the best available for the market area **AND** are:

- 1. Located in the subject neighborhood or reasonable proximity (same influences?)
- 2. Comparable property subject to reasonable adjustment
- 3. Sold with a **willing buyer and seller**
- 4. Exposed to the market for a reasonable period
- 5. Supported by appropriate justification/explanation



No distressed sales, i.e., Sheriff sales, etc.

- No willing seller
- Not exposed to the market under normal conditions

Resulting value indication is not consistent with the definition of market value.

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If using other REO transactions:

- Vacancy rates
- Rates of foreclosure
- Discussion of foreclosure sales
- Supportive justification

## MAY BE REQUIRED.



Sales Comparison Grid

- Use descriptive terms to define the subject property and comparable sales
- Market-based adjustments
- Line, net, and gross adjustments exceeding recommended guidelines require explanation



FEATURE	SUBJECT	COMPARABLE SALE NO. 1		COMPARABLE SALE NO. 2		COMPARABLE SALE NO. 3				
Functional Utility Heating/Cooling	199936-19995	0	10 1990 (199 1		0	40000000000000000000000000000000000000		6 - 200 19	4 3 12 13 3 20 M C	
Heating/Cooling		8			3			8		8
Energy Efficient Items										
Garage/Carport		9) 19								
Porch/Patio/Deck		1 1			8			8		
		0 			3) 17			8		
Net Adjustment (Total)		X)+ 🗋	- S	(	) <u>X</u> +	]-  s	0	<u>X</u> +	]-  s	
Adjusted Sale Price		Net Adj.			Net Adj.			Net Adj.		
of Comparables		Gross Adj.			Gross Adj.			Gross Adj.		

#### Explain excessive gross/net/line adjustments

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### **Statement of Insurability**



- Statement of Insurability, in **bold font**, must be included in the Comment section of the appraisal report
- Shall indicate if the property can be sold with FHA mortgage insurance

#### **Statement of Insurability**



The following definitions shall apply to the insurability of a REO property. Properties are classified in 3 categories:

- 1. Insurable
- 2. Insurable With Repair Escrow
- 3. Uninsurable

### Statement of Insurability (Samples)



#### Insurable:

Meeting MPR/MPS:

"Subject is INSURABLE and can be sold with FHA mortgage insurance in its 'as is' condition, with no repairs necessary."

#### Insurable





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Statement of Insurability (Samples)



#### **Insurable With Repair Escrow:**

 NOT Meeting MPR/MPS, and \$5,000 or less in repair costs:

"Subject is INSURABLE WITH REPAIR ESCROW and can be sold with FHA mortgage insurance in its 'as is' condition, with the repairs listed in the Supplemental Addendum appropriately corrected."

#### **Insurable with Repair Escrow**



#### **Obvious roof damage.**





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#### **Insurable with Repair Escrow**





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### Statement of Insurability (Samples)



#### Uninsurable:

• NOT Meeting MPR/MPS, and greater than \$5,000 in repair costs:

"Subject is UNINSURABLE and cannot be sold with FHA mortgage insurance. Repairs listed in the Supplemental Addendum exceed \$5,000."

### **Uninsurable** (Slides #67 – 70: Repairs > \$5,000)



Chipped and peeling lead-based paint throughout





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### Uninsurable (Slides #67 – 70: Repairs > \$5,000)







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### Uninsurable (Slides #67 – 70: Repairs > \$5,000)







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#### Uninsurable (Slides #67 – 70: Repairs > \$5,000)



Significant water damage throughout (suspected leaking roof)



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## What if?

Appraiser is unable to determine the extent of required repairs?

Condition is beyond the scope of an appraiser's expected expertise?

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#### (Unable to determine?) Beyond the scope of an appraiser's expected expertise?



