



### **How to provide payment up front for an Appraisal**

If you would like to have the appraisal payment paid for prior to closing by the borrower please follow the steps below:

- Order your appraisal through our appraisal department as normal
- Send the Credit Card Authorization form fully completed, signed and dated by the cardholder to: [appraisal@flanaganstatebank.com](mailto:appraisal@flanaganstatebank.com)
- The form can be found at [www.fsbtpo.com](http://www.fsbtpo.com) under Forms & Tools under Miscellaneous FSB forms
- Once we receive the appraisal and the invoice, we will then in turn process the payment to the credit card and will send a check to the appraiser for their service and upload proofs of payments to the file.

Please note by processing your payment at the time the appraisal and invoice are received, will avoid having to track down the borrower for payment should the loan not close or if it is withdrawn or denied.