

Instructions for Appraisal Transfer

1. Check Transfer Eligibility:

Before proceeding, confirm with the coordinator whether the program permits appraisal transfer to AAA. Note that brokers or loan production staff who receive commission-based compensation are not authorized to order appraisal reports.

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.