



Conventional REO Appraisal Request- RELS
 email requests to : appraisals@essexmortgage.com

Date		Borrower(s) – First & Last Name		
Essex Loan Number		Loan Officer Name		Loan Officer Phone Number
Subject Property Street Address				
Subject Property City			Subject Property State	Subject Property Zip
Purpose of Assignment <input type="checkbox"/> Refinance <input type="checkbox"/> Purchase		Property Type <input type="checkbox"/> SFR Detached <input type="checkbox"/> Multi-Family 2-4 <input type="checkbox"/> Condo <input type="checkbox"/> PUD <input type="checkbox"/> Other:		Estimated Value (for authorization purposes only) \$ _____ Purchase Price: \$ _____ Loan Amount: \$ _____
Contact Person for Property Entry		Phone	Alternate Phone	Best Time to Contact

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 Loan Officer will be notified.

- To order an appraisal, the card account provided will be pre-authorized per the below fee estimate schedule. **Fees are estimates only.** A fee upgrade notice will be provided in the event the pre-authorized amount is not sufficient. The card account will only be charged the amount as provided from the appraisal vendor as stated on vendor invoice.

\$460.00 –for estimated value amounts up to \$500,000 (SFR)	\$585-for estimated value amounts up to \$500,000 (multifamily)
\$560.00 –for estimated value from \$500,001-\$1,000,000 (SFR)	\$685-for estimated value from \$500k-\$1,000,000 (multifamily)
\$660.00 –for estimated value above \$1,000,000 (SFR)	\$785-for estimated value above \$1,000,000 (multifamily)
- To maintain lending and HVCC compliances, appraisal orders are placed with an approved appraisal management vendor. 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 per the terms of the Borrower Appraisal Disclosure.
- Account holder listed below is responsible for all appraisal fees associated with the loan application. If an appraisal fee cannot be collected from the HUD-1, the card account provided will be charged.
- 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.
- RELS Valuation is the company that manages the payment process. Their name and customer service number will appear on the account statement.
- Using a debit card will result in a \$500 hold being placed on the card to ensure adequate funds until the order is complete. Upon completion, the actual cost will be charged to the card

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 #	
Card Expiration /	Billing Address:		Billing Phone #	
3 OR 4 digit Security code on card	City	State	Zip	

Card Account Authorized Signer _____ Date _____