

How To Complete Analysis of Appraisal

8/15/2019



DV & Byte

- Prior to starting the tasks, you want to confirm that the Analysis has not been sent out yet, confirm by reviewing the Conversation Log in BYTE
- If the Analysis has been sent to the borrower, you can clear the task & proceed to your next task
- If the Analysis has not been sent, you can proceed with the steps below to send to the borrower(s)

	< Mariko Yamabe : 1/28/2019 8:49 AM PST > Hi Marilyn, File name: 7119052 The Appraisal review is ON HOLD. Please condition the borrower for the rebuild letter and Occ Cert to verify the legally permitted use of the subject. FYI: File was noted as an investment refinance. Subject was identified as a 6 unit multifamily residential project. Appraisal report has been made SUBJECT-TO verification of the subject as a legally permitted 6 unit apartment building. Subject was identified as legal non-conforming (additionally 2 units may be unpermitted)(please condition for a rebuild letter and the occupancy cert depicting the subject as 6 units) Discrepancy was noted with the OA APN and prelim (OA = 534-022-010-2 Vs. the Prelim = 534-022-019 vs. Public Records: 534-022-019; Appraiser must verify the APN. Appraisal Conditions: NOTE: ALL APPRAISAL CONDITION RESPONSES ARE TO BE
	< Marilyn MT Tanius : 1/28/2019 10:29 AM PST > Conditions updated and file tasked back to the TM. Loan amount increased to \$400k per rework request. File does not need to be redisclosed. ODF+
	< Jamey Maqueda : 1/28/2019 11:54 AM PST > Emailed revised approval to broker 1/28/19
Appraisal	< Madison Kirksey : 1/28/2019 3:55 PM PST > Emailed Appraisal and Analysis to Borrower. < Michelle Marias-Santamaria : 2/01/2019 3:48 PM PST > Only Appraisal was sent, Analysis was placed on hold.



DV & Byte

- First you will need to open up the file in DV, double click the task in BYTE to open the file.
- Verify that the file is the same as the task in BYTE

1 folder matches '7119052'						
Search Folders: 7119052						
	Folder ID	Loan Number	Borrower First Name	Borrower Last Name	Lien Position	Processor
	FX1812335	7119052	Alejandra	Franco	First Lien	William D

7119052	Franco, Alejandra	TM - Analysis of Appraisal	MadisonK	Assistant TM	Due Today 0
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Email Confirmation & Analysis Report

- Verify the Borrower(s) email on the Home Screen matches E-Consent in DV

E-Mail	<input type="text" value="alejandra.franco.cortes@gmail.com"/>
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11-13-19	
Date of Signature	Date of Signature
	
Borrower Signature	Co-Borrower Signature
Alejandra Franco	
Borrower Printed Name	Co-Borrower Printed Name
alejandra.franco.cortes@gmail.com	
alejandra.franco.cortes@gmail.com	
Borrower Email Address	Co-Borrower Email Address

- In DV, search for Appraisal. This will bring up all documents associated with the Appraisal & other documents needed

APPRAISAL			
All Documents			New Submiss
Hidden, Included, Missing, Non-I			Tags
	Document Name	Comments	
38	Appraisal	Cond# 4400 - Effecti...	79
38	Appraisal	Cond# 4418 - CORR...	79
39	Appraisal Invoice	Cond# 4400 - PAID 1...	2
39	Appraisal Invoice	\$2450.00	1
	Analysis of Appraisal	Pending Info/ MY	2
	Analysis of Appraisal	Pending Mgmt. app...	2
	Analysis of Appraisal	Mariko Yamabe	2

Analysis of Appraisal in DV & BYTE

- You will need to verify that the Valuation Doc has been signed off, as long as the Value is listed & a completion date is present.

REVIEWED VALUE: 680,000 **DATE:** 01/31/2019

s reconciled property valuation report is so that Citadel Servicing Corporation can evali

- In the ECOA screen you will see a green Box to the right hand side, here you will just enter the sent date & method sent.

