

- Complete and sign the ROV Request form. A completed ROV form should be returned to:
ResidentialAppraisal@asbhawaii.com.
- Upon the bank's receipt of the ROV form, it will review the data provided for completeness and compliance with Appraiser Independence Requirements. If an ROV form is incomplete or contains prohibited information, it will be returned for revisions. Properly supported requests will be forwarded to the appraiser for review and response. The appraiser's response may come in the form of a written communication or a revised appraisal report.
- You may submit only one ROV form per appraisal.
- Select a reason(s) for reconsideration:
 - ▶ **Errors and/or Omissions:** Select if there are significant factual errors or omissions that would materially impact value.
 - ▶ **Comparable Sales:** Select this option if you are providing additional closed sales that are believed to be comparable to the subject property. A reason should be given as to why the additional sales are felt to be a better comparison than the ones used in the appraisal report. Up to five (5) additional sales may be provided. Please see below for additional Comparable Sales Guidance.
 - ▶ **Appraiser Misconduct:** Select if you feel the appraiser has violated Uniform Standards of Professional Appraisal Practice standards outlined by the Financial Institutions Reform, Recovery, and Enforcement Act. This includes if there is evidence of discrimination.
- Appraiser Independence Requirements (AIR) prohibit anyone from attempting to influence an appraiser's opinion of value. The bank will review the ROV form to ensure there is no evidence of any attempt to coerce an appraiser into a valuation opinion. To maintain AIR compliance, please keep in mind the following:
 - ▶ Do not suggest your own opinion of value, or value range.
 - ▶ Do not provide a previous appraisal or reference to a previously appraised value.

General Guidance on Comparable Sales: Sales provided should be identified with an address (or Multiple Listing Service (MLS), or Tax Map Key number), sales date, and sales price. The sale should be easily verifiable with public records.

- Comparable sales should have similar physical and legal characteristics as the subject property. They should be competitive to the subject property and have similar design and appeal, living area, room count, and lot size as the subject.
- Each comparable sale should have a closed sale date within the prior twelve (12) months from the effective date of the appraisal. Active listings cannot be utilized. If a sale happened more than six (6) months from the effective date of appraisal, a reason should be given as to why it is felt to be an appropriate comparison.

Please refer to the Reconsideration of Value instructions for guidelines on completing this form. Email the completed form to **ResidentialAppraisals@asbhawaii.com**.

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|-------------------|------------------------------|
| Applicant(s): | Date: |
| Property Address: | |
| Appraiser: | Effective Date of Appraisal: |

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| Reasons for Reconsideration: (Check all that apply) | <input type="checkbox"/> Errors/Omissions | <input type="checkbox"/> Comparable Sales | <input type="checkbox"/> Appraiser Misconduct |
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Additional Sales for Consideration (maximum five (5) closed sales):

- Please identify the additional sale by address, MLS number, or Tax Map Key.
- Include why you feel it is a more suitable comparison that the comparables used in the appraisal report.

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| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

Errors, Omissions, other pertinent data, or evidence of appraiser misconduct:

By signing below, you acknowledge that you read, understand, and followed the Instructions for Requesting a Reconsideration of Value.

X _____
 Primary Applicant's Signature

X _____
 Co-Applicant's Signature