

# Certified

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APPRAISAL SERVICES

228 East Main Street, Patchogue, New York, 11772  
\*\* Phone: 631-475-1031 \*\* \*\* Fax: 631-475-3649 \*\*  
email: [certified.appraisal@verizon.net](mailto:certified.appraisal@verizon.net)

To: All prospective or existing clients:

Hello! We'd like to introduce ourselves or re-introduce ourselves to your company. We are Certified Appraisal Services, Inc and we would like to explore the opportunity of forming or continuing a mutually beneficial business relationship.

Enclosed please find a brief outline describing the past, present, and future status of Certified Appraisal Services, Inc along with licenses and resumes of all staff appraisers and appraiser assistants. Also please find a list of areas covered, lender references, current lender/clients, current fee schedule, copy of our company errors and omissions insurance policy, and sample order form. We hope that the included information helps to accentuate the depth and diversity of Certified Appraisal Services, Inc as well as our appraisers and office staff.

We cover all of Long Island including the five boroughs, perform all types of residential appraisals including single family homes, multi-family homes, condo, co-op, land, field reviews, desk reviews, and FHA properties. We have extensive knowledge and experience in appraising high-end and unique properties ranging in areas from Staten Island to Montauk.

We look forward to working with you and believe you will be satisfied with our level of service, the quality and professionalism of our reports, commitment to our clients, and our commitment to the industry as a whole.

Sample appraisals are available upon request. Sample appraisals can be sent via email or hard copy sent via mail. Please don't hesitate to contact us if you have any questions regarding Certified Appraisal Services, Inc.

Sincerely,

Brendon J. Russo  
V.P. of Operations

Virginia Schellinger  
V.P. of Quality Control

## Certified Resume

Certified Appraisal Services became a company in 1990. It grew from a single person appraisal firm started in the 1980's by Robert Russo. The majority of work was FHA/HUD appraisals with some conventional and private appraisals performed. Within the first year the "firm" expanded to two full time appraisers and a part time secretary.

Within a five year period there were six appraisers and two office staff (scheduling, tracking and billing). By the end of the tenth year in business the company expanded to over ten full and part time appraisers with four office staff.

Certified was one of, if not the first appraisal company to use computer generated reports (back in the early 1980's). Today Certified is fully computerized, EDI, PDF Digital (pictures, signatures, etc.). We have approximately twenty appraisers and inspectors, six office staff, three full time reviewers plus other part time support staff. We presently generate over 5,000 quality reports per year.

The firm is currently run by Brendon Russo and Virginia Schellinger, both experienced appraisers and review appraisers. Robert J. Russo assists the firm as a consultant offering over twenty-five years experience as a HUD approved appraiser, reviewer and property inspector. Virginia and Brendon offer over twenty years combined experience in the real estate and appraisal fields.

### Operations

Brendon is overseeing the general operations of the company by:

- Overseeing the initial receipt of all orders for items such as:
  - needing contracts on purchases
  - prior sales information
  - repair/rehabilitation lists and estimates
  - overt value issues
  - condo/co-op questionnaires
  - forms/assessments
- Personally handling the actual corrections/changes requested and/or distributing them to the appropriate personnel for the quickest return.
- Providing client feedback regarding value, repair and deferred maintenance issues.
- Overseeing shipping of all reports either by email (our preferred method of shipment) edi transmissions and/or actual copying of reports and overnight mailing.
- Expediting all change of lenders by immediately alerting interested parties as to correct documentation.
- Dealing with COD's versus billing to help streamline the whole process.

### Quality Control

Virginia is focusing her efforts on our Quality Control Department. Our review process is layered to help ensure the most professional reports possible.

- Enhanced utilization of the review feature in our software thereby reducing the numbers of "nuisance" or "computer" generated errors.
- Utilization of four comparables in all appraisal reports to best support values.
- Maintenance and upkeep of our extensive in house comparable database.
- Constantly working with the appraisers to keep them aware of changes in the market and factors that contribute to and/or affect value or marketability.
- Continuous education by reading FHA/HUD guidelines, Fannie Mae guidelines, industry newsletters, etc.

Considering the fact over 10,000 properties were reviewed in the last two years with over 40,000 comparables used (and many more considered) our data base and personal knowledge of the market is one of the best and most extensive in the industry.



