



Features

- Uses industry standard MISMO XML with Embedded PDF.
- Updated forms software available from major appraisal software vendors.

Benefits

- Commonalities with conventional mortgage appraisal portal save time for appraisers using standard forms.
- Offers process and technology efficiencies that streamline appraisal data transmission to FHA.
- Promotes quality up-front data, and reduces post-transmission and post-endorsement error correction.

Resources

Find these and other resources on FHA's EAD resources web page at http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead

- *Single Family Housing Appraisal Report and Data Delivery Guide*
- *EAD Data Formats and Forms Fact Sheet*



Electronic Appraisal Delivery Portal: Common Appraisal Data Errors

The Federal Housing Administration's (FHA) EAD portal is built to mirror, in large part, the electronic appraisal submission technology currently in use for conventional mortgages, but with some variation in certain data points and formats specific to FHA's business and systems. FHA Roster Appraisers will create appraisal reports for mortgagees or their third-party service providers, who will in turn submit the appraisal to FHA through the EAD portal prior to endorsement.

The appraisal report format required by FHA is the industry standard Mortgage Industry Standards Maintenance Organization Extensible Markup Language with embedded Portable Document Format (MISMO XML with Embedded PDF). FHA Roster Appraisers will create appraisals in this file format, using their own software, to ensure that FHA receives the appraiser's original work product.

Common Appraisal Data Errors

FHA Roster Appraisers need to be familiar with the EAD portal's general functionality, and how this functionality affects the appraisal report file formats and other appraisal data sent to FHA mortgagees. Full instructions for completing standard appraisal report forms are found in the FHA *Single Family Housing Appraisal Report and Data Delivery Guide* at: http://portal.hud.gov/hudportal/documents/huddoc?id=SFH_POLI_APPR_RPT_FIN.PDF. The following are some of the most common appraisal data errors that appraisers should check before completing an appraisal report:

1. **Insert the FHA case number at the top of the upper right hand corner** to correspond with the XML label:
/VALUATION_RESPONSE/REPORT/@AppraiserAdditionalFileIdentifier.
2. **Use the proper format/abbreviation for the state.** In the Address for Subject field, match the United States Postal Service format. States are abbreviated with a two character alpha code, in all capital letters and without periods or other punctuation. For example, Pennsylvania is abbreviated as "PA" not "Pa." The same rule applies when completing the appraiser's License State field.



3. **The FHA case number must be formatted as a 10-digit numeric**, appearing as xxx-xxxxxxx:
- The FHA appraisal may not be transmitted to the mortgagee without a case number.
 - In most software packages, the FHA case number is formatted as an additional file number.
 - The FHA case number may also appear on the other pages of the appraisal report, although this is not a requirement.
 - Do not include "FHA No.", "FHA #" or similar verbiage in front of the case number.
 - Do not include the three digit FHA product code that is included in some instances at the end of the case number. For example, if there is a case number with 13 characters, such as 123-1234567702, the last three digits, in this example, "702", are a product code. To format the FHA case number field correctly, use only the first 10 digits only, "123-1234567."

The appraiser may need to ask their software provider which field corresponds to the XML label /VALUATION_RESPONSE/REPORT/@AppraiserAdditionalFileIdentifier.

4. **For the Site Size field**, do not insert a comma or other punctuation.
5. **For fields with monetary data** (for instance, the value of the subject property or the prior sale price), do not include a dollar sign ("\$\$") ahead of the numeric data.
6. **Limit file size.** A well-supported appraisal file with exhibits, maps, etc. should typically require less than four megahertz:
- Cameras and even phones can take great high-resolution pictures, but in an appraisal report, these can be compressed so that they show enough detail on screen or in a printed report, but don't need to be provided at high resolution.
 - When scanning a document or map, survey, plat, etc. to include with the appraisal report, check the scanner settings. These images need to be legible, but not at the highest resolution. Scanner software generally allows users to adjust the resolution to lower settings, which will save on upload time and storage on an appraiser's computer, as well as for mortgagees and FHA.

