

# City of Saint Paul

## CODE OF ETHICS

### FOR TRUTH-IN-SALE OF HOUSING EVALUATORS

#### PROHIBITIONS

The evaluator may not:

1. Unfairly discriminate in providing services and establishing fees.
2. Operate under the use of alcohol, drugs, or narcotics, even if prescribed by a physician, which may impair their judgment or performance as an evaluator.
3. Knowingly re-evaluate any premises for which a previous evaluation remains in force. However, if since a prior inspection, conditions have changed or repairs have been made of items noted as “below minimum standards” or “hazardous”, or were not accessible in such inspection, the evaluator who made the prior inspection may re-evaluate the premises.
4. Engage in conduct that in any way is in violation of any law or ordinance or is in contravention of good order and decorum.
5. Knowingly submit or prepare for a homeowner, an evaluation which contains false or misleading statements. All evaluations made must be completed upon the forms supplied or approved by the Board and must be submitted to the duly appointed recipient and custodian of such completed forms.
6. Evaluate properties in which they or their immediate family has an interest. For purposes of this provision, immediate family means parents, children, spouse, and siblings. Immediate family further means those persons living together in a dwelling comprising a single housekeeping unit.
7. Evaluate properties in which an interest is claimed or had by their employer, or by a person or entity retaining them for services other than such evaluations, or by a real estate company with which the evaluator is otherwise associated.
8. Endorse specific materials or firms. They will not appraise the value or estimate the costs of repairs or services for properties they are evaluating. The evaluator will not make any repairs or additions to a property they have evaluated, during the time period the evaluation they conducted is valid, nor will they make a Truth-in-Sale of Housing evaluation for any property for which they have made any repairs or additions within the last ninety (90) days.
9. Solicit the property for sale, nor suggest services of specific agencies or agents.

#### EXPECTATIONS

The evaluator must:

10. Respond to all complaints received regarding their evaluation services in a timely manner.

11. The evaluator will be responsible at all times to execute their duties with due care and in good faith, in compliance with the laws and regulations of the City of Saint Paul, in compliance with the Saint Paul Evaluator Guidelines and Board Resolutions applicable to the conduct of evaluators and evaluations, as adopted by the Board, and with the evaluator’s Code of Ethics. Failure of the evaluator to comply with the law and Board direction through the Evaluator Guidelines and Resolutions constitutes an infraction of the Code of Ethics.

**MISCELLANEOUS PROVISIONS**

12. Failure of the evaluator to respond to written or oral requests of the Board constitutes an infraction of the Code of Ethics.

13. The word “interest” is defined as any interest which yields, directly or indirectly, a monetary or other material benefit to the evaluator (other than the duly authorized fee for service), the spouse or any dependent of such evaluator, the employer of the evaluator, or to any other person who resides with the evaluator.

14. A violation of any of these guidelines, herein known as the “**Code of Ethics For Truth-In-Sale of Housing Evaluators**” and adopted by the board, must result in disciplinary action against the evaluator, which may include suspension or revocation of an evaluator’s certificate, or denial of a renewal of such certificate.

15. In accordance with the TISH Board Bylaws, an evaluator who does not submit a Certificate of Insurance renewal when it is due must, upon written notification, have their license suspended. An evaluator who does not submit continuing education credits by the deadline imposed by the Manager, upon written notification, must have their license suspended.

**ACKNOWLEDGEMENT**

I, the undersigned, have read and do understand the Code of Ethics for the Truth-in-Sale of Housing Evaluator. By my signature I agree to comply with all conditions stated in this, or any future adopted, Code of Ethics. I understand the penalties that may apply if I do not comply with this Code of Ethics.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Adopted by the Saint Paul Truth-in-Sale of Housing Board April 11, 2001  
Last amended by the Saint Paul Truth-in-Sale of Housing Board July 13, 2005  
Revised by the Saint Paul Truth-in-Sale of Housing Board November 8, 2023; and  
Adopted by Resolution 24-03 on January 10, 2024