

# State of Texas Form

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## State 1 - 4 Family Questionnaire

RELATED TO THE INVESTIGATION OF A COMPLAINT  
ON A 1-4 FAMILY RESIDENTIAL PROPERTY

Complaint Number

Respondent

Licensee Number

Property

1. Do you have an engagement letter?

Yes

No

If yes, is it in the work file?

Yes

No

If not, how was the assignment received?

2. Have you completed the assignment as agreed upon and was the appraisal provided to your client?

Yes

No

3. Have you received compensation for the assignment?

Yes

No

4. Who was the intended user?

5. What was the intended use of the appraisal?

6. Who inspected the subject?

7. How did you select the comparable sales? Describe the process, the parameter, and the information source or sources used.

8. Attach a copy of the information you used to select comparables and, if it is not set out in that information, describe the source and data.

9. Is the information you used to select the comparables sales in the work file?

Yes

No

If not, explain why.

10. Was the appraisal that is the subject of the complaint in a market in which you work on a regular basis?

Yes

No

A. If not, how did you disclose the lack of knowledge and/or experience to the client before accepting the assignment.

B. Describe the steps taken to familiarize yourself with the market.

11. Describe any unusual features presented by this appraisal and describe how you addressed them.

12. A. List (if known and as applicable):

the originator (including any mortgage banker, mortgage broker, or loan officer);

the principals in the transaction (seller and buyer);

the real estate agents (brokers or salespersons); and, the escrow agent

B. State whether you have been involved in transactions with any of the listed parties in the past and provide an approximate number of times and the approximate dates of occurrence (e.g., I appraised fewer than 10 properties where financing was arranged by John Doe, loan officer, during the period 2006-present).

13. Did a trainee participate in the assignment?

Yes

No

What tasks did the trainee complete?

I certify to the Texas Appraiser Licensing and Certification Board that the responses to the foregoing questions, including all attachments, are, to the best of my actual knowledge and based on a personal review of the subject files, true, correct, complete, and not misleading.

Executed this  
20 .

Executed this

day of

Signature

Printed Name