



first community mortgage

# Appraisal Transfer Policy

Pursuant to the specific requirements/documentation for each loan program outlined below, First Community Mortgage may accept Appraisals transferred from the original Lender. All transferred appraisals will be underwritten in adherence to FCM standard appraisal review procedures. Any corrections that are required by the Underwriter are to be requested through the original AMC. The corrections must be in color PDF and .xml format and e-mailed to the appropriate Appraisal Desk/Retail Processor. If the AMC/Appraiser is unable or unwilling to make the requested corrections, the transferred appraisal will be rejected and a new appraisal following FCM standard appraisal ordering process will be required.

## Division Contacts

Retail: Assigned Processor

TPO East: [AppraisalDesk@FCMPartners.com](mailto:AppraisalDesk@FCMPartners.com)

TPO West: [KCAAppraisalDesk@FCMPartners.com](mailto:KCAAppraisalDesk@FCMPartners.com)

## Conventional/USDA required documents:

1. **Appraisal:** Must be first generation PDF emailed directly from the Lender to FCM.
2. **Copy of appraisal in XML format** (not needed for USDA)
3. **FNMA and/or FHLMC SSR** (not needed for USDA)
4. **Certificate of Appraisal Independence**
5. **Appraisal Invoice**
6. **Receipt of the appraisal by the borrower**
7. **Transfer Letter from the original lender:** Must include the following statement... (Original Lender's Name) certifies that this appraisal was prepared in accordance with and meets all requirements of the Agencies' Appraisal Independence Requirements and is in compliance with the Truth in Lending regulations.

## FHA:

Case Number must be transferred to FCM (1918700006) by the original Lender. If the Appraisal is not included in the transfer through FHA Connection the PDF and XML versions of the appraisal will need to be sent to the appropriate appraisal desk/Retail Processor.

## VA:

The VA Case Number must be transferred to FCM (2603670000) by the original Lender.



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## Transfers from FCM to a new Lender:

### Conventional/USDA:

Email request to the appropriate appraisal desk/Retail Processor

### FHA:

Email request to the appropriate appraisal desk

- Any outstanding balance for the appraisal must be paid prior to the XML appraisal being released
- If the status of the loan is Approved with Conditions or Suspended, the UW/Processor must withdraw, cancel, or deny the file prior to the case number being transferred

### VA:

VA Case must be reassigned to the new Lender in WebLGY