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## Primary Coverage Areas

*Suffolk County*

*Nassau County*

*Queens County*

*Kings County (Brooklyn)*

## Secondary Coverage Areas

*Bronx*

*Manhattan*

*Staten Island*

*If you should have any questions regarding coverage areas or availability, feel free to contact us.*

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**\*\*New York State Certified - FHA Approved \*\***  
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## **FEE SCHEDULE:**

<i>One family conventional/nonconforming</i>	<i>\$300.00</i>
<i>One family FHA</i>	<i>\$400.00</i>
<i>One family FHA/203K</i>	<i>\$450.00</i>
<i>Two family FHA (each additional unit \$50 additional)</i>	<i>\$500.00</i>
<i>Two family conventional (each additional unit \$50 additional)</i>	<i>\$500.00</i>
<i>Two family FHA 203K (each additional unit \$50 additional)</i>	<i>\$550.00</i>
<i>Condo/Co-Op conventional</i>	<i>\$350.00</i>
<i>Condo/Co-Op FHA</i>	<i>\$400.00</i>
<i>Condo/Co-Op FHA 203K</i>	<i>\$450.00</i>
<i>Vacant Land (single &amp; separate lot)</i>	<i>\$350.00</i>
<i>71B form (6-8 families)</i>	<i>\$800.00- \$1000.00</i>
<i>Convert to FHA from conventional (vice versa)</i>	<i>\$200.00</i>
<i>Re-certification of Value (with pictures)</i>	<i>\$150.00</i>
<i>Satisfactory Completion Certificate</i>	<i>\$100.00</i>
<i>FHA compliance inspection</i>	<i>\$100.00</i>
<i>704 or 2055 drive-by</i>	<i>\$200.00</i>
<i>704 or 2055 drive-by form with interior inspection</i>	<i>\$275.00</i>
<i>Desk Review</i>	<i>\$100.00-\$200.00</i>
<i>Field Review</i>	<i>\$150:00-\$250.00</i>
<i>Change of lender/new original report</i>	<i>\$100.00</i>
<i>Private Appraisals: Single family</i>	<i>\$350.00</i>
<i>Two family</i>	<i>\$550.00</i>
<i>Three-four family</i>	<i>\$600.00</i>
<b>**Bronx/Westchester/Staten Island/Manhattan**</b>	<i>\$50.00 additional</i>

**\*\* Prices for unique/complex/waterfront properties are subject to fee quote\*\***

**\*Prices above are assuming EDI(email) delivery. Overnight mail is subject to additional fees\***

**Revised: 08/11/2003**



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**APPRAISAL ORDER FORM**

Date Ordered: \_\_\_\_\_

Person Ordering: \_\_\_\_\_

Client/Company Name, Address, Telephone, Fax Numbers, and contact person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property to be Appraised:

Address: \_\_\_\_\_  
\_\_\_\_\_

Property Information:

Style: \_\_\_\_\_ Bedroom(s): \_\_\_\_\_ Bath(s): \_\_\_\_\_ Basement: \_\_\_\_\_ Year Built : \_\_\_\_\_

Owner/Contact Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Borrowers Name(s): \_\_\_\_\_

Property Type: (Please check one)

Single family: \_\_\_\_\_ Two + families: \_\_\_\_\_ Condo: \_\_\_\_\_ Co-op: \_\_\_\_\_

Reason for Appraisal: (please check one)

Refi: \_\_\_\_\_ Purchase: \_\_\_\_\_ Estate: \_\_\_\_\_ Matrimonial matter: \_\_\_\_\_ Estimated Market Value: \_\_\_\_\_

Loan Type: (please check one)

Conventional: \_\_\_\_\_ FHA: \_\_\_\_\_ 203K: \_\_\_\_\_

Selling Price: \_\_\_\_\_ Mortgage Amount: \_\_\_\_\_ Estimated Market Value: \_\_\_\_\_

Appraisal Type: (please check one)

Full interior appraisal: \_\_\_\_\_ Drive-by: \_\_\_\_\_ Drive-by form(w/ interior inspection): \_\_\_\_\_

Method of Payment: (please check one)

Bill Client: \_\_\_\_\_ Pay at door: \_\_\_\_\_

Desired due date: \_\_\_\_\_

Fee: \_\_\_\_\_



## *Lender References*

### *Countrywide Home Loans*

*717 East Jericho Turnpike  
Huntington Station, New York, 11746  
631-424-4850  
Carol Ryan*

