

Borrower Name:		Property Address:	
Loan #:	Submitted by:	Date Submitted:	

Dispute checklist:

- No more than four closed sales or four leased properties (for rent disputes) have been provided.
- All sales closed PRIOR to the effective date of the appraisal. Sales that closed one or more days after cannot be used.
- All the alternate sales were sold in MLS. Note: Sales from public records only cannot be used.

NOTE: All above boxes must be checked or the dispute cannot be processed.

List addresses of up to four alternate sales or rentals you want the appraiser to consider.

#	Address of Alternate Closed Sale or Closed Rental	MLS number
1		
2		
3		
4		

Please comment on factual errors that may need to be corrected (i.e. zoning, gross living area, lot size):

Please comment on characteristics of the property that do not appear to be addressed (i.e. new roof, renovations):

State why you disagree with the appraisal comps (i.e. different location, inferior condition) and why the dispute sales are superior (i.e. sold recently, same model):

State why you disagree with how the comparable sales were analyzed (i.e. most similar wasn't weighted, concessions):

Remember: There is only one opportunity to dispute the appraisal. Therefore, it is important to be clear and concise with any and all concerns you have and to attach all supporting data. (i.e. MLS data sheet, photos, survey, zoning ordinance).

DO NOT 1) provide a needed value, 2) make negative comments about the appraiser or 3) contact the appraiser directly.

Alternate Data: If you disagree with appraisal comps, please explain why alternate sales are better choices than the comparables in the appraisal. Alternate listings may be provided, but cannot be used to support an increase in value.

Sales Data for Consideration: 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 provided.
- ▶ Sales should be recent; within last six months are preferred. Do not provide sales that are over one year old.
- ▶ Sales should be from subject's immediate market area—check Neighborhood boundaries provided in the appraisal.
- ▶ Sales from subject's subdivision, PUD or condo/co-op project are preferred when available.
- ▶ Sales should have a similar view amenity (i.e. residential, water, city, mountain).
- ▶ Sales should be similar in age and/or similar in terms of updating and renovation.
- ▶ Sales should be physically similar in terms of style, quality and condition and within 20% of subject gross living area.

ESTREET PROCESS AND PROCEDURE

eStreet Staff Appraiser reviews the dispute and the appraisal prior to submitting the dispute to the appraiser. This is to ensure compliance with Appraiser Independence(AI) and to confirm there are no other appraisal issues. Additional research may be completed including validation of dispute sales. Before sending to the appraiser, if there are any issues or changes needed, you will be contacted. Turn time is 24 to 48 hours. The response/revision is checked prior to release.

Client specific approval may be needed. Approved by: _____ **Date:** _____

Email to appraisals@estreetamc.com