

Date	Borrower(s) – First & Last Name		
Essex Loan Number	Broker	Broker Phone Number	
Subject Property: Street Address, City, State and Zip Code			
Contact for Property Entry:	Contact Phone Number:	Contact E-mail Address:	

Required Documentation in order to order Case Number and Appraisal
Any missing or incomplete documentation will cause a delay in processing.

- Fully completed Form 1805
- Fully completed VA Appraisal Request Form
- Purchase Contract
- Intent to Proceed signed by borrower

Appraisal/Re-Inspection Fees

Appraisal fees vary by state and report type. For a comprehensive list of charges, please visit http://www.benefits.va.gov/HOMELOANS/appraiser_fee_schedule.asp. The allowable fee for an inspection conducted by a fee appraiser to verify completion or installation of repair items or customer preference items listed on the appraisal report is \$100.00.

Travel Fees

Additional charges for time or mileage are generally **not** authorized for appraisals or inspections performed within the appraiser/inspector's designated coverage area, which may consist of multiple cities or counties. If an appraiser or inspector is requested or assigned by VA to perform an appraisal or inspection outside of the fee person's normal business area, an additional fee may be charged **only** for that portion of travel beyond the normal business area. No mileage fees may be charged when the job site is 20 miles or less (40 miles round trip) from the appraiser or inspector's office or residence. The approved General Services Administration (GSA) mileage rate applies.

Essex Mortgage will order an appraisal for the above listed property based on the information provided and upon approved authorization of the card account information provided below. If the account is declined, the appraisal order will not be placed and the broker will be notified.

- To order an appraisal, the card account provided will be pre-authorized per the fee estimate schedule. The card account will only be charged the amount as provided from the appraisal vendor as stated on vendor invoice.
- The appraiser is not to be paid directly. If appraiser requests payment, please contact your Essex Mortgage Account Representative.
- For Loan Officer, any direct contact with the appraiser is strictly prohibited. Should you require assistance with an order, contact your Essex Mortgage Account Representative.
- The appraisal fee is not dependent in any way on the value given in any appraisal or upon closing of the loan. Paying an appraisal fee does not guarantee a loan product will be available and/or that a loan will fund.
- Appraisal fee(s) are NON-REFUNDABLE.
- A copy of the appraisal report will be provided to the loan applicant.
- Account holder listed below is responsible for all appraisal fees associated with the loan application.
- To cancel an appraisal, contact your Essex Mortgage Account Representative. Appraisal fees generated prior to cancellation, including but not limited to trip and cancellation fees, will be charged to the provided account.
- American Express cards cannot be accepted.

By accepting these terms, the Account Holder (a) agrees to the appraisal payment terms as provided on this order form; (b) authorizes Essex Mortgage to engage an appraiser to provide an appraisal for above listed property; (c) agrees to pay all appraisal fee(s) as invoiced for this loan; (d) confirms that he/she is an authorized signer on the account provided for appraisal payment; (e) agrees to contact Essex Mortgage in an effort to resolve any transaction discrepancies or errors, should they arise, prior to contacting the card issuing financial institution.

CARD ACCOUNT INFORMATION

The undersigned is authorized to approve the payment of appraisal charges and is an authorized signer on card account presented for payment of this appraisal. By signing below, the undersigned agrees to the appraisal fee payment terms and conditions (as outlined in the section above) and acknowledges that a charge back issued against any payment transaction will be considered a non-payment of the appraisal charge and a breach of the appraisal payment terms as noted above. The undersigned further agrees to contact Essex Mortgage in an effort to resolve any transaction discrepancies or errors, should they arise, prior to contacting the card issuing financial institution.

Account Holder Name (on face of card):		Credit Card #:	
Relationship to Transaction:		Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	
Card Expiration	Security code on card:	City, State, Zip:	Billing Phone #

Essex Mortgage certifies that the above referenced card will not be charged in excess of the maximum charges allowable by VA for the location and property type of the report. For maximum allowable fee schedules per state, please visit http://www.benefits.va.gov/HOMELOANS/appraiser_fee_schedule.asp