

Appraisal Coordination Checklist

Initial Request & Order Placement

Tasks related to receiving the appraisal request and submitting it to the appraisal vendor.

Loan Type Conventional FHA VA USDA Jumbo	
Borrower Name	
Write something	
Property Address	
Write something	
Loan Amount	
Enter a number	

Appraisal Vendor Vendor A Vendor B Vendor C Order Number/Reference Write something Special Instructions for Appraiser (e.g., access details, specific comps to consider) Write something Appraiser Selection & Communication ctivities concerning choosing an appraiser and maintaining contact. Appraiser Selection Method Approved Vendor List Market Search Referral	Order Placement	Date	
Vendor A Vendor B Vendor C	Enter date		
Vendor A Vendor B Vendor C			
Order Number/Reference Write something Special Instructions for Appraiser (e.g., access details, specific comps to consider) Write something Appraiser Selection & Communication ctivities concerning choosing an appraiser and maintaining contact. Appraiser Selection Method Approved Vendor List Market Search	Appraisal Vendor	r	
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Approved Vendor List Market Search	write something		
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Referral	write something Appraiser Selection Appraiser Selection	Selection & Communication choosing an appraiser and maintaining contact. ion Method	
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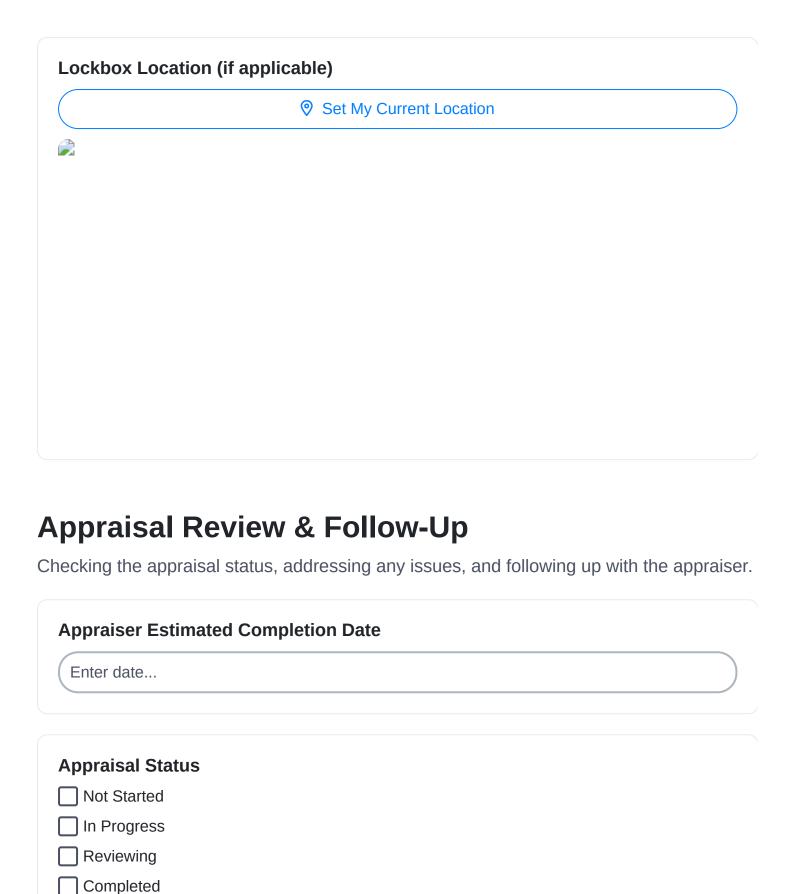
Appraiser Name
Write something
Appraiser Phone Number
Write something
Appraiser Email Address
Write something
Initial Contact Date
Enter date
Communication Log (Notes on interactions with appraiser)
Write something
Appraiser Confirmation of Availability Confirmed
☐ Tentative
☐ Declined
Scheduled Walk-Through Time (if applicable)

Property Information & Access

Ensuring the appraiser has necessary details and access to the property.

Write something		
Property Legal Description	n (if available)	
Write something		
)
Number of Bedrooms		
Enter a number		
Number of Bathrooms		
Enter a number		
Specific property characte	eristics impacting value (e.g., view, upgrades,	
condition)	risucs impacting value (e.g., view, upgrades,	
Write something		

Property Type Single Family Residence Condominium Townhouse Multi-Family	
Other	
Date and Time of Key Availability (if applicable) Enter date	
Contact Instructions for Property Access (e.g., lockbox code, gate code, contact person) Write something	
Access Method Key Provided Lockbox Remote Access Other	<i>)</i> ,



Delayed

Write something	
Date of Last Follow-Up	
Enter date	
Number of Days Since Last Follow-Up	
Enter a number	
Reason for Delay (If Applicable)	
Property Access Issues	
Data Inaccuracy	
Appraiser Availability	
Other Other	
Details of Delay Reason (if 'Other' selected)	
Write something	

Final Appraisal Delivery & Verification

Receiving the completed appraisal report and confirming its accuracy and completeness.

Appraisal Report Received Date
Enter date
Appraisal Report File
♣ Upload File
Initial Appraisal Review Notes
Write something
Appraised Value
Enter a number
Value Reconciliation Required?
Yes
□ No
Value Reconciliation Explanation (if applicable)
Write something
Compliance Review Completed?
☐ Yes ☐ No
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Write somethi	na
Wille Sometin	·9···
Appraisal Ac	ceptance Status
Accepted	
Rejected	
Requires Re	vision
Rejection/Re	vision Reason (if applicable)
Write somethi	na
Willo Collidan	·9···
•	ce & Documentation al process adheres to regulations and maintaining appropriate records
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Appraiser Independence Rule (AIR) Compliance Compliant Requires Review Not Applicable
Notes/Explanation of AIR Compliance (if 'Requires Review')
Write something
Copy of Appraiser License (if verification not already on file) License (if verification not already on file)
Appraiser ID Number (for tracking/audit)
Enter a number
Record of Communication Regarding Compliance (e.g., licensing issues)
Write something
Review of Appraisal Ordering Disclosure
Reviewed and Complete Requires Review