

Lt. Governor Sheila Y. Oliver
Chairman

Charles A. Richman
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	()	()
11. W9	()	()

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PREQUALIFIED APPRAISER APPLICATION

Complete an application for each appraiser in your firm you want approved. Include with your application a copy of a signed sample appraisal prepared within the past five years for each type of appraisal you would like assigned. For Assisted Living approval, submit an appraisal for a project performed in N.J. within the past 12 months.

Your Name: _____	Home Phone: (____) _____
Name of Firm: _____	Firm Phone: (____) _____
Firm Fax #: (____) _____	E-mail Address: _____
Business Address: (Street) _____	
City: _____	State: _____ Zip Code: _____
Home Address: (Street) _____	
City: _____	State: _____ Zip Code: _____
NJ Appraiser License # _____	

List Professional Certifications, Licenses, Designations, Membership Associations (attach photocopies):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Did any of your Licenses, Designations and Certifications in N.J. or any other jurisdiction receive a review for a disciplinary action or a rescind order? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, attach full details)

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

PREQUALIFIED APPRAISER APPLICATION

Appraiser Employment History (From 1997 – Present):

List employer(s) and describe the appraisal related positions held with each and nature of work performed (attach additional sheet, if required): _____

Specific Appraisal Experience:

List the number of each type of appraisal you have completed in the past five years:

1. Total Single Family: _____ # of New Construction: _____ # of Resale: _____
2. Total 2 – 4 Single Family Homes: _____ # of New Construction: _____ # of Resale: _____
3. Total Single Family Condominiums: _____ # of New Construction: _____ # of Resale: _____
of Planned Unit Developments (PUD): _____ # of Reverse Mortgages: _____
4. Total Small Multifamily Projects (5-49 units): _____ # of New Construction: _____
of Moderate Rehabilitation: _____ # of Substantial Rehabilitation: _____
5. Total Medium Multifamily Projects (50-120 units): _____ # of New Construction: _____
of Moderate Rehabilitation: _____ # of Substantial Rehabilitation: _____
6. Total Large Multifamily Projects (over 120 units): _____ # of New Construction: _____
of Moderate Rehabilitation: _____ # of Substantial Rehabilitation: _____
7. Total Scattered Sites Multifamily Projects: _____ # of New Construction: _____
of Moderate Rehabilitation: _____ # of Substantial Rehabilitation: _____
8. Total Multifamily Mixed Use Projects: _____ # of New Construction: _____
of Moderate Rehabilitation: _____ # of Substantial Rehabilitation: _____

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

PREQUALIFIED APPRAISER APPLICATION

Other Appraisal Experience:

List the number(s) and types(s) of special purpose appraisals you have completed in the past five years:

Assisted Living Facilities: _____ Assisted Living Facilities with Adult Day Care: _____

Group Homes: _____ Shared Housing: _____

Low Income Housing Tax Credits: _____ Historic Tax Credits: _____

Multifamily Housing Preservation: _____ Brownsfield/Redevelopment Areas: _____

List the number(s) and type(s) of any other appraisals for housing that included ancillary or levels of care service income that you have completed in the past five years:

Do you specialize in any particular appraisal work?

If so, please describe:

Indicate the types of appraisals you would like to be assigned:

- | | |
|--|--|
| 1. Single Family (1-4 units): _____ | 10. Group Homes: _____ |
| 2. Multifamily: Small: _____ Medium: _____ Large: _____ | 11. Shared Housing: _____ |
| 3. Low Income Housing Tax Credits | 12. Brownsfield/Redevelopment Areas: _____ |
| 4. Historic Tax Credits: _____ | |
| 5. Multifamily Housing Preservation: _____ | |
| 6. Assisted Living Facilities: _____ | |
| 7. Assisted Living Facilities with Adult Day Care: _____ | |
| 8. Multifamily Mixed Use: _____ | |
| 9. Scattered Sites: _____ | |

Be sure to include a sample of each type of appraisal.

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

PREQUALIFIED APPRAISER APPLICATION

List the Counties in which you want assignments:

I want to be considered for work in every municipality on a statewide basis.

