

How to Submit An Appraisal Dispute-Step 1

AMC Links commitment to quality valuation products is unmatched in the appraisal industry. Appraisal Disputes from our lender clients are a top priority for our Quality Control department. Expedited resolution for all reconsideration of value and appraisal dispute requests is critical in maintaining our excellent customer service mandate.

Although the submission of an appraisal dispute or reconsideration of value is a small percentage of all appraisal assignments, the attached flow chart details the process of an appraisal dispute submission. This process is available once the member is logged into their account.

The screenshot shows the AMC Links user dashboard. At the top, there is a navigation bar with the following tabs: Dashboard, Request an Appraisal, Request Comps, Edit Profile, and Logout. Below this is a secondary navigation bar with the following tabs: Home, Summary, Files, Communication, Additional Products, Conditions, and Quality Control. The Quality Control tab is highlighted with a yellow background and a warning icon. An orange arrow points from the Quality Control tab to the text on the right. The main content area shows the Borrower Name, a Summary section, and a table of documents. The table has the following rows:

Document Name	Date Added	Action
Appraisal Report - PDF Format	Added on 04/18/2012 at 11:30 am	View
Appraisal Report - XML Format	Added on 04/18/2012 at 11:30 am	View
Applicable Appraiser		View
Independence Laws Certificate		View
Invoice		View
AMC Links Service Disclosure		View

Step 1

Log into Dashboard and click on the file number of the appraisal you wish to dispute.

The screen below will appear and you will then click on the **Quality Control** Tab

How to Submit An Appraisal Dispute-Step 2

Step 2

Click on **Appraisal Dispute** Tab

Appraisal Dispute

(Start a new Ticket)

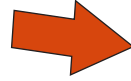


The screenshot shows the AMCLINKS user interface. At the top left is the AMCLINKS logo with the tagline "Superior Nationwide Appraisal Services". A yellow "Logout" button is in the top right. A navigation bar contains "Dashboard", "Request an Appraisal", "Request C...", "Edit Profile", and "Logout". Below this is a secondary navigation bar with "Home", "Summary", "Files", "Communication", "Products", "Conditions", and "Quality Control" (highlighted with a yellow warning icon). The main heading is "Borrower Name" followed by "Quality Control". A text block reads: "Please select which ticket you would like to submit to our Quality Control department. If you already have a ticket in progress, choose the correct ticket to submit the most recent information." Below this is a link: "Click here to view instructions and further details". Two buttons are present: "Appraisal Dispute (Start a new Ticket)" and "Appraiser Removal (Start a new Ticket)". A "Back to Dashboard" link with a right arrow is at the bottom right. The footer contains logos for AMCLINKS, Dragonfly, Mortgage Bankers Association Member, and Equal Housing Opportunity, along with a "Follow Us" section with social media icons for Twitter, Facebook, and RSS.

How to Submit An Appraisal Dispute-Step 3

Step 3

Fill Out Appropriate Information in the Appraisal Dispute Form. Include as much pertinent data as possible to help expedite the Dispute process.



Once finished, click the **Submit** button at the bottom of the page. The dispute is then instantly routed to AMC Links QC Department for review and resolution.

Dashboard Request an Appraisal Request Comps Edit Profile Logout

Home Summary Files Communication Additional Products Conditions Quality Control

Quality Control

Appraisal Dispute

Appraisal Dispute (QC Tickets) are only available for disputing the credibility of an appraisal report.

Mandatory - Appraisal Disputes without supporting documentation will not be accepted.

Please provide your communication and all supporting documentation using the boxes below. A QC Ticket will immediately be submitted on your behalf, and will go directly to your Account Manager and/or Quality Control (In-House Appraisers) for violation review. Please allow up to 3 business days for appraiser response and/or an updated report. Please do not submit underwriter conditions here. Underwriter "Conditions" submission tab is provided in the tool bar above. **Note: Please check with your Corporate office before submitting a dispute ticket, as they may have a policy in place that prohibits a broker or sales production staff member from working with the AMC directly for dispute resolution.**

I have read and agree to the above statements, and wish to continue.

Requestor Info			
Branch/Broker Name			
Borrower(s) Name(s):			
Property Address			
Loan Number			
Date Dispute Submitted			

Basis of the dispute (Must include at least one of the following):

I have noted specific error(s) and/or omission(s) and/or miscalculation(s) made by the appraiser in reporting the **subject** property's characteristics or amenities

I have noted specific error(s) and/or omission(s) and/or miscalculation(s) made by the appraiser in reporting the **comparable** data

I am providing up to 5 additional closed sales with ALL required data. Additional sales must be located within 1 mile of subject, be similar to subject, and have been sold within 90 days of effective date of the report.

I am providing up to 3 additional listed/pending sales with ALL required data. Additional sales must be located within 1 mile of subject, be similar to subject, and listed 90 days before effective date of the report.

I am providing the following supporting documentation to substantiate this dispute. **Mandatory - disputes without supporting documents will not be accepted:**

Browse...

Browse...

Browse...

Browse...

Browse...

Detailed summary of dispute:
Please provide a detailed explanation for your request or note that the explanation is attached along with all other supporting documentation.
You may not indicate a specific value requirement or assign a specific dollar amount to any subject features or comparable properties (and/or adjustments thereto). Do not relay a target value or use coercive language in your comments. Any submission with this type of communication will result in immediate reporting to the proper authorities and state licensing board as required by law!

