

**HANCOCK BANK**  
Appraisal Department  
P.O. Box 4019  
Gulfport, MS 39502  
(228) 563-7947

Dear Appraiser:

In order to be considered for placement on the Commercial Approved List and/or Residential Approved List you must submit the following documents to the Hancock Bank Appraisal Department:

1. *Copy of current **State Certification** for the State you are licensed.*
2. *Copy of **qualifications**, which include educational qualifications, job term, real estate experience, professional organization affiliation, etc.*
3. *Copy of **a list of references** and phone numbers.*
4. ***Report samples – current (within the past 6 months) samples of your work only with your signature (no co-signers);***

**a) Commercial Applicants**

Must include minimum of **two complete self-contained reports of varying property types** plus **one complete summary in narrative format.**

*Property types include:*

- (1) multi-family development*
- (2) retail (single or multi-tenant)*
- (3) proposed/existing office building or industrial building*
- (4) subdivision development*

**b) Residential Applicants**

*Residential samples must include all of the following sample reports:*

- (1) typical single family URAR form report  
(at least one report over \$500,000)*
- (2) proposed single family appraisal  
(must include complete cost estimates and materials list)*
- (3) 2-4 family property (income consideration)*
- (4) vacant land form*

5. *Complete enclosed **APPRAISER APPLICATION.***

Upon receipt of your completed application package, the Hancock Bank of Mississippi Appraisal Department will begin to process and review the information, verify qualifications, analyze sample reports and make a determination as to your placement on our Commercial and/or Residential Approved Appraiser List(s). If the application is approved, a confirmation letter will be sent. If the submitted work is not currently acceptable, a letter detailing the issues of concern as well as a checklist form showing what items are required by Hancock Bank will be forwarded. We welcome the opportunity to discuss the areas of concern with mutual effort to move forward for possible future approval.

If you have any questions, please call me at (228) 563-7947. Thank you for your time and cooperation.

Sincerely,  
Dana Brown  
Appraisal Assistant  
Hancock Bank

**HANCOCK BANK**  
Application for Pre-Approved Appraiser

<b>Name:</b>	
<b>Address:</b>	
<b>P.O. Box:</b>	
<b>Office Phone Number:</b>	
<b>Fax Number:</b>	
<b>Cell Phone Number:</b>	
<b>Email Address:</b>	
<b>Employer:</b>	
<b>License #:</b>	
<b>Expiration of License:</b>	
<b>Designation(s):</b>	
<b>Tax ID Number: (required)</b>	
<b>E&amp;O Insurance: (Attach proof)</b>	
<b>USPAP Course Completion Date:</b>	

<b>Experience and Employment History:</b>	<b>Number of Years:</b>
Years employed with current company:	
Years of commercial appraisal experience:	
Years of residential appraisal experience:	
Total years of appraisal experience	

**Indicate the number of appraisals performed in each property type category over the last year:**

Single Family Residential-URAR		Special Purpose (hospital, theater, nursing home, etc)		Freddie Mac 704 or comparable summary form	
2-4 Family Residential		Subdivision Development		Office	
Residential Vacant Lot-on VL Form		Industrial Property		Retail Property	
Apartment		Commercial Land		Other:	

**Please list special purpose property types you have experience in appraising:**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Data Sources:**

<b>Name of Data Source</b>	<b>Yes-at my office</b>	<b>Access at another location</b>	<b>Not Available/No</b>
Multi-Listing Service (online)			
Non-Residential Sale Database			
Other:			

**Areas you service by county or parish:**

**Zip codes that you do not cover in your service areas:**

**\*\*Please submit a list of services provided and a fee schedule\*\***

The applicant certifies that all information in the application and attached documents is correct. The applicant understands that this application, which is submitted for consideration in employing the individual for real estate appraisal services, will be used by the bank to analyze the experience of the signee. **The applicant agrees to personally inspect the interior of all properties appraised , unless otherwise instructed in writing.**

The applicant warrants that he/she has read the Uniform Standards of Professional Appraisal Practice (USPAP) as well as the final rules and amended rules of the applicable federal regulatory agency(ies). The applicant agrees to complete all appraisal assignments for Hancock Bank in accordance with regulatory standards.

The applicant certifies that he/she has not had an application for licensing/certification denied, revoked, or suspended nor has been the subject of a hearing before any state appraisal board in which disciplinary action was taken. **The applicant agrees to notify Hancock Bank within 10 days if he/she is the subject of any disciplinary action by the appraisal board.**

\_\_\_\_\_  
Appraiser's Signature

\_\_\_\_\_  
Date

**Forward completed application and supporting documents to:**

Dana Brown  
MS Hancock Bank Appraisal Department  
P.O. Box 4019  
Gulfport, MS 39502