I want only to be considered for work in the following Counties:
(And in all municipalities within each County checked)

<input type="checkbox"/> Atlantic	<input type="checkbox"/> Gloucester	<input type="checkbox"/> Ocean
<input type="checkbox"/> Bergen	<input type="checkbox"/> Hudson	<input type="checkbox"/> Passaic
<input type="checkbox"/> Burlington	<input type="checkbox"/> Hunterdon	<input type="checkbox"/> Salem
<input type="checkbox"/> Camden	<input type="checkbox"/> Mercer	<input type="checkbox"/> Somerset
<input type="checkbox"/> Cape May	<input type="checkbox"/> Middlesex	<input type="checkbox"/> Sussex
<input type="checkbox"/> Cumberland	<input type="checkbox"/> Monmouth	<input type="checkbox"/> Union
<input type="checkbox"/> Essex	<input type="checkbox"/> Morris	<input type="checkbox"/> Warren

Professional References:

List three appraisal client references with current phone numbers. Appraisal assignments should have been performed within the past five years:

1) _____ (Name) _____ (Company) _____ (Phone Number)
_____ (Address) _____ (Fax Number)

2) _____ (Name) _____ (Company) _____ (Phone Number)
_____ (Address) _____ (Fax Number)

3) _____ (Name) _____ (Company) _____ (Phone Number)
_____ (Address) _____ (Fax Number)

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

PREQUALIFIED APPRAISER APPLICATION

Previous Experience as Expert Witness:

Have you testified previously as an expert witness? If so, give details, locations and fee schedules (attach additional sheet, if required):

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

PREQUALIFIED APPRAISER APPLICATION

PLEASE READ THE POLICIES AND PROCEDURES CAREFULLY AND CHECK YOUR SUBMISSION TO BE CERTAIN THAT ALL THE REQUIRED INFORMATION IS ENCLOSED.

This application is submitted with the understanding and agreement that, if approved for HMFA appraisal assignments, you will:

1. Prepare a form appraisal report (Single Family) or a narrative self-contained appraisal (Multifamily) demonstrating value in full compliance with USPAP standards and supply an appraiser's certification with the appraisal. With regard to multifamily appraisals, provide an analysis of the **intangible value associated with federal low-income housing tax credits and/or historic credits, if indicated** and, if so indicated, provide a sixteen year discounted cash flow analysis to estimate present value of the future cash flow and the reversionary value.
2. Perform a personal on-site, internal (where applicable) inspection of the property, be totally involved in the valuation process, and have sole responsibility for the report submission.
3. No portion of the appraisal assignment may be performed by a subcontractor.
4. Agree to comply with the timeframe stipulated by the HMFA at the time of assignment and/or Bid Request.
5. Supply the necessary photographs of the subject property and the comparable properties used in your valuation. Provide **four (4)** copies of a Multifamily appraisal report, and **two (2)** copies of a Single Family appraisal report.
6. Provide a "Delineation of Title" analysis history in the Multifamily appraisal report identifying each party associated with a deed conveyance for a minimum of 10 years or three transfer transactions.
7. Appear in court as an expert witness under a separate and agreed upon fee, if necessary.
8. Attend, without HMFA compensation, such appraisal workshops and seminars to keep your credentials current in regard to re-certification credits for each licensing cycle required by State Board of Real Estate Appraisers.
9. Provide evidence of your Errors and Omissions Insurance coverage at time of application.
10. Notify the HMFA immediately of any change to your status, credentials and/or insurance.

The Appraisal report ordered and submitted is for the use of HMFA only. It is not to be used as a "Sample" or given to a third party without the written consent of New Jersey Housing and Mortgage Finance Agency.

AFFIRMATION

Applicant hereby affirms that the information given in this application is true and complete. The New Jersey Housing and Mortgage Finance Agency (HMFA) may make any inquiries it deems necessary to protect the interests of the Agency and the State. HMFA reserves the right to withhold all or part of the agreed upon fee in the event that the appraisal assignment is not completed in accordance with the Bid Request specifications.

Applicant's Signature

Date

Name & Title (Please print or type)

Company Name (Please print or type)

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CODE OF ETHICS FOR VENDORS

The New Jersey Housing and Mortgage Finance Agency (HMFA or Agency) considers the maintenance of public trust and confidence essential to its proper functioning, and accordingly has adopted this Code of Ethics for Vendors. Vendors who do business with HMFA must avoid all situations where proprietary or financial interests, or the opportunity for financial gain, could lead to favored treatment for any organization or individual. Vendors must also avoid circumstances and conduct which may not constitute actual wrongdoing, or a conflict of interest, but might nevertheless appear questionable to the general public, thus compromising the integrity of the Agency.

