

## Appraisal Transfer – Policies & Checklist

### Instructions & 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 report 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, amount paid, and amount paid by information
- Proof of Appraisal Delivery to Borrower