### *Countrywide Home Loans*

*1155 Wantagh Avenue  
Wantagh, New York, 11793  
516-221-6700  
Lisa Sullivan*

### *Hometruster Mortgage Bankers*

*60 Oak Drive  
Syosset, New York, 11791  
516-921-0040  
Georgeann Torres-DeGennaro*

### *First Financial of America Ltd.*

*322 Third Avenue  
Bayport, New York, 11705  
631-472-0888  
Jeffrey Wenzel*

### *HCI Mortgage*

*220 Lake Avenue  
Saint James, New York, 11780  
631-862-7726  
James Ryan*

### *Southport Funding*

*10 Cory Avenue  
Blue Point, New York, 11715  
631-363-7400  
Debbie Greiner*

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## Lender List

<i>AAPEX MORTGAGE</i>	<i>FIRST FINANCIAL OF AMERICA</i>
<i>ACTION CAPITAL MORTGAGE</i>	<i>FIRST HORIZON HOME LOANS</i>
<i>AFFORDABLE MONEY APPRAISALS</i>	<i>FIRST MUTUAL MORTGAGE</i>
<i>ALL SERVICE MORTGAGE</i>	<i>FIRST NATIONAL MORTGAGE</i>
<i>AMERICAN HOME MORTGAGE</i>	<i>FIRST NATIONAL SERVICING</i>
<i>AMERICAN SUCCESS MORTGAGE</i>	<i>FIRST RATE CAPITAL</i>
<i>AMERICA'S BEST MORTGAGE</i>	<i>FIRST RESIDENTIAL SERVICES</i>
<i>AMERICA'S WHOLESALE LENDER</i>	<i>FRANKLIN FIRST FINANCIAL</i>
<i>AMERITRUST MORTGAGE BANKERS</i>	<i>GATEWAY HOME MORTGAGE</i>
<i>ARGO FINANCIAL</i>	<i>GLOBAL CONSULTANTS DIRECT</i>
<i>BERKSHIRE FINANCIAL GROUP</i>	<i>GOLDEN FIRST MORTGAGE</i>
<i>BLS FUNDING</i>	<i>GOLDEN GATE EQUITIES</i>
<i>BUSINESS MORTGAGE INC.</i>	<i>GREENPOINT HOME MORTGAGE</i>
<i>CAMBRIDGE MORTGAGE CORP.</i>	<i>GREENTREE MORTGAGE CORP.</i>
<i>CAMELOT FUNDING CORP.</i>	<i>HARRIS MORTGAGE GROUP</i>
<i>CHASE HOME MORTGAGE</i>	<i>HCI MORTGAGE (ST JAMES, NY)</i>
<i>CHELSEA MORTGAGE</i>	<i>HCI MORTGAGE (ROCHESTER)</i>
<i>CITY MORTGAGE</i>	<i>HOCHBERG &amp; HOLLAND</i>
<i>COMPUTERIZED HOME MORTGAGE</i>	<i>HOMEBRIDGE MORTGAGE</i>
<i>CONCORD FUNDING</i>	<i>HOMEOWNERS LOAN</i>
<i>COUNTRYWIDE (WANTAGH, NY)</i>	<i>HOMETRUST MORTGAGE</i>
<i>COUNTRYWIDE (HUNTINGTON STATION, NY)</i>	<i>IDEAL MORTGAGE BANKERS</i>
<i>COUNTRYWIDE (CRANFORD, NJ)</i>	<i>INDYMAC BANK</i>
<i>COUNTRYWIDE (PLANO, TX)</i>	<i>INFINITY MORTGAGE</i>
<i>CROSS COUNTY FUNDING</i>	<i>INTEGRITY HOME FUNDING</i>
<i>CROSS ISLAND CAPITAL</i>	<i>JDS MORTGAGE BROKERS</i>
<i>DEMANDEVILLE MORTGAGE</i>	<i>JERICHO MORTGAGE</i>
<i>DISCOUNT FUNDING ASSOCIATES</i>	<i>LANDSAFE APPRAISAL SERVICES</i>
<i>E*TRADE MORTGAGE</i>	<i>LC MORTGAGE CORP.</i>
<i>EAST COAST CAPITAL CORP.</i>	<i>LEND-MOR CAPITAL CORP.</i>
<i>EAST END DEVELOPERS</i>	<i>LIBERTY EQUITIES OF AMERICA</i>
<i>FAIR BANKS CAPITAL</i>	<i>LIBERTY SAVINGS BANK</i>
<i>FAIRMONT FUNDING</i>	<i>LONG ISLAND ACTIVE EQUITY</i>
<i>FINANCIAL DYNAMICS</i>	<i>M&amp;T MORTGAGE CORP.</i>
<i>FINANCIAL FREEDOM</i>	<i>MCS MORTGAGE BANKERS</i>
<i>FIRST CAPITAL HOME MORTGAGE</i>	<i>MARDER AND ASSOCIATES</i>



