

## Value Reconsideration Email Templates:

1. Hello %%first\_name%%,

The appraisal for loan (**loan #**) came in below value, and a reconsideration request can be requested. The value reconsideration process can be difficult if the request is not submitted properly, as only **one** value reconsideration per file is allowed. To prevent any delays, we wanted to reach out to advise what to keep in mind when selecting additional comparables for a value reconsideration request.

**Comparable Sales:** Up to an additional three sales may be provided for consideration. Each must be settled and closed prior to the effective date (**inspection date**) of the appraisal. No active listings or pending sales are permitted as they would not carry weight on the final value.

\*Please include the MLS, HUD-1 or public record sheet(s) along with the form.

\*The additional sales must be similar to the subject and fall within parameters established by the appraiser for site size, age, and GLA.

- For example, if the subject is 2,000 sf in GLA and the comparable range in GLA is 1,500 sf to 2,500 sf, additional sales provided should fall within that range.
- If the subject is a 3-bedroom home and the appraiser used only 3-bedroom homes, then a 4 bedroom or 2 bedrooms should not be submitted.
- If the property is a townhouse or condo and all the comparables are within the subject's project, a comparable outside the project should not be submitted.
- If the property is in a market area, properties outside that market area should not be submitted.

Please let me know if you have any questions or concerns regarding the selection of comparable sales for reconsideration.

Thank you,

%%client\_name%%