

Appeal Guidelines

Unacceptable Appeals:

- Do not suggest value or estimates of any kind as this could violate Appraiser Independence.
- Do not submit past appraisals.
- Do not resubmit a previous appeal. Multiple appeals can be perceived as an attempt to influence the appraiser. Valuation Partners will allow this appeal process only once.
- Do not dispute adjustments. Adjustments are based on the market's reaction to comparable features. This opinion is based on factual information derived from the appraiser's research in the market area.
- One of the acceptable appeal requests (below) was not followed.

Acceptable Appeals:

- Provide the completed Appraisal Appeal Form with NO MORE than 4 suggested comparable sales. Suggested comparable sales may be:
 - Closed sales within the subject's defined market area
 - Closed sales within a closer or similar distance than the closed sales used in the appraisal report.
 - Closed sales no more than 90 days **BEFORE** the effective date of the appraisal (Older sales may be used if they fall within the acceptable range used by the appraiser.)
 - Closed sales with comparable design, style, property condition, room count, square footage or other significant amenities such as lot size, pool, and/or upgrades to the kitchen and bath.
- Corrections to the appraisal such as square footage and room count – please provide documentation (tax records, county records, etc.) to dispute reporting by the appraiser to justify an amended appraisal. Please note that public records may or may not be accurate.
 - GLA variances should not exceed more than 20% of the subject GLA.
 - Documentation for any Upgrades/Additions that have not been properly reflected within the report.

NOTE: The Appraisal Appeal Form must be submitted within **30 days** of receiving the completed appraisal report.



Appeal Guidelines

SUBMITTOR INFORMATION	
Date Submitted	
Company Name	
Name & Title of Requestor	
PROPERTY INFORMATION	
VP Order #/Lender Loan #	
Property Address	
Borrowers Name	

Provide summary reasoning for the appeal request and include any supporting documentation. Please do NOT list additional closed sales here. Please list additional closed sales below.

<u>Comparable Address</u>	<u>Sale Price</u>	<u>Closing Date</u>	<u>MLS #</u>