

Identification

Loan Number
Requestor
Email address
Borrower name
Address

Purpose of the Appeal (check a box)

- Consider additional information about the property or about the comparable properties.
- Correct factual errors (please list on a separate page).

Check all that apply and attach supporting commentary and documentation

- An Appraisal was prepared within 6 month of the current appraisal date on the subject property with value conclusion 10% or more than current valuation. Please attach a copy of the prior appraisal with the Appraisal Appeal Form.
- The borrower has upgraded responded or finished an addition to the subject property with has not be reflected in the appraised value. Please attach description to the Appraisal Appeal form.
- The sales used in the appraisal are not representative of the subject property or market area. Please provide additional sales and a description of why you believe they should be used.

Criteria for selecting comparables:

- **Have occurred no more than 180 from the date of the appraisal (other comparables are permitted depending on area or location, eg.; rural and/or unique properties).**
- **Comparable must be SIMILAR in GLA, AGE, DESIGN, AMMENITIES, AND SITE AREA.**
- **Comparables should be from the same neighborhood or similar to the subject.**

Sales to consider	Comparable #1	Comparable 2	Comparable 3
Address of comp			
City, State, Zip			
Closed Date			
Source of Data			
Sales price			
Proximity to SP			
Site area			
GLA			
Actual age			
Room count (BR/BA)			

The Appraisal Appeal Form will be reviewed by our Quality Control department prior to being sent to the appraiser(s) for consideration to ensure that it is complete and detailed information is provided to expedite the appeal process. **The form is also reviewed for compliance with the Appraiser Independence Rule (AIR) to ensure that the appeal request is free from any type of undue influence or pressure. In accordance with AIR, DO NOT PROVIDE ANY TYPE OF ANTICIPATED, ESTIMATED, OR DESIRED VALUATION. The form will be returned to the Client for completion and/or revision.**

To submit your Appraisal Appeal, please complete this form **and provide the necessary documentation to substantiate the basis of your appeal.** The completed form and documentation must be uploaded back to the order/portal where the order originated from (ETRAC/MERCURY).

The Quality Control department will notify the Client when results have been received, then after review, a completed report will be delivered to the Client.