

## 1004 DESKTOP INSTRUCTIONS

The following items will be required for the new 1004 Desktop form.

1: The form name in your forms library is 1004 Desktop

2: No physical inspection of the subject property is required by the appraiser. Data may be provided by various parties including the buyer/seller agent, homeowner, builder, appraiser files, etc and through secondary data sources including public records, MLS, internet, etc.

3: Data provided by parties with a financial interest in the sale of or financing of the subject property must be verified by a disinterested source.

4: Floor plan must be included with the report that includes interior walls and exterior dimensions. United States Appraisals is partnering with a disinterested 3rd party to obtain the floor plan. The floor plan will be provided to you. Please do not submit the report without the floor plan.

5: The following items must be completed on the additional comments section of the form 1004 Desktop:

Appraisal Assignment Type

Subject property Data Collection Method

Subject property Data Collection Date

Subject property Data Workforce

6: Standard photos requirements apply.

Interior photos required:

Kitchen

All bathrooms

Main living area

Photos can be obtained from MLS, online sources, etc.

Per Fannie Mae: Photos taken during a live walkthrough of the subject are considered an appraiser observation during a live event, and do not require further verification. Photos obtained without direct observation from the appraiser may require verification.