

Applicants must possess the experience and credentials that qualify them for the position for which they are applying.

a. Fee Appraisers

- State licensure or certification.
- Five years experience in appraising residential properties. (36 CFR 4339)
- Submit two letters from appraisers attesting to the applicant's qualifications using references listed on the application. (38 USC 3731(a)(1))
- There may be no conflict of interest between the applicant's employment and performance as a fee appraiser with VA. (38 CFR 36.4340)
- 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.
- 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.
- 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.
- Written tests are not required. Field stations shall require a demonstration appraisal on a Freddie Mac Form 70 or Fannie Mae Form 1004 (Uniform Residential Appraisal Report). 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. It is advisable that the property be vacant and, if applicable, on a lockbox (e.g., a VA repossessed property). Such a selection procedure will allow the field station to crosscheck both appraisals. If at all possible, the demonstration appraisal should be 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.
- An individual may be designated to more than one fee roster provided he or she demonstrates the required experience or qualifications.

b. Compliance Inspectors

(1) Three years experience in one of the following categories or combination thereof:

- Construction inspector of real properties for the purpose of determining compliance with construction requirements established by law.
- Construction engineer.
- Architect.
- Superintendent of construction in large housing developments.
- Builder of residential or commercial properties.
- In other capacities of a similar nature which demonstrates an ability to perform the duties of a compliance inspector.

(2) Additional qualification requirements

- Submit three letters attesting to the applicant's qualifications as an inspector using the references listed on the application.
- There may be no conflict of interest between the applicant's employment and performance as a fee person with VA.
- Employees of HUD, FNMA, FHLMC, or the Postal Service are not eligible.

- Local and State government employees may be designated. The same precautions as those stated for fee appraisers should be followed.
- Procedures for a CAIVRS search will be the same as those required for fee appraisers.
- In states that do not require inspector licensing, the applicant shall complete a written test and a performance test in order to evaluate the applicant's capabilities. The written test will be prepared by the field station and will test the applicant's knowledge of construction techniques and terminology. The performance test will be a demonstration inspection on VA Form 26-1839, Compliance Inspection Report. Neither the written test nor the performance test may be waived. Prior to the performance test, the applicant will be furnished with instructional and procedural material necessary to complete the inspection.
- An individual may be designated to more than one fee roster provided he or she demonstrates the required experience or qualifications.