Internal Valuation Review

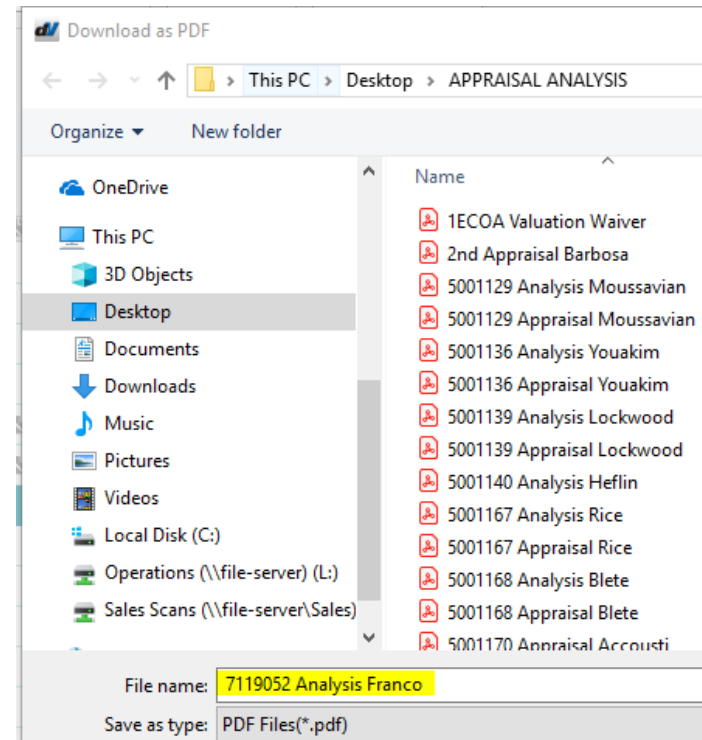
[Appraisal 5 Sent Date](#) •

Appraisal 5 Method Sent ▾

[Valuation 5 Receipt Confirmation Date](#) •


Saving Appraisal & Analysis

- In DV, you will need to save both the Analysis of Appraisal to your desktop or to a folder on your desktop:
 - First, select the Document, right click & scroll down. Click on Save Document(s) as a PDF...
 - Rename the document as so:
 - Loan No., Analysis, Borrower LN



E-Mailing Valuation Doc

- Once the document has been saved, you will need to draft up your email as follows:
 - The email will need to be sent from our LSU email
 - Valuation Doc will be sent to the Borrower(s), CC the TM & Broker
 - Subject Line will read:
 - Analysis of Appraisal Loan No & Borrower(s) LN
 - Make sure to input the Valuation Date (Date the Analysis was signed off)
 - Attach Document needed
 - Send the email

From	LSU@citadelservicing.com
To...	alejandra.franco.cortes@gmail.com
Cc...	Charly Frakes; duke@equinoxfinance.com; thanya@equinoxfinance.com
Subject	Analysis of Appraisal 7119052 Franco
Attached	 7119052 Analysis Franco.pdf 77 KB

Send

Thank you for submitting your loan application to Citadel Servicing Corporation ("CSC").

CSC is required to provide you with this copy of the most recent appraisal analysis used to decision your loan application.

Analysis Date: 01/31/19

Borrower, please respond letting us know that you have received this email.

MMS

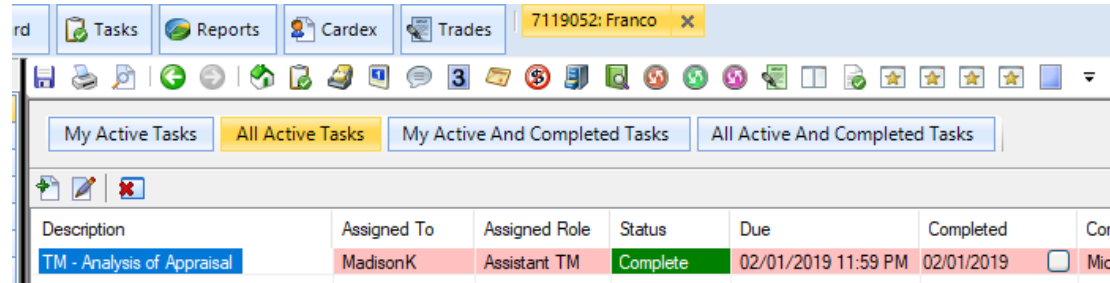


Conversation Log & Proof of Transmittal

- Notate the conversation log as follows:

02/01/2019 3:58 PM	Analysis of Appraisal	< Michelle Marias-Santamaria : 2/01/2019 3:59 PM PST > Emailed to borrower.
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- Complete the task, you do not need to send out the Task email to the TM as they are also receiving the Transmittal to the Borrower(s)



Description	Assigned To	Assigned Role	Status	Due	Completed	Comments
TM - Analysis of Appraisal	MadisonK	Assistant TM	Complete	02/01/2019 11:59 PM	02/01/2019	Michelle

- In your email, go to the 'Sent' & upload the email to the borrower to DV. The document will be named 'Appraisal Transmittal to Borrower' in the notes put 'Analysis'

