

### The Appraisal Process

#### STEP 1

#### Arrange an inspection

Our office will contact you to set up an inspection with one of our appraisers at your property with whomever you designate as the inspection contact. In some instances, it may not be necessary for an in-person inspection.

## STEP 2 Provide documentation

As appraisers, we collect and analyze a wide variety of data about your property and the local market. We will provide a list for your reference and be available to answer any questions you may have. Timely delivery of requested documentation helps ensure you get your appraisal on time!

### STEP 3 Meet the appraiser

At the inspection, an appraiser will photograph the significant elements of your property, confirm measurements of the building improvements, take notes of property details, and ask questions to better understand your property.

### STEP 4

## Respond to follow-up questions

After the inspection, once the appraiser has begun analyzing the information they've collected about your property, they may need to ask clarifying questions or request additional documentation regarding your property. Maintaining clear, prompt, and consistent communication with your appraiser will prevent delays in report delivery.

### STEP 5 Get progress updates

If you are our client, you will receive regular status updates throughout the appraisal process. Note that when a bank is involved, they are typically the client, in which case the property owner / buyer may reach out to the lender who ordered the appraisal directly to get status updates on the appraisal.

# STEP 6 Receive a copy of your appraisal

A copy of the appraisal report is given to the client at the end of the process. If you are working with a bank, your bank should notify you that the appraisal is complete once it has gone through an internal review process. You may request a copy of the appraisal report directly from your loan officer.

We work hard to ensure you have a great experience with us!

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