



**RE: Appraisal Appeal Process**

Below are details regarding US Appraisal Group's specific appraisal appeal process, which you may utilize to submit additional comparables in the area.

It has been our experience that simply challenging the appraiser's opinions has not been as successful as supplying the appraiser with sound comparable data. We do recognize that there may be some legitimate information or discrepancies of fact that you have observed. Often just an additional explanation or clarification from the appraiser can help resolve the issue. Any appraisal for any purpose is the opinion of the appraiser hired. There are three possible outcomes to an appeal:

- Value remains the same
- Value may increase
- Value may decrease

You may appeal your appraisal value up until one (1) week after the date of this letter.

The process is as follows:

1. Submit three to five comparable sales on the attached form.
2. US Appraisal Group will screen the data submitted and determine if it is relevant, pertinent, and meets federal and state guidelines.
3. If the data is found to be relevant, US Appraisal Group submits the information to the appraiser who will evaluate the data.
4. The appraiser will decide whether the data influences their previous report.

Thank you for your cooperation.

Sincerely,

US Appraisal Group

## Appeal Guidelines

Here are some instructions to assist you with creating an appeal letter. An Appeal letter should include new and compelling information.

- US Appraisal Group will only appeal to the appraiser once on this file so we ask that you gather the data in one attempt.
- If data is to be considered, a **MINIMUM OF THREE CLOSED COMPARABLE SALES** should be chosen and submitted on the following form. Listing sheets can be provided as additional support and documentation.
- Specific value adjustments made to a comparable listing or sale for property characteristics are subjective and should not be questioned unless a mathematical error is noted.
- Only verifiable comparable sales or pending sales prior to the date of inspection should be included in the appeal. The comparable properties should be substantially equivalent to the Subject property and include addresses and closing dates.
- Comparable sales that have close of escrow dates prior to those already selected by the appraiser **will not** be given consideration unless they are deemed to be more similar to the subject property than the comparables already contained in the report per Fannie Mae guidelines.
- Questions regarding interior appeal/décor should only include concerns of estimates for neutralization.
- Please avoid comments relating to subject rating (i.e. average vs. good). An average rating reflects what is typical and consistent of homes in the subject's price range for the market area.
- Please include any discrepancies/mistakes contained in the current appraisal. Please note that bedrooms, bathrooms, and square footage below grade are not included in the appraisal's total square footage.
- Discrepancies in gross living area of 5% to 10% on the subject or comparable sales are industry standard as "reasonable acceptable variances". Any variances over 10% should be documented with either a floor plan or blueprints clearly proving the discrepancy. Variances under 10% or over 10% without documentation will not be handled by this appeal board.
- Please note that the next page is formatted to print on legal paper.



US APPRAISAL GROUP INC. APPRAISAL APPEAL FORM

Homeowner's Name:	Property Address:
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*PLEASE RESPOND TO THE FOLLOWING SALES:*

ITEMS	COMPARABLE SALE # 1	COMPARABLE SALE # 2	COMPARABLE SALE # 3	COMPARABLE SALE # 4	COMPARABLE SALE # 5
Address:					
Proximity to Subject:					
Current SALE Price:	\$	\$	\$	\$	\$
Date of Sale					

*COMMENTS:*

Comparable Sale # 1:	
Comparable Sale # 2	
Comparable Sale # 3	
Comparable Sale # 4	
Comparable Sale # 5	