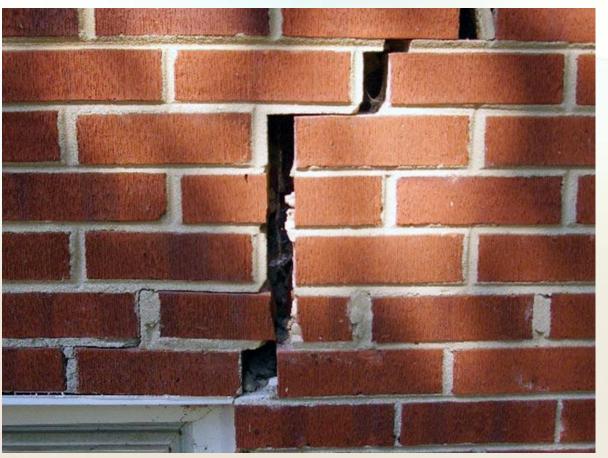




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#### (Unable to determine?) Beyond the scope of an appraiser's expected expertise?







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#### (Unable to determine?) Beyond the scope of an appraiser's expected expertise?





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#### (Unable to determine?) Beyond the scope of an appraiser's expected expertise?







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Statement of Insurability (Unable to determine?)



Repair requirements or condition beyond the scope of an appraiser's expected expertise?

- Prepare 'as is', disclosing the Extraordinary Assumption, which, if found to be false, could alter the appraiser's opinions or conclusions
- Recommend inspection by appropriate professional
- Place, in **bold font**, near Statement of Insurability in Comment section

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## Extraordinary Assumption (RECOMMENDATION)



Place, in **bold font**, near Statement of Insurability in Comment section

"This Insurability Statement is based on the extraordinary assumption that... (select one)

- no repairs are required,
- if repairs are required, the cost is estimated to be less than \$5,000,
- if repairs are required, the cost is estimated to be \$5,000 or greater,

... based on the results of the recommended inspection."

## Special or Unusual Circumstances



#### Such as:

- SFR with illegal use 2<sup>nd</sup> unit, due to noncompliance with the local zoning code/regulations
  - Must contact the Asset Manager for guidance and clarification
  - Must provide an estimate of the costs necessary to bring the property into compliance

Special or Unusual Circumstances



The Asset Manager may seek guidance from appropriate Homeownership Center (HOC).

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## Special or Unusual Circumstances



Common Deficiency: Failure to reconcile the appraisal with the PCR

**Must** reconcile the appraisal with the PCR, and disclose discrepancies between the PCR and what the appraiser observes during the inspection of the property.

The discrepancies must be noted and *highlighted* in the appraisal.

### **C6 Condition Rating**



Properties with a C6 Condition Rating are considered as not meeting Minimum Property Requirements. Determine what repairs are required to meet Minimum Property Requirements, and determine whether property is:

- Insurable with Repair Escrow
  - When repairs are less than \$5,000
- Uninsurable
  - •When repairs are \$5,000, or more



May be warranted when:

- Improvements have NO contributory value
- Property is condemned, in part or in whole

A General Purpose Land Appraisal Report is acceptable.





Must note, in **bold font**, that the property is an REO in the subject section.

"Assignment Type":

"Other":

"HUD Real Estate Owned (REO)"

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Any Land form used must address, at minimum, the following:

- Information similar to the Subject section of FNMA Form 1004 including, but not limited to:
  - Property address
  - Legal description
  - Owner of record
  - Occupancy
  - Assessment/tax information
  - Property rights



Any Land form used must address, at minimum, the following:

- Information similar to the Site section of FNMA Form 1004 including, but not limited to:
  - Site size
  - Zoning Classification and Description
  - Highest and Best Use
  - Shape
  - Topography
  - Drainage and Grading
  - Available Utilities
  - Location in a FEMA designated Special Flood Hazard Area

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Any Land form used must address, at minimum, the following:

- Information similar to the Sales Comparison Approach of FNMA Form 1004 including, but not limited to:
  - Detailed information on three comparable sales
  - Attributes
  - Number of comparable unimproved sale properties and offered/listed for sale properties



#### Market supported adjustments must be made for:

- Location
- Site size
- Zoning
- Utility connection/availability
- Site improvements
- Other pertinent factors/amenities
- Cost for demolition and/or clean-up



## Have your expectations been met? Unanswered Questions?

www.HUD.gov

800-CALLFHA (800-225-5342)

#### E-Mail: <u>answers@hud.gov</u> Knowledge Base: www.hud.gov/answers

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## Watch For Changes



Check Mortgagee Letters and the

FHA Roster Appraiser page

for the latest Information on

www.hud.gov.

Get on E-Mail List

jerrold.h.mayer@hud.gov



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### Do not hesitate to call





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