



# Appraisal Appeal

## INSTRUCTIONS

Appraisal Appeals may only be submitted by or on behalf of:

- o The borrower (not the real estate agent, loan officer, or other third party)
- o Client's appraisal quality control staff
- o Client compliance department

Reason for appeal must be one or more of the following:

- o Comparable sales omitted from the appraisal report
- o Inaccurate, missing, or incorrect information in the appraisal report
- o New or changed information (may require reinspection at additional expense)

Complete this form and submit to Consolidated Analytics through the system so that it can be processed as fast as possible. If you are not able to send through the system, please submit to our review team at [escalations@ca-usa.com](mailto:escalations@ca-usa.com). Please attach any supporting documentation with the request.

The appeal request must be objective, fact-based, and unemotional.

## UNACCEPTABLE PRACTICES

- ▶ **Requesting a Result or Minimum Value**  
We will not relay any requests that might breach appraiser independence.
- ▶ **Request to Add/Change/Delete Information to Facilitate Approval**  
For example, asking to remove a reference to a fifth unit because underwriting guidelines only permit four units.
- ▶ **Multiple Appeals**  
Please include all issues in a single request. Avoid breaking them up across multiple requests or resubmitting the same issue.
- ▶ **Using Aggressive, Threatening, or Abusive Language**  
All requests should be professional and objective and void of offensive language.
- ▶ **Arguing Individual Elements Without Documentation**  
For example, appealing the GLA adjustment should be higher without objective evidence that it is, or appealing a comp is inappropriate without submitting one that is superior.
- ▶ **Including Any Information that Violates Fair Housing Practices**  
Please do not argue race, color, family status, disability, religion, gender, national origin or any class protected by state law.

# Appraisal Appeal

Date Submitted:  Loan # or Order ID:

Client Name:  Submitter & Title:

Property Address:

City:  State:  Zip:

Borrower Name:  Reason for Appeal:

\* Request must be provided within 30 days of submission of the appraisal report.

## SUMMARY OF APPRAISAL APPEAL

## DOCUMENTATION PROVIDED

Alternate Comparables (#):  (attach MLS sheets or fill out next page)

Title Policy:  Survey:  Feature List:  Contractor Bid/Costs:

Plans / Blueprints:  Ownership History:

Other:

# Appraisal Appeal



## COMPARABLE # 1

MLS #:	<input type="text"/>	Sale Price:	<input type="text"/>
Property Address:	<input type="text"/>		
City / State / Zip:	<input type="text"/>	Square Footage:	<input type="text"/>
Close Date:	<input type="text"/>	Site Area:	<input type="text"/>
Hyperlink:	<input type="text"/>		
Comments / Features:	<input type="text"/>		

## COMPARABLE # 2

MLS #:	<input type="text"/>	Sale Price:	<input type="text"/>
Property Address:	<input type="text"/>		
City / State / Zip:	<input type="text"/>	Square Footage:	<input type="text"/>
Close Date:	<input type="text"/>	Site Area:	<input type="text"/>
Hyperlink:	<input type="text"/>		
Comments / Features:	<input type="text"/>		

## COMPARABLE # 3

MLS #:	<input type="text"/>	Sale Price:	<input type="text"/>
Property Address:	<input type="text"/>		
City / State / Zip:	<input type="text"/>	Square Footage:	<input type="text"/>
Close Date:	<input type="text"/>	Site Area:	<input type="text"/>
Hyperlink:	<input type="text"/>		
Comments / Features:	<input type="text"/>		