

## AMC Vendor Approval Information Packet

1. Company Overview
2. State License and Bond Information
3. Appraisal Review Process
4. Appraisal Review Checklist
5. Appraisal Reconsideration
6. Appraiser Removal Policy
7. Credit Card Refund Policy
8. Privacy Policy
9. USPAP
10. Quality Control Policy
11. Appraiser and Employee Selection Process
12. Retention and Destruction Policy
13. Physical and Environmental Security Policy

Appendix I - E & O Insurance



# DETAILED TABLE OF CONTENTS

<b>1. Company Overview</b> .....	<b>3</b>
Company Information .....	4
Principal and Authorized Officers .....	5
Business References .....	5
<b>2. State License and Bond Information</b> .....	<b>6</b>
<b>3. Appraisal Review Process</b> .....	<b>9</b>
<b>4. Appraisal Review Checklist</b> .....	<b>10</b>
<b>5. Appraisal Reconsideration Form</b> .....	<b>15</b>
<b>6. Appraiser Removal Policy</b> .....	<b>16</b>
<b>7. Credit Card Refund Policy</b> .....	<b>17</b>
<b>8. Privacy Policy</b> .....	<b>18</b>
<b>9. USPAP</b> .....	<b>23</b>
<b>10. Quality Control Process</b> .....	<b>24</b>
<b>11. Appraiser and Employee Selection Process</b> .....	<b>25</b>
<b>12. Retention and Destruction Policy</b> .....	<b>26</b>
<b>13. Physical and Environmental Security Policy</b> .....	<b>29</b>
<b>Appendix I - E &amp; O Insurance</b> .....	<b>36</b>

## **1. Company Overview**

Company Information  
Principal and Authorize Officers  
Business References  
Resume and Bio

# Company Information

**Company Name:** Palm Beach Appraisal Management Company, LLC

**Street Address:** 330 S. State Street

**City, State, Zip:** Newtown, PA 18940

**Phone Number:** 1-866-344-1121

**Website Address:** [www.palmbeachamc.com](http://www.palmbeachamc.com)

**Contact Person:** Evan Connolly

**Email Address:** [evan@palmbeachamc.com](mailto:evan@palmbeachamc.com)

**DBAs and other trade names:** PBAMC

**Type of Business:** Appraisal Management Company

<b>Product Office Address</b>	<b>Telephone Number</b>	<b>Manager's Name</b>
1. Newtown, PA 330 S. State Street, Newtown, PA 18940	(267) 981 - 9500	Evan Connolly
2. Ft. Lauderdale, FL 6600 N. Andrews Ave., Ft. Lauderdale, FL 33309	(646) 510 - 7090	John Burgfechtel
3. El Paso, TX 10576 Palomino Street, El Paso, TX 79924	(915) 321 - 9207	Nefi Duran