



## Appraisal Correction and Dispute Form

<b>Borrower Name:</b>		<b>Property Address:</b>	
<b>Loan #:</b>	<b>Submitted by:</b>	<b>Date Submitted:</b>	

Prior to submitting this form, be sure to include all items of concern, requested revisions and additional data for the appraiser's consideration. This will ensure a faster turn time and avoid going back to an appraiser multiple times.

**Factual**--Clearly identify any factual errors and omitted characteristics of the dwelling or property for the appraiser to review and attach all available supporting data. (i.e. MLS data sheet, photos, survey, zoning ordinance).

**Additional Explanation**—Clearly identify any areas of appraisal where the analyses are not clear and more detail is needed to understand the appraisal results and conclusions.

**Comparable Data**—Clearly identify any issues, corrections or clarification needed on the appraisal comparables. If you disagree with appraisal comps, please explain why alternate sales are better or superior to the comparables in the appraisal. If requesting an additional comparable sale or listing, please explain why this additional support is needed.

**Sales Data for Consideration**—Maximum of four sales or additional charges may be incurred.

Suggest criteria for choosing alternate data for the appraiser to review:

- ➔ Sales should be from MLS sources and data sheets should be included whenever possible or MLS numbers.
- ➔ Sales must have closed on or before the effective date of the appraisal.
- ➔ Sales should be recent; within last six months are preferred.
- ➔ Sales should be from subject's immediate market area (i.e. PUD, condo complex, neighborhood)
- ➔ Sales should have a similar view amenity (i.e. residential, water, city, mountain)
- ➔ Sales should be within 20% of subject gross living area.
- ➔ Sales should be similar in age or similar in terms of updating and renovation.
- ➔ Sales should be physically similar in terms of style, quality and condition.

Note: Refer to NFP helpful hints on revision requests on their Intranet.

### ESTREET PROCESS AND PROCEDURE

Contacts the appraiser for corrections, additional explanation and review of data. Requires appraiser to respond with a revised appraisal. Checks any revision to ensure all disputed items are addressed. Ensures compliance with AMC regulations and appraiser independence requirements throughout the process. Turn time is 24 to 48 hours.

### ITEMS FOR APPRAISER'S CONSIDERATION

**Items related to appraisal comps**

- Distant or different neighborhood       Dated (over 6 months)       Dissimilar physically

Comments:

**Items related to adjustments for**

- Location       View       Site       Quality/condition/updates       Amenities

Comments:

**Factual errors**

- Location       Site size       View       Room count       Gross living area       Amenities  
 Condition/updates/upgrades       Other (describe)

Comments:

**Other supporting comments**

- Supporting data attached       Yes       No

Comments:

**Request:**  Underwriter Approved     Underwriter Denied    **Approved by:** \_\_\_\_\_    **Date:** \_\_\_\_\_

***If submitted without proper approval, the dispute will not be processed. Email to [appraisals@estreetamc.com](mailto:appraisals@estreetamc.com)***