



WHOLESALE DEPARTMENT

Appraisal Request Procedure:

- 1) Appraisal Request form should be submitted directly to Territorial's staff Appraisers Stephenie Poon and Brett Shintani.
- 2) The request should be e-mailed to stephenie.poon@territorialsavings.net and brett.shintani@territorialsavings.net. You should also copy your Wholesale Account Executive.
- 3) The request must be accompanied by a check payable to Territorial Savings Bank in the amount of \$875.00-\$1500 (dependent on the type of appraisal being ordered). The check should be issued by the Borrower. The check should be sent to:

Territorial Savings Bank
Attn: To your Wholesale Account Executive (Rhonda Vadset or Jaimee Manago)
1132 Bishop St Suite 2200
Honolulu, Hawaii 96813
- 4) Upon receipt of the check, the appraisal department will order the appraisal. Territorial Savings Bank will be the lender/client on the appraisal.
- 5) The appraisal department will initially review your appraisal request to determine if the cost of the appraisal will exceed the initial \$875.00 collected.
 - a) If the cost of the appraisal is higher based on the type of appraisal required, Territorial will contact you for the difference.
 - b) If the cost of the appraisal is lower, upon completion of the appraisal, Territorial Savings Bank will reimburse the Borrower for the difference.
- 6) If you require a release of the appraisal, Territorial will charge a \$50.00 release fee.