This Code is based upon the principles established in Executive Order 189 (Kean, 1988), ethical standards established by the HMFA pursuant to N.J.A.C. 5-80-18.8, and laws governing the Executive Commission on Ethical Standards, N.J.S.A. 52:13D-12 et seq., which, while not strictly applicable to contractors, provide general guidance in this area. Also, this code has been established pursuant to the authority embodied in N.J.S.A. 55:14K-1 et seq., and for good cause.

This Code of Ethics will be made part of each Request for Proposal (RFP) issued by the Agency and will be attached to every contract and agreement to which HMFA and, to the extent feasible, to all those parties anticipating doing business with the Agency.

1. No person shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Agency member or employee or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13 (i), of any such member or employee, or to any partnership, firm, or corporation with which such member, employee or member of their immediate family is employed or associated, or in which such member or employee has an interest within the meaning of N.J.S.A. 52:13D-13 (g).

Note: This section would permit an HMFA officer or employee to accept food or refreshment of relatively low monetary value provided during the course of a meeting, conference or other occasion where the employee is properly in attendance (for example, coffee, danish, tea or soda served during a conference break). Acceptance of unsolicited advertising or promotional material of nominal value (such as inexpensive pens, pencils or calendars) would also be permitted.

2. No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such person to, any Agency member

employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Agency. No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment contract or other agreement, express or implied, or sell any interest in such person to any individual, firm or entity with which such member or employee is employed or associated or has an interest within the meaning of N.J.S.A. 52:13D-13 (g). Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the member or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

3. No person shall influence, or attempt to influence or cause to be influenced, any Agency member or employee in his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said member or employee.
4. No person shall cause or influence, or attempt to cause or influence, any Agency member or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the person or any other individual or entity.
5. All persons shall report to the Attorney General of New Jersey and the Executive Commission on Ethical Standards the solicitation of such persons of any fee, commission, compensation, gift, gratuity or other thing of value by an Agency member or employee. Any questions as to what is or is not acceptable or what constitutes proper conduct for an HMFA officer or employee should be referred to the HMFA Ethics Liaison Officer or his/her designee.
6. This code is intended to augment, not to replace, existing administrative orders and the current HMFA Code of Ethics.

Agency or HMFA is defined as the New Jersey Housing and Mortgage Finance Agency.

Immediate Family is defined as a person's spouse, child, parent, or sibling residing in the same household. N.J.S.A. 52:13D-13 (i).

Vendor is defined as any general contractor, subcontractor, consultant, person, firm, corporation or organization engaged in or seeking to do business with HMFA.

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CODE OF ETHICS FOR VENDORS

This is to acknowledge that I received and read the New Jersey Housing and Mortgage Finance Agency's Code of Ethics, and I understand the terms of the Code of Ethics.

Name of Firm (Please print or type)

Date

Officer's Name (Please print or type)

Title

Signature

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS
EXHIBIT A**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND SERVICE CONTRACTS

This form is a summary of the successful vendor's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful vendor shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);
OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;
OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

**NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY
SOURCE DISCLOSURE CERTIFICATION FORM**

CONTRACTOR:

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this certification on behalf of the Contractor.

The Contractor submits this Certification in response to the referenced contract issued by New Jersey Housing and Mortgage Finance Agency, in accordance with the requirements of Executive Order 129 and Public Law 2005, Chapter 92.

Instructions:

List every location where services will be performed by the Contractor and all Subcontractors. If any of the services cannot be performed within the United States, the Contractor shall state, with specificity the reason why the services cannot be so performed. Attach additional pages if necessary.

Contractor and/or Subcontractor	Description of Services	Performance Location(s)	Reason why services cannot be performed in the United States
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Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Vendor to the Executive Director.

The Director shall determine whether sufficient justification has been provided by the Contractor to form the basis of his/her certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

I understand that, after award of a contract to the Contractor, it is determined that the Contractor has shifted services declared by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the Agency, the Contractor shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to the Agency Terms and Conditions.

I certify that, to the best of my knowledge, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Contractor: _____

By: _____

Print Name: _____ **Date:** _____