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## **FHA Case Number and Appraisal Transfer Instructions**

### **❖ Appraisals transfers to VanDyk from another lender:**

Form is available in vdmc.net and VAMBA called FHA Case Number Transfer Request.

Branch contacts prior lender to request transfer of the FHA case number to VanDyk Mortgage. If form is not used, include the FHA case number, your VDM FHA lender ID and request proof of the transfer once completed as this will be an Underwriting condition. Also, confirm if there is an appraisal completed, and if so, the effective date to ensure it is not expiring. Your Case Query will show if there is an appraisal logged, but it is best to confirm with the other lender as they may log it after they receive our request. If appraisal is being transferred FHA Connect must indicate Yes for appraisal transfer.

Please note, the other lender may request a signed and dated letter from our borrower requesting the transfer.

The other lender does have the right to request payment before sending us the appraisal. Request the invoice and send to Accounting for Pre-Payment. We need to provide proof of payment, if paid by borrower or we need to collect on CD at closing.

We need the .xml, color copy appraisal, AIR cert and invoice. Once you have the .xml, please email Amber Workman [aworkman@vandykmortgage.com](mailto:aworkman@vandykmortgage.com) and she will run the VDM SSRs and place in file with notes regarding transfer. Please note Credit Underwriters review FHA transferred appraisals. If you need something reviewed prior to the Credit Underwriter reviewing please email Appraisal Escalation [appraisalescalation@vandykmortgage.com](mailto:appraisalescalation@vandykmortgage.com).

The Color copy appraisal should be uploaded to 2000 (Appraisal) and once the SSRs are completed, the appraisal can be marked "Ready for UW". Add the AIR Cert and Invoice to their Encompass labels.

Once the case number is transferred, the branch will need to update the LO and borrower information in FHA Connection as applicable.

### **❖ Appraisal transfer from VanDyk to another lender:**

Forward other Lender's requests to Amber Workman [aworkman@vandykmortgage.com](mailto:aworkman@vandykmortgage.com) along with the FHA case number to be transferred, VDM file number/name and the New Lender's FHA lender ID. Please advise if appraisal was completed. Amber will work directly with the other lender on your behalf.

