



HVCC – Broker and Tablefund Business Partners

Loan Product Compliance

HVCC compliance will be required on all conventional, jumbo and VA IRRRL products.

If a loan is changed from a product not requiring HVCC compliance (FHA, VA, USDA) to a product requiring HVCC compliance, a new appraisal will have to be ordered following HVCC procedures.

Appraisal Order

The loan must be registered via Loan Express prior to submission of the appraisal order. **Appraisals and final inspections are ordered through the broker portal on PCM Express.**

Payment is required at time of appraisal order via **American Express**, MasterCard, Visa or Discover.

An email confirmation will be sent to the business partner contact once the order has been processed advising that the order has been received.

A second email will be sent once the appraiser has accepted the assignment. This email will list the anticipated delivery date of the appraisal. Average turn time is expected to be five (5) business days from order acceptance.

Appraisal Order Cancellation

Appraisal orders cancelled within twenty-four (24) hours will receive a full refund. Cancellations after the twenty-four (24) hour window will be subject to appraiser charges for research, trip and inspection.

To receive a refund, the "Appraisal Fee Refund Form" (Exhibit E) should be returned via email to valuation@primarycapital.com or via fax to 678-348-2033.

Appraisal Pricing

Appraisal pricing can be found on the "Appraisal Fee Table" (Exhibit F).

If the property meets any of the following specifications, the standard fee table will not apply and the appraisal price will be negotiated with the appraiser:

- 2-4 units
- Rural
- > 5 acres
- Lake/river/beach/pond frontage
- Golf course frontage
- Property value > 1,000,000
- Historic home

Once the order has been assigned to an appraiser, the appraiser will advise of the fee. The fee will be communicated to the business partner contact for approval. Until the approval of the fee is received, the order will be placed on hold.

At time of price approval, credit card information will be required in order to process the additional fee.

Appraisal Status

Appraisal status can be checked on the broker portal in on PCM Express. The status of the appraisal will be updated periodically throughout the day.



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Delivery of Appraisal

Once the appraisal has been completed, a copy of the appraisal will be delivered to the business partner contact and the borrower. The email will be sent from appraisals@primarycapital.com.

The email will include the following documents:

- Appraisal Delivery Cover Letter (Exhibit G) or Appraisal Update Delivery Cover Letter (Exhibit H)
- Appraisal
- Appraisal Dispute Request (Exhibit I)

As HVCC requires that the appraisal used for qualifying and any updates to the appraisal be delivered to the borrower a minimum of three (3) days prior to closing, the borrower will be required to sign a disclosure at closing which confirms receipt of the appraisal in compliance with HVCC. Additionally, the first available closing date will be specified on the "Appraisal Delivery Cover Letter" or the "Appraisal Update Delivery Cover Letter".

If Primary Capital is provided with a borrower email address, the appraisal and above documents will be sent via email. The first allowable closing date will be four (4) business days from the date of the email. If Primary Capital does not have the borrower email address, the appraisal will be mailed to the borrower and the first allowable closing date will be eight (8) business days from the date of mailing.

If there is incorrect data in the report or a dispute of valuation, upload a completed "Appraisal Dispute Review Request" and any supporting documentation into the "Appraisal" section of Blitzdocs and notify the internal Primary Capital team. The dispute will be reviewed by underwriting to determine the validity of the claim and if additional information is required.

Appraisal Review

Appraisals will be reviewed at the time of full file underwriting.

Underwriting without an Appraisal

In order to facilitate efficiencies, Primary Capital will only allow the underwriting of a file without an appraisal in the below instances:

- Loan is locked as a "Lock and Shop"
- Appraisal has been ordered with Primary Capital

Transfer of Appraisals

Primary Capital will accept appraisals prepared for another lender as long as the original lender transfers title and ownership in the appraisal without recourse to Primary Capital. The original lender must also warrant that the appraisal was prepared in compliance with HVCC and confirm date on which the borrower was provided with a copy of the appraisal as well as via what delivery method. The transfer letter must be signed by a corporate officer of the original lender. A sample transfer letter is provided as Exhibit J. A copy of the paid invoice for the appraisal must also accompany the transfer.

The appraiser who performed the original appraisal may not be on Primary Capital's "Appraiser Watch List" or FHLMC's exclusionary list. Primary Capital's "Appraiser Watchlist" is available after login on PCM Express. Additionally, the appraisal must meet Primary Capital's appraisal requirements as shown on Exhibit K.