

APPRAISAL DEPARTMENT SERVICE REQUEST

Loan #	_____	Request Date	_____
Axos Bank™	_____	Date Due to Requester	_____
Contact Person	_____	Purchase Price	_____
Owner's Value	_____		
Name of Mortgage Firm/Broker	_____		
Borrower Name	_____		
Property Contact Info (name, relationship, phone and email)	_____		

PROPERTY

Property Address

Property Description

Year built	_____	Occupancy	_____
Gross building area	_____	Site influence(s) (describe)	_____
Site Size	_____	Accessory Buildings (describe)	_____

Appraisal Service	<input type="checkbox"/> Order—Existing Property—As Is	<input type="checkbox"/> Order—Proposed Construction
	<input type="checkbox"/> Order Rental Survey	<input type="checkbox"/> Order—New Construction (As-is and As-if Complete value will be provided when property is under construction and incomplete)
	<input type="checkbox"/> Other--	

APPRAISAL DOCUMENTATION REQUIREMENTS FOR APPRAISAL REQUEST

Items marked in **boldface type** must be included with this request. The other items, while important, may be provided shortly thereafter. If any items are delayed, it will impact timely completion of the appraisal.

- | CheckOff | Item |
|---|---|
| 1. <input type="checkbox"/> | Detailed Property Description (above) |
| 2. <input type="checkbox"/> | Executed purchase/sale agreements (purchase request only) |
| 3. <input type="checkbox"/> | Escrow instructions, settlement statements (purchase request only) |
| 4. <input type="checkbox"/> | Preliminary title report (transaction involving lot splits/lot line adjustments; egress/ingress issues and/or leasehold request only) |
| <u>For New Construction (and/or under construction) or Proposed Construction</u> | |
| 5. <input type="checkbox"/> | Dimensioned construction plans (Plans, elevations and site plan are required for all proposed construction requests) |
| 6. <input type="checkbox"/> | Construction budget: detailed direct and indirect costs (Proposed construction request only) |
| 7. <input type="checkbox"/> | Cost to complete estimates (required for properties that are still under construction and incomplete) |

To submit your Appraisal Service Request, please complete this form and provide the necessary documentation to process your bid and appraisal request. The completed form and documentation must be emailed to AppraisalReview@axosbank.com.