



## LSI Appeal Request

LSI recognizes that there may be limited situations when appraisals may need further explanation about the basis for the appraiser's valuation and/or correct objective factual errors in the appraisal report. To ensure we understand the issues and to expedite the appeal process, please provide complete and accurate details to support your basis for this appeal request.

In accordance with the Home Valuation Code of Conduct, do not provide any type of anticipated, estimated, or desired value including the loan amount to ensure appraiser independence.

If providing sales for review, ensure the sales are similar properties to the subject and were not utilized in the original report. For example:

- Closed no more than one (1) year from the effective date of the original appraisal
- In as close proximity to the subject property as the original sales
- Similar in GLA, age, design, amenities and site size

These guidelines are based upon acceptable appraisal practice and methodology and are the basis for comparable sale selection in the appraisal of residential property. Our appraisers strive to provide the most appropriate comparable sales available. All supplemental sales provided (please limit to 5 sales for consideration) will be compared to the original analysis in order to determine if the sales are more appropriate.

All information is reviewed prior to being sent to the appraiser to ensure complete and detailed information is provided. The request is also reviewed to ensure compliance with the Home Valuation Code of Conduct that the appeal request is free from any type of undue influence.

To submit your information, please complete the attached Appeal Request form along with supplying any substantiated documentation to your designated LSI Client Service email box.

Designated LSI Client Service email box: [localappraisal@lsi-lps.com](mailto:localappraisal@lsi-lps.com)

*(If a designated email box is not provided, please contact your LSI Client Service team member for this information.)*



# LSI Appeal Request

## Order Information:

Loan Number: \_\_\_\_\_

LSI Order Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Your Contact Information:

Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Purpose for the Appeal:

Correct and/or explain factual errors within the appraisal report

Review additional sales

Other (please provide detail comments below)

Comments:



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**Sales Provided for Review (please limit to 4 sales):**

1. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Sale: \_\_\_\_\_

Data Source: \_\_\_\_\_ If other: \_\_\_\_\_

Comments or additional data:

2. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Sale: \_\_\_\_\_

Data Source: \_\_\_\_\_ If other: \_\_\_\_\_

Comments or additional data:

3. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Sale: \_\_\_\_\_

Data Source: \_\_\_\_\_ If other: \_\_\_\_\_

Comments or additional data:

4. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Sale: \_\_\_\_\_

Data Source: \_\_\_\_\_ If other: \_\_\_\_\_

Comments or additional data: