



Service Provider Approval Guidelines

Revised 1/1/2012

Approved firms to complete Property Condition Reports, Seismic Reports, Phase I and Phase II Reports are all found on the Lender's Approved Service Providers Listing or Preferred Service Providers Listing.

If a firm is not found on the list, and the Borrower wishes to engage them, the Lender must approve the new firm based upon the following:

- I. A firm biography along with a resume of lenders worked with in the past.
- II. A copy of the firm's liability insurance certificates with a minimum amount of \$1,000,000 in coverage.
- III. An employee resume showing that the person certifying the report(s) is a degreed professional with at least 5 years of work experience in the related field.
- IV. Copy of Sample Reports

If the Lender approves the firm based upon the above criteria, the firm will be added to the Approved Third Party Firm Listing to use on future loans.