

## **Appraisal Transfer – Policies & Checklist**

### **Instruction & Policies**

- Appraisal-related documents are to be emailed in a suitable electronic format (first generation PDF) directly from the transferring lender to WMB ([Appraisal@wmbankers.com](mailto:Appraisal@wmbankers.com)).
- If any modifications, corrections, or material changes are required to the transferred Appraisal Report, the original appraiser must cooperate.
- If the appraiser fails to cooperate with any modification, correction, or material change requests from WMB, a new appraisal report must be obtained through one of WMB's approved AMCs.
- The transferred appraisal must be from the transferring lender. An appraisal transferred from one lender to another lender and then to WMB is not acceptable.
- The transferred appraisal (effective date) may not be more than 120 days old by the date of closing the subject transaction.
- The following are ineligible appraisal reports to be transferred:
  - 1004D
  - "Subject to" Appraisal
  - Appraisal Recertification of Value

### **Document Checklist**

- ☐ Appraisal Transfer Letter – must state the appraisal is being transferred to WMB
- ☐ Appraisal Report (PDF) – must be first generation PDF
- ☐ Appraisal Report (XML) – MISMO XML format of full Appraisal
- ☐ FNMA/FHLMC SSRs
- ☐ AIR Cert
- ☐ Appraisal Report Invoice – showing order date, amount charged/paid, and amount paid by information
- ☐ Proof of Appraisal Delivery to Borrower