# Order Form

## ORDER INFORMATION

General

File No.: 1234567890123
Case No: CaseNumber
Client File No.:
Tracking No.:
Filename: C:\Program Files (x86)\ACI32\REPORTS\1004D.aci

Loan Type:
Job Type:
Property Type:
Form Type:

Property Information

Address: 123 Main Street
City: Palm Coast County: Flagler St: FL Zip: 32137
Location: Map No: Census:
Legal: description
Sale Price: ☐ Refinance Loan Amt.: Date of Sale:
Rooms: Bedrooms: Baths: Appraised Value:
Borrower First: Sally Last: Shelss Owner: Grahm and Ginger Kraker

Status:

Dates

Ordered:
Due:
Assigned:
Inspected: 10/16/2014
Reviewed:
Signed: 10/16/2014
Fax/EDI:
Delivered:
Invoiced:
User Defined:
Cancelled:
Paid:

## CLIENT

Client Information ☒ Ordered By ☐ Bill To ☐ Send To

Client: Wells Fargo Bank, N.A.
Branch:
Address: 1525 West W.T. Harris Blvd.
City: Charlotte State: NC Zip: 28262
Phone: Fax:
Contact: No AMC
Misc:

Client Information ☐ Bill To ☐ Send To

Client:
Branch:
Address:
City: State: Zip:
Phone: Fax:
Contact:
Misc:

Billing Information

Invoice No.:
Fee:
Tax:
Total Amount:
Payment 1:
Check #: Date:
Payment 2:
Check #: Date:
Due:

## NAME

Appraiser/Broker Information

Name: Joe Appraiser
Cert #: RD0000 State:
License #: RD0000 State:
Exp. Date: 02/05/2016

Supervisor:
Cert #: State:
License #: State:
Exp. Date:

## INSTRUCTIONS/CONTACTS

Primary Contact Information

Primary Contact: Home Phone:
Best time to call: Work Phone:

Secondary Contact Information

Secondary Contact: Home Phone:
Best time to call: Work Phone:

Special Instructions

## COMMENTS

Comments

# Appraisal Update and/or Completion Report

CaseNumber
File No. 1234567890123

The purpose of this report form is to provide the lender/client with an accurate update of an appraisal and/or to report a certification of completion.The appraiser must identify the service(s) provided by selecting the appropriate report type.

| | | | |
|---|---|---|---|
| Property Address 123 Main Street | | | Unit # |
| City Palm Coast | | State FL | Zip Code 32137 |
| Legal Description description | | | County Flagler |
| Borrower Sally Shelss | Contract Price $ | Date of Contract | Effective Date of Original Appraisal 10/31/2013 |
| Property Rights Appraised [X] Fee Simple [ ] Leasehold [ ] Other (describe) description | | | Original Appraised Value $ 200,000 |
| Original Appraiser Joe Appraiser | | Company Name ACI Appraisals | |
| Original Lender/Client Palm Bank | | Address 123 Shell Way, Palm Coast, FL 32137 | |

## [ ] SUMMARY APPRAISAL UPDATE REPORT

INTENDED USE: The intended use of this appraisal update is for the lender/client to evaluate the property that is the subject of this report to determine if the property has declined in value since the date of the original appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal update is the lender/client.

SCOPE OF WORK: The appraiser must, at a minimum: (1) concur with the original appraisal, (2) perform an exterior inspection of the subject property from at least the street, and (3) research, verify, and analyze current market data in order to determine if the property has declined in value since the effective date of the original appraisal.

HAS THE MARKET VALUE OF THE SUBJECT PROPERTY DECLINED SINCE THE EFFECTIVE DATE OF THE PRIOR APPRAISAL? [ ] Yes [ ] No

APPRAISER'S CERTIFICATION: The appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal update in accordance with the scope of work requirements stated in this appraisal update report and concur with the analysis and conclusions in the original appraisal.
2. I performed this appraisal update in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal update was prepared.
3. I have updated the appraisal by incorporating the original appraisal report.
4. I have summarized my analysis and conclusions in this appraisal update and retained all supporting data in my work file.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal update assignment, have read the appraisal update report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal update report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

## [X] CERTIFICATION OF COMPLETION

INTENDED USE: The intended use of this certification of completion is for the lender/client to confirm that the requirements or conditions stated in the appraisal report referenced above have been met.

INTENDED USER: The intended user of this certification of completion is the lender/client.

HAVE THE IMPROVEMENTS BEEN COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS AND CONDITIONS STATED IN THE ORIGINAL APPRAISAL REPORT? [X] Yes [ ] No If No, describe any impact on the opinion of market value. _____

APPRAISER'S CERTIFICATION: I certify that I have performed a visual inspection of the subject property to determine if the conditions or requirements stated in the original appraisal have been satisfied.

SUPERVISORY APPRAISER'S CERTIFICATION: I accept full responsibility for this certification of completion.

## SIGNATURES

ADDITIONAL CERTIFICATION: I/we certify that if this report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this report containing a copy or representation of my signature, the report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

### APPRAISER

Signature _____
Name Joe Appraiser
Company Name Appraisals
Company Address 5700 Fox Court
Palm Coast, FL 32137
Telephone Number 386-123-1234
Date of Signature and Report 10/16/2014
Effective Date of Appraisal Update 10/16/2014
Date of Inspection 10/16/2014
State Certification # RD0000
or State License # RD0000
or Other (describe) _____ State # _____
State FL
Expiration Date of Certification or License 02/05/2016

### CURRENT LENDER/CLIENT

Name No AMC
Company Name Wells Fargo Bank, N.A.
Company Address 1525 West W.T. Harris Blvd.
Charlotte, NC 28262

### SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature _____
Name _____
Company Name _____
Company Address _____
Telephone Number _____
Date of Signature _____
State Certification # _____
or State License # _____
State _____
Expiration Date of Certification or License _____

### SUPERVISORY APPRAISER

[ ] Did not inspect subject property
[ ] Did inspect exterior of subject property from street
Date of Inspection _____
[ ] Did inspect interior and exterior of subject property
Date of Inspection _____

# SUBJECT PROPERTY PHOTO ADDENDUM

| | | |
|---|---|---|
| Borrower: Sally Shelss | | File No.: 1234567890123 |
| Property Address: 123 Main Street | | Case No.: CaseNumber |
| City: Palm Coast | State: FL | Zip: 32137 |
| Lender: Wells Fargo Bank, N.A. | | |



FRONT VIEW OF
SUBJECT PROPERTY

Appraised Date: October 16, 2014
Appraised Value: $ 220,000

REAR VIEW OF
SUBJECT PROPERTY

STREET SCENE