

## Reconsideration of Value (ROV) Request Form

For a general ROV request, email the completed form to [AppraisalOrders@townemortgage.com](mailto:AppraisalOrders@townemortgage.com). ROV request due to bias or discrimination concerns, please email completed form to [ROVReview@townemortgage.com](mailto:ROVReview@townemortgage.com). For assistance with completion of the ROV Request Form, please contact your Loan Officer.

NOTE: Once the completed ROV Form is received TMC will submit the form for appraiser review.

Requestor's Name:	
Loan Number:	
Applicant Name:	
Subject Property Address:	
Appraisal Effective Date:	
Appraisal Value:	
Appraiser:	
<p>In the space below provide the Description of Deficiencies / Issues in or that require the appraiser's response: For example:</p> <ul style="list-style-type: none"><li>• Explain factual inaccuracies within the appraisal report.</li><li>• Review additional sold comparables that sold before the effective date of the appraisal report.</li><li>• Address concerns regarding the conduct of the appraiser.</li><li>• Report any apprehensions regarding appraiser bias or discrimination.</li></ul>	

**Note:** If the provided space within this Reconsideration of Value Request Form is insufficient, you may include supplementary details on a separate Word document and provide along with this completed form. The details provided will assist the appraiser in addressing your concerns effectively.

## General Guidelines of Acceptable Comparable Sales

- Only include relevant comparable sales as of the effective date of the appraisal.
- The comparable sale must be a finalized purchase; listings or contingent sales are not eligible for consideration.
- The closing date must not exceed 12 months prior to (or later than) the effective date of the appraisal.
- A minimum of two (2) comparables must be provided, with a maximum of five (5). The comparable sale(s) must be in close proximity to the subject property. While the definition of proximity may differ based on whether the subject property is located in a rural or urban area, closer comparables that exhibit similar characteristics are more likely to be deemed suitable and acceptable. If the subject property is within a subdivision, condominium complex, or planned unit development (PUD), recent sales of similar homes within the community hold greater relevance.
- The Gross Living Area (GLA) of the comparable should closely match that of the subject property; in general, the variance in GLA should be within +/-20% of the subject property.
- Comparable sales should share similar attributes, including home style, lot size, GLA, room/bedroom/bathroom count, age, condition, and construction quality.

Submit up to five (5) comparable properties to support request for reconsideration of value:

# 1

<u>Property Address:</u>	
<u>Sales Price:</u>	<u>Date of Sale:</u>
<u>Square Footage:</u>	<u>Age of Property:</u>
<u>Site Size:</u>	<u>MLS #:</u>
<u>Proximity of the Subject Property:</u>	
<u>Additional Comments:</u>	

# 2

<u>Property Address:</u>	
<u>Sales Price:</u>	<u>Date of Sale:</u>
<u>Square Footage:</u>	<u>Age of Property:</u>
<u>Site Size:</u>	<u>MLS #:</u>
<u>Proximity of the Subject Property:</u>	
<u>Additional Comments:</u>	



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# 3

Property Address:	
Sales Price:	Date of Sale:
Square Footage:	Age of Property:
Site Size:	MLS #:
Proximity of the Subject Property:	
Additional Comments:	

# 4

Property Address:	
Sales Price:	Date of Sale:
Square Footage:	Age of Property:
Site Size:	MLS #:
Proximity of the Subject Property:	
Additional Comments:	

# 5

Property Address:	
Sales Price:	Date of Sale:
Square Footage:	Age of Property:
Site Size:	MLS #:
Proximity of the Subject Property:	
Additional Comments:	

For Towne Use Only

Underwriter Name

Date Requested

