

Affiliate Sign-Up:

1. How do I register with Property Sciences to become an affiliate?

Please visit affiliates.propsci.com to register. You will need to upload a copy of your license, resume, E & O insurance, Workers' Compensation insurance (if applicable) and W-9. These documents must be in a pdf format.

2. What are the minimum experience / qualifications for appraisers on your panel?

Appraisers approved on our panel must hold a current state license or certification for real estate appraisal issued by a state-regulated agency, and be in current good standing with all appraisal boards and the ASC. Appraisers must carry and maintain current Errors & Omissions insurance policy.

3. We have multiple appraisers within our company. Do we have to sign up individually or can we sign up as a group?

Please designate and register one appraiser within your office or company as the representative profile. Please upload licenses and E&O for each appraiser within your office/company who may provide appraisal services for Property Sciences. The coverage areas specified should reflect that of the whole office/company. A due-diligence check will be conducted on each appraiser, which includes cross-checking State appraisal board records and ASC database to ensure the applicant's license is current and in good standing, as well as verifying E&O and Workers Compensation Insurance (if applicable). Appraisers who are currently in good standing but have had prior complaints or suspensions will be considered on a case-by-case basis upon further review of the complaint/suspension by Company staff. We will notate your account with the names of all eligible appraisers approved to perform work for Property Sciences.

Order Assignment:

4. What is your on-going appraiser scorecard process?

Appraiser performance metrics are tracked and scored at every step of the process to continually assess appraiser performance. Each appraiser is rated on a scale of 0-5 in the following areas:

- Overall report quality
- Frequency of and responsiveness to condition and/or revision requests
- Professionalism, communication and general service level

- Turn time averages and on-time percentages

5. How is the scorecard information used in the assignment process?

Your performance directly impacts the volume of work you receive. Seasoned appraisers with proven track records will benefit from increased business and are entrusted to take on more complex assignments. Conversely, failing to meet the terms of the service level agreement will result in a probationary hold on account, and consistently failing to meet requirements will ultimately result in revocation of affiliation.

6. What is your expected turn-around time?

Our turn-around time is negotiated on a case-by-case basis at the time the order is assigned.

Order Management:

7. Where will I find the order assigned to me?

Once we contact you to confirm your acceptance of an assignment, you will receive an e-mail notification giving you basic information about the order assigned. Log in to your account at affiliates.propsci.com to view full order details, view inspection contact information, retrieve related documents, etc.

8. How often should I update the website with the progress of the order?

Please update the order's status (1) after you schedule an inspection, and (2) after you complete the scheduled inspection. As importantly – please also keep us notified any time you encounter difficulties throughout the appraisal process, such as when you encounter difficulty reaching the inspection contact or when you have questions related to the assignment.

9. For Desk and Field Reviews, where will I find the original appraisal document?

Please click on the order and go to the **DOCUMENTS** tab. The original appraisal that is to be reviewed will be available for download under the "Client Documents" section.

10. How do I submit my report?

To upload your report, please first ensure that your report is in the correct status ("Finalizing Report"), then:

1) Go to the order's **PROCESSING** tab, input your appraised value within the "Appraised Values" field and click Save.

2) Switch over to the **DOCUMENTS** tab.

3) Upload your report within the "Internal Documents" section.

Please refresh your page (click F5 on your keyboard) to confirm successful document upload. In the left panel, it should reflect a status that indicates your report is now in the Review Queue.

Payment Schedule:

11. When are your pay periods?

Pay periods cover the following dates, and are paid in accordance with the chart below:

Orders completed	Pay Date
19th of the prior month – 3rd of the month	10th of the month
4th of the month – 18th of the month	25th of the month

12. Do I have to upload an invoice after I complete an appraisal report?

There is no need for you to upload an invoice. You may confirm the amount owed on any order and view the total amount accrued for the pay period by accessing the **INVOICES** tab through your account at affiliates.propsci.com.

13. How do I confirm my fees?

All orders completed will be displayed within the **INVOICES** tab. Select the orders you wish to confirm and click "Confirm Checked". These will be then transferred over to Confirmed Invoices and will be paid in accordance with the payment schedule.

14. How are payments made?

Payments will be made via check or direct deposit, depending on the option that you choose. If you choose to be paid via check, the checks will be mailed to you no later than the pay date shown above. If you choose direct deposit, the payment will be transferred into your bank account on the pay date shown above.

Miscellaneous:

15. I will be going on vacation. How do I let you know?

Please send an email to affiliates@propsci.com with your vacation dates. We will update your account profile accordingly.

16. **My license and/or E&O have expired or I have upgraded my license. Where do I submit my updated license/insurance?**

Please send an email to affiliates@proptsci.com with your updated license and/or insurance documents. We will process your request and update your account profile.

The Property Sciences Group, Inc.

395 Taylor Boulevard, Suite 250
Pleasant Hill, CA 94523