

Coop Drive By Instructions

Fannie Mae Lender Letter (LL-2020-04) and Freddie Mac 2020-5 allow for desktop appraisals to be performed for purchase transactions.

Coop properties do not have a corresponding Drive by form. They will be reported on the 2090 form.

On page one of the report under Map Reference you must put “Exterior” in this area.

Exterior-Only Inspection Residential Appraisal Report				File #
The purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.				
Property Address		City	State	Zip Code
Borrower		Owner of Public Record	County	
Legal Description				
Assessor's Parcel #		Tax Year	R.E. Taxes \$	
Neighborhood Name		Map Reference	Census Tract	
Occupant <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant		Special Assessments \$	<input type="checkbox"/> PUD	HOA \$ <input type="checkbox"/> per year <input type="checkbox"/> per month
Property Rights Appraised <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)				
Assignment Type <input type="checkbox"/> Purchase Transaction <input type="checkbox"/> Refinance Transaction <input type="checkbox"/> Other (describe)				
Lender/Client		Address		

A modified set of instructions, Scope of work, Statement of Assumptions and Limiting Conditions, and Certification has been provided by Fannie and Freddie that must be copied and pasted into the report. The modified instructions will be provided as a separate attachment. Please note that certification 10 has been removed. This allows for the appraiser to obtain and verify information from a party with an interest in the transaction.

Required - Exhibits for exterior -only inspection appraisals.

1. a street map that shows the location of the subject property and of all comparable sales that the appraiser used;
2. clear, descriptive photographs (either in black and white or color) that show the front of the subject property, and that are appropriately identified (photographs must be originals that are produced either by photography or electronic imaging); and
3. any other data—as an attachment or addendum to the appraisal report form—that are necessary to provide an adequately supported opinion of market value.

Please note all parts of the report have to be completed.

A current MLS listing may be able to provide sufficient information to complete all sections of the report, but there may be instances where interviewing the borrower, seller, or agent to the transaction may be necessary to obtain the required information to produce a credible value opinion.

Make sure to disclose any information obtained from a non-traditional source. If the seller of the property was interviewed to determine information such as the room count, floor covering, etc. Please disclose who the information was provided by.

A sketch is not required, but if county records is the source for the GLA of the property and the county has a sketch, please include for reference purposes.

The only required photo is a front photo of the subject property. For the desktop appraisal this photo does not have to be taken by the appraiser. It can come from other sources such as websites, MLS listings, the borrower, seller, agent, etc.

Please provide all photos of the subject you are able to obtain. If MLS provides photos of the subject please include all photos available in MLS. If another party such as the borrower, seller or agent provide photos for analysis please include them in the appraisal report. Please disclose in the appraisal where the photos were obtained.

If you have any additional questions please email resolutions@unitedstatesappraisals.com and we will contact you ASAP.