*MAXIM MORTGAGE BANKERS*  
*MBNA*  
*MELROSE MORTGAGE BANKERS*  
*MILESTONE MORTGAGE CORP.*  
*MORTGAGE BANKERS CORP.*  
*MORTGAGE ENTERPRISE*  
*MORTGAGE LINK*  
*MORTGAGE MARKER RESOLUTIONS*  
*NARDIN REAL ESTATE SOLUTIONS*  
*NATIONAL CITY MORTGAGE*  
*NEW CENTURY MORTGAGE*  
*NEW YORK MORTGAGE BAKERS*  
*NOVASTAR HOME MORTGAGE*  
*ODYSSEY FUNDING LLC*  
*OLYMPIA FUNDING CORP.*  
*OSBORN, NICHOLS, HALL, AND ASSOCIATES*  
*PALADIN MORTGAGE*  
*PLATINUM FUNDING*  
*PREFERRED EMPIRE*  
*PROVIDENT CAPITAL MORTGAGE*  
*REM (REAL ESTATE MORTGAGE NETWORK)*  
*RELIABLE MORTGAGE BANKERS*  
*SEBY INC.*  
*SIB MORTGAGE*  
*SOUTHERN STAR MORTGAGE*  
*SOUTHPORT FUNDING*  
*STARS APPRAISAL SERVICES*  
*SUPERIOR MORTGAGE*  
*TARGET ENTERPRISES INC*  
*TOWER MORTGAGE CORP.*  
*UNITED MORTGAGE CORP.*  
*UNITED NORTHERN MORTGAGE BANKERS*  
*USA MORTGAGE BANKERS*  
*WEATHERSTONE MORTGAGE*  
*WELLS FARGO*  
*YES FUNDING CORP.*



**Appraiser Roster**

Robert J. Russo	NYS Certified Appraiser/FHA Certified	4500004705	Expires 12/09/05
John E. Nealand	NYS Certified Appraiser/FHA Certified	45000009902	Expires 12/21/04
Brendon J. Russo	NYS Licensed Appraiser/FHA Certified	47000032871	Expires 03/27/04
George Schandel	NYS Licensed Appraiser	47000042434	Expires 06/25/05
Steven Maiorini	NYS Licensed Appraiser Assistant	48000040429	Expires 03/10/04
Charles Guli	NYS Licensed Appraiser Assistant	48000040494	Expires 03/24/04
Thomas Kennedy	NYS Licensed Appraiser Assistant	48000040971	Expires 08/04/04
Robert Hirsch	NYS Licensed Appraiser Assistant	48000040325	Expires 01/27/04
Arthur Shaw	NYS Licensed Appraiser Assistant	48000040565	Expires 04/09/04
John Spelman	NYS Licensed Appraiser Assistant	48000037530	Expires 09/21/05
Christine Grady	NYS Licensed Appraiser Assistant	48000040177	Expires 12/09/03
Lynn Ingram	NYS Licensed Appraiser Assistant	48000040987	Expires 08/04/04
Craig Scali	NYS Licensed Appraiser Assistant	48000041123	Expires 09/15/03
Octavio Pandales	NYS Licensed Appraiser Assistant	48000041606	Expires 12/29/04
Amram Elbaz	NYS Licensed Appraiser Assistant	48000041592	Expires 12/29/04
Tina Capote	NYS Licensed Appraiser Assistant	48000040686	Expires 05/12/04
Audrey Hassett	NYS Licensed Appraiser Assistant	48000040517	Expires 03/31/04

Professional Liability Consulting Services, Inc.  
Mr. Robert J. Russo, Principal  
Certified Appraisal Services, Inc  
228 East Main Street, Patchogue, New York 11772  
\$1,000,000.00 Errors & Omissions Liability Policy  
Policy Period: 04/26/2003 - 04/26/2004

\*\*\*Actual Licenses, resumes, and E&O Insurance Policy are available upon request\*\*\*

eff. 10/2003

