

## Appraisal Transfer Policy

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### Required Appraisal Transfer Documents

- Appraiser must not be on any exclusionary list.
- Appraisal must be emailed directly from the transferring lender to [AppraisalReviewers@interfirst.com](mailto:AppraisalReviewers@interfirst.com), as a first generation PDF document.
- Copy of the appraisal is required in MISMO XML file format, and must be acceptable for submission to Agencies (UCDP).
- Fannie and Freddie SSRs.
- Evidence borrower was provided a copy of the appraisal within 3 business days of delivery; either electronic confirmation or a copy of the email provided to the borrower at the time of delivery. If the borrower was not provided a copy of the appraisal within 3 business days of delivery, Interfirst will provide a copy to the borrower promptly upon receipt or 3 business days prior to the consummation of the loan.
- Proof of payment to the appraiser or AMC.
- Report must not be older than 60 days at the time of receipt by Interfirst.

### Transfer letter

- Must be on the lender's letterhead and dated; including the borrower's name and property address.
- Must indicate the lender is transferring the appraisal to Interfirst Mortgage Company, 9525 W Bryn Mawr Ave, Suite 400, Rosemont, IL 60018.
- Must indicate the report was prepared in accordance with the requirements for Appraisal Independence from the Agencies (AIR) and Home Valuation Code of Conduct (HVCC).
- Must transfer all rights to Interfirst.

Upon review of the report, if IMC's reviewer requires any updates or corrections to the report, the appraiser must comply with the request or the appraisal will not be accepted. The report will be reviewed within 48 hours of the receipt of the report and the transfer letter.

## Revision History

Version	Date	Revisions Made
1.0	December 2022	Initial Version
1.1	January 2023	Added revision history