

# Signature Policy - 2010

## USPAP Provisions Related to Signature

### From Definitions

**SIGNATURE:** personalized evidence indicating authentication of the work performed by the appraiser and the acceptance of the responsibility for content, analyses, and the conclusions in the report.

### From Ethics (Management)

**An appraiser must affix, or authorize the use of, his or her signature to certify recognition and acceptance of his or her USPAP responsibilities in an appraisal, appraisal review, or appraisal consulting assignment (see Standards Rules 2-3, 3-6, 5-3, 6-9, 8-3, and 10-3). An appraiser may authorize the use of his or her signature only on an assignment-by-assignment basis.**

**An appraiser must not affix the signature of another appraiser without his or her consent.**

Comment: An appraiser must exercise due care to prevent unauthorized use of his or her signature. An appraiser exercising such care is not responsible for unauthorized use of his or her signature.

## Texas Law Related to Signature

### Sec. 1103.402. SIGNATURE OR ENDORSEMENT ON APPRAISAL.

- (a) A person certified or licensed under this chapter may not sign or endorse an appraisal unless the appraisal is substantially produced by that person.
- (b) For purposes of this section, an appraisal is substantially produced by a person who contributes in a material and verifiable manner to the research or analysis that results in the final opinion of value expressed in the appraisal.

Added by Acts 2001, 77th Leg., ch. 1421, Sec. 2, eff. June 1, 2003.

## Office Policy on Signatures

1. No signature will be attached to an appraisal, review or consulting service unless done directly by the appraiser whose signature is attached to the report. Alternatively, an appraiser may authorize his or her signature be placed on a report. There will be no "blanket" authorizations. The appraiser must either directly place his or her signature on a report or authorize the signature be placed on a report for each report the signature appears.
2. If an employee or principal signs an appraisal, review or consulting service he must have contributed materially and verifiably in accordance with Texas State Law. No signature may be placed on a report unless the appraiser has substantially contributed to the appraisal in a material and verifiable manner to the research or analysis that results in the final opinion of value expressed in the appraisal.
3. If an employee or principal signs an appraisal report, appraisal review or consulting report he or she accepts responsibility for the entire contents of the appraisal report. An appraiser is not to sign a report if the appraiser does not accept responsibility for the entire contents of the report.
4. An appraiser must protect his or her signature. This includes, but is not limited to, password protecting the signature. The password should be changed on a regular basis.
5. No appraiser or staff member may attach an appraiser signature to a report without direct authorization of the appraiser.
6. If a signature inadvertently appears on an appraisal report, the appraiser and client must be notified promptly of the error.