

**City of Saint Paul
CODE OF ETHICS**

FOR TRUTH-IN-SALE OF HOUSING EVALUATORS

1. The evaluator will not discriminate in providing services and establishing fees.
2. The evaluator, while acting as such, will not operate under the use of alcohol, drugs or narcotics, even if prescribed by a physician, which may impair his/her judgment or performance as an evaluator.
3. The evaluator will not 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. The evaluator will be responsible at all times to execute his/her 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 shall constitute an infraction of the Code of Ethics.
5. The evaluator, while acting as such, will not engage in conduct that in any way is in violation of any law or ordinance, or is in contravention of good order and decorum.
6. The evaluator will respond to all complaints received regarding his/her evaluation services in a timely manner.
7. The evaluator will not knowingly submit or prepare for a homeowner, an evaluation which contains false or misleading statements. All evaluations made shall be completed upon the forms supplied or approved by the Board, and shall be submitted to the duly appointed recipient and custodian of such completed forms.
8. Failure of the evaluator to respond to the requests, written or oral, of the Board shall constitute an infraction of the Code of Ethics.
9. The evaluator will not evaluate properties in which he/she or his/her immediate family has an interest. For purposes of this provision, immediate family shall mean parents, children, spouse and siblings. Immediate family shall further mean those persons living together in a dwelling comprising a single housekeeping unit.
10. The evaluator will not evaluate properties in which an interest is claimed or had by his/her employer, or by a person or entity retaining him/her for services other than such evaluations, or by a real estate company with which he/she is otherwise associated.

11. The evaluator, while acting as such, will not endorse specific materials or firms. He/she will not appraise the value, or estimate the costs of repairs or services for properties he/she is evaluating. The evaluator will not make any repairs or additions to a property he/she has evaluated, during the time period the evaluation he/she conducted is valid, nor will he/she make a Truth-in-Sale of Housing evaluation for any property for which he/she has made any repairs or additions within the last ninety (90) days.
12. The evaluator, while acting or advertising his/her services as such, will not solicit the property for sale, nor suggest services of specific agencies or agents.

FOR THE PURPOSE OF THIS CODE OF ETHICS THE WORD "INTEREST" IS DEFINED AS ANY INTEREST WHICH SHALL YIELD, 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.