

Instructions for Appraisal Transfer Requests

For questions about this policy, please email the Vendor Management department:
Deniece Negrete at Dnegrete@exceleratecapital.com.

Appraisal Transfers	
Description	Guideline
Broker Appraisal Transfer Process	<p>In accordance with Excelerate Capital's compliance policies, the following steps must be followed when an appraisal transfer is being requested from a Lender, Broker, and/or Borrower:</p> <ol style="list-style-type: none"> 1. Using Excelerate Capital's "Appraisal Transfer Letter", complete all fields for the Date, Borrower(s) Name, Property Address, and the Appraisal Transaction ID/Loan#. 2. Email your request to Vendor Management, Deniece Negrete (Dnegrete@exceleratecapital.com) and Compliance (ComplianceHelpdesk@exceleratecapital.com) and include the following: <ul style="list-style-type: none"> • "Appraisal Transfer Letter" • Appraisal Report (PDF and XML format) 3. Requests will be processed and sent to all internal authorized parties for review. If Approved, the "Appraisal Transfer Letter" may only be executed by an Underwriter, UW team lead, or UW Manager. 4. A copy of the fully executed "Appraisal Transfer Letter" shall be emailed to the original requestor and uploaded to the imaging folder for that respective loan. 5. If the Appraisal Transfer is Approved and the loan is currently Active or In Progress, Vendor Management will conduct an internal loan cancellation process and notify all parties affiliated to the loan.

- On behalf of, Deniece Negrete (Vendor Management)



Castle Mortgage Corporation d.b.a. Excelsior Capital
4000 MacArthur Blvd., Suite 300
Newport Beach, CA 92660
(844) 432-3685

APPRAISAL TRANSFER LETTER

Date: _____

Borrower(s): _____

Property Address: _____

Appraisal Transaction ID/Loan Number: _____

Castle Mortgage Corporation d.b.a. Excelsior Capital, assigns all rights and interests regarding this appraisal to:

In addition, Excelsior Capital certifies, to the best of its knowledge, the appraisal for the property address listed above was ordered and processed in compliance with the Appraiser Independence Requirements (AIR). Excelsior Capital has implemented the structure, policies, and procedures required to ensure that all residential mortgage loan appraisals are completed and processed in compliance with the AIR Policy. All mortgage appraisals are ordered through approved Appraisal Management Companies (AMCs). In addition to the above certifications, Excelsior Capital acknowledges adherence to the following statements:

- Appraisal will be emailed in electronic format (first generation PDF) directly from Excelsior Capital to Lender.
- A copy of the SSR Report (FNMA/FHLMC Portal Results) in MISMO XML format of the full appraisal with color photos will be provided.
- Appraisal fee will be disclosed on LE.
- The transferred appraisal will not be more than 120 days old by the date of closing the subject transaction.
- Transfer Letter will be signed by an authorized representative of Excelsior Capital.

Lender Representative (Signature)

Date

Lender Representative (Print Name)

Lender Representative (Title)