

APPRAISAL TRANSFER REQUEST PROCEDURE GUIDE

External

OVERVIEW:

This Appraisal Transfer Request Procedure Guide provides the necessary steps for when an appraisal ordered with another Lender needs to be transferred to First Colony Mortgage Corp. (FCM TPO) as well as when an appraisal needs to be transferred from FCM TPO to another Lender. Please also see FAQ's and request form.

It is important to note that requests for the Lender name on the current appraisal, whether transferring into FCM TPO or transferring from FCM TPO are in violation of USPAP, and not permitted.

All appraisals must be:

- Ordered in accordance with all Federal, State, Agency requirements/guidelines including but not limited to the Home Valuation Code of Conduct (HVCC) and Appraiser Independence Requirements (AIR).
- Completed by an appraiser that is in good standing and absent from any Federal, State, Agency disbarred/exclusionary list.
- Transferred directly from the Lending institution from which the appraisal was originally ordered (transfer of a transferred appraisal is not permitted)
- ≤ 60 days old at the time of transfer request, and must not be >120 days at time of closing
- Appraisal cannot have been used previously in another transaction
- Reviewed by Underwriting Manager or Sr. Underwriter



Transfer IN From Another Lender to FCM TPO

Please have the Originating Lender send the items below to appraisaldesk@fcmtpo.com

All LOAN PRODUCTS:

- Appraisal as a 1st Generation color PDF **and** Appraisal in MISMO XML format.
- Copy of Successful SSR's from FNM, FRE, HUD
- Copy of Appraisal Invoice
- AIR Certificate of Compliance from AMC
- Transfer letter from Originating Lender that includes;
 - language confirming that the appraisal was ordered in compliance with AIR
 - Property Address
 - Borrower Name
 - A statement releasing right to appraisal
 - Signature by person with authority to transfer- may not be signed by AE, Loan Officer

ADDITIONAL ITEMS NEEDED FOR FHA LOANS:

- Proof that the FHA Case number has been transferred to First Colony Mortgage Corp (FCM TPO).
- If the appraisal was ordered for a different borrower, must provide proof that the original borrower has been refunded for the appraisal.

Please note:

- I. Transfer of the FHA Case Number and Appraisal must be done by the Originating Lender, in FHA Connection. The appraisal department is not able to request FHA Case Number/Appraisal be transferred to FCM TPO.*
- II. Corrections to a transferred appraisal are not permitted by FHA. If the transferred appraisal needs to be updated for any reason, a new appraisal will need to be ordered.*

ADDITIONAL ITEMS NEEDED FOR VA LOANS:

- Appraisal must be transferred to First Colony Mortgage Corp. by the Originating Lender in the VA site WebLGY.

Please note: *The Originating Lender will need to be provided with a letter from the Veteran requesting the case number be transferred to First Colony Mortgage Corp and include our VA Lender ID Number- 9750740000*



Transfer OUT from First Colony Mortgage Corp (FCM TPO) to Another Lender

Submit appraisal transfer request to Appraisaldesk@fcmtpo.com and include the Lender Information where the Appraisal should be sent.

***Please note:** In order to transfer the appraisal, the current loan in process with FCM TPO must be officially denied or withdrawn. Reach out to the Account Manager to assist with this if necessary*

ALL LOAN PRODUCTS:

- Provide contact information for the new Lender including the person's name, e-mail address and telephone number.

ADDITIONAL ITEMS NEEDED FOR FHA TRANSFER OUT:

- Provide new Lender's FHA ID number

ADDITIONAL ITEMS NEEDED FOR VA TRANSFER OUT:

- Provide the new Lender's VA ID number
- Provide copy of letter from Veteran requesting the appraisal be transferred to the new Lender
- Copy of appraisal invoice reflecting appraiser has been paid in full

FCM TPO will provide the following as part of the standard appraisal transfer request:

- Appraisal Transfer Acknowledgement Letter (Conventional, USDA only)
- Color Appraisal in PDF as well as XML format (Conventional, USDA only)
- FNM & FRE SSR's (Conventional, USDA only)
- FHA- Screenshot from FHAC reflecting the Case Number and Appraisal transferred
- Copy of Appraisal Invoice

Please allow 1-3 business days to complete the transfer request.

TRANSFER PROCESS FAQs

Q: What is XML?

A: The XML file gets generated by the appraiser from the PDF VERSION appraisal report. The appraiser has a software program that generates this file. You will need to contact the appraiser, AMC, or the previous lender to send it to you, and then we will create the SSR's in our name.

XML is a file extension for an Extensible Markup Language (XML) file format used to create common information formats and share both the format and the data on the World Wide Web, intranets, and elsewhere using standard ASCII text. XML is similar to HTML.

You cannot convert a PDF to XML with any other software than the Appraisers directly.

Q: Are SSRs needed for FHA Appraisals?

A: The SSR's for FHA are required as of 06/27/2016 per HUD's new guidelines. The XML format is needed from the Appraiser, AMC, or the previous lender to generate the FHA SSRs through the EAD Portal.

Q: What do we do once the previous lender provides FCM TPO with Appraisal and all needed docs?

A: When FCM TPO receives the documents from the previous lender upload them in our LOS under the FCM loan number for the UW to review. Please be sure the loan is processed under the approved FCM TPO programs that accept transferred appraisals.

Q: Will the Lenders name change on the report?

A: No. The Lender name will stay the same and will not be changed whether transferred in or out of First Colony Mortgage. The Transfer/Assignment letter will address this. The appraisal always stays under the original lender's name.



TEMPLATE of the REQUEST LETTER from First Colony Mortgage to a NEW LENDER requesting the transfer In.

Property Address: _____

Borrower Name: _____

Re: Transfer of Appraisal Report to First Colony Mortgage

On Behalf of First Colony Mortgage Corp. I am requesting the following report (appraisal) to be assigned to our lender on the above property address.

**First Colony
Mortgage Corp
508 W 800 N
Orem, Utah 84057**

Need the following Docs:

1. Transfer Letter from your LENDER to FCM
2. PDF REPORT with color pictures
3. XML file
4. HVCC Air Cert. (AIR compliance cert)
5. UCDP Fannie and Freddie SSR'S (CONVENTIONAL) or EAD
FHA SSR's (FHA) if applicable.
6. Copy of Appraisal Invoice

Make sure if the REPORT is FHA to request the transfer of the FHA case number to FCM's

name. If you need any further information, feel free to

reach me out at: Email Address: _____

Phone Number: _____

Authorized Signature:

Date

Title