

Instructions for Appraisal Transfer

1. Check Transfer Eligibility:

Please submit the appraisal report to the submission team. We will review it and let you know if the appraisal transfer is acceptable.

2. Required Documents for Transfer:

For appraisals being transferred to AAA, ensure the following documents are gathered:

- ① Appraisal report in **PDF** and **XML** formats
- ② **Paid invoice**
- ③ **AIR certification** from the original lender or the AMC
- ④ **Transfer letter** from the original lender, along with proof verifying that the transfer letter was

indeed issued by the original lender

****The transfer letter must be signed directly by the Original Lender's CEO, Appraisal Department Manager, or Company Owner, and must also include their printed name.****

- ⑤ **Proof** that the original appraisal report was sent by the original lender to the borrower, along with borrower's confirmation reply

Ensure all necessary documentation is complete before initiating the transfer. Once received, the appraisal department will process the report and submit it for underwriter review. If there are any questions, the appraisal department will contact you via email.