

## AI Ready PDF Presentation Details

The new AI Ready website for viewing AI Ready ENV's as an AI Ready PDF can be found at <https://www.aiready.com/convpdf>. This conversion tool is the same one used by your lender clients, which means that the AI Ready PDF is the same one viewed by your client, with the possible exception of the invoice. (Some clients do not want the invoice displayed with the appraisal report to meet privacy/accounting rules and regulations.)

For convenience, we have included the AI Ready PDF viewing functionality in 0.9.5+ release of the FNC Envelope Uploader. This conversion tool site is a quick and easy solution for appraisers who want to produce and save their own PDF's from their ENV files.

Please remember that the AI Ready PDF is meant to match the display of the web previewer viewed in the FNC Envelope Uploader. Routinely, appraisers and clients compare the AI Ready PDF to the PDF generated from the forms package. In practice, there are no issues with this comparison as long as the individual understands the goals of the AI Ready standard. Below is a brief overview of the goals of the AI Ready standard and gaps that may be seen when comparing the AI Ready PDF to the forms package PDF. If you have any questions, we encourage you to contact AppraisalPort customer support by phone at 1.888.963.333 or by email [support@appraisalport.com](mailto:support@appraisalport.com). Customer support hours are M-F from 8 AM-8PM EST.

### Display vs Data Standards

Prior to AI Ready and MISMO, Adobe had introduced the PDF standard which became the default display standard for printed and paper documents for many businesses. It has the advantage of presenting a document in a viewer (e.g., Adobe Acrobat Reader) that will appear very close to the printed copy version of the same document. Prior to 2000, many appraisal forms packages included support of the PDF standard or appraisers could use the Adobe Acrobat product to create PDFs separately. As you know, the PDF display standard is still available today and AppraisalPort accepts appraisal reports written in the PDF format to deliver to your client.

Separately, the AI Ready Standard is data standard where the primary focus is on preserving and delivering all the data in the report while offering a consistent display standard to both appraisers and their clients. AI Ready has a primary goal of offering an alternative format to speed up the appraisal report review process. This advantage cuts costs for the lenders having to perform massive data entry to process deals and gives appraisers an opportunity to receive faster feedback from lenders. The trade off in the AI Ready display standard is the loss of unique customizations offered in the customized forms vendor PDF format.

Below are some of the differences in the AI Ready PDF (consistent display format) when compared to the forms package PDF (customized display format). Please keep in mind that the layout differences in the individual forms packages or AI Ready are not considered any more or less accurate than the original forms and thus, none are considered a violation of USPAP (see Comment to Standard 2).

***“ STANDARD 2 does not dictate the form, format, or style of real property appraisal reports. The form, format, and style of a report are functions of the needs of intended users and appraisers. The substantive content of a report determines its compliance”.***

1. Standard Forms. AI Ready and the form vendors make every effort to maintain both the language and the page layout of Freddie Mac and Fannie Mae forms. The primary

differences between the forms vendors include fonts, styles and additional blank fields. Looking across all forms packages, there are clear differences in the fonts and colors. AI Ready forms do not attempt to display forms identically to the ACI 1004 or the SFREP 2055. Like the forms vendors, we strive to present a consistent layout, which faithfully delivering the form that Fannie Mae and Freddie Mac require.

2. Additional Comparables. Upon reviewing the standardized forms, the comparables form pages beyond the first 3 (e.g, sales comparable 4-6) are non-standard. AI Ready supports up to 12 total comparables. Form vendors will enhance the sales grid as well as other fields on the page to meet the requests of their appraisers. AI Ready attempts to include all the fields across all forms packages but there can be differences in the layout.
3. Text Customizations. The AI Ready standard made the choice to focus on the data from the appraiser but not to preserve fonts, font style or font color. We recognize this formatting may be important to the appraiser (although as a practical matter very few appraisers use special formatting in their appraisals). Today, the PDF created from the forms software package support these features. Please check with your client to determine the appraisal report file format requirements.
4. Text Addendums. AI Ready supports 20 text addendums. Across all forms packages, the number of available lines in narratives can be different on minor forms. AI Ready makes every effort to display the maximum number of lines in the narratives when compared across all popular forms software packages. This applies to both major and minor forms. In some cases, where there is a possibility of text being cut off, the AI Ready PDF will display "See Additional Field Text Addendum" in the narrative area and place the entire narrative text in a separate text addendum entitled "Additional Field Text Addendum." While moving text out of the narrative is not the desired approach, the alternative of cutting off text is the issue that is being addressed. As a work around, we encourage the appraiser to take a look at narratives in the previewers prior to uploading. If the text requires a lot of scrolling when viewed in the HTML preview, you can choose to go back into your forms package and make the necessary changes to display the narrative text and move the extra text to a separate text addendum.
5. Missing Forms. The full list of supported AI Ready forms can be found at <http://www.aiready.com/vendormatrix.asp>. Form vendors have done a very good job of meeting the needs of appraisers for years. In cases when appraisers may request a unique form, all form vendors are willing to develop custom forms. In many cases, these custom forms are not available across all forms packages. A goal in AI Ready is to provide support for forms that are commonly found across most forms packages. Unique forms may or may not be available. If you would like to recommend that a form be added to the AI Ready list, please contact AppraisalPort Customer Support to notify them of this request. Below are some commonly requested forms that are missing from the AI Ready standard.
  1. Cover Sheet. The cover sheet is typically a subject photo along with subject property information. AI Ready can provide this information automatically with the information provided in the appraisal. The problem is the lender processor would have to scroll through the first page to do a manual review. Since speed is a concern that AI Ready partially addresses, this page is omitted from AI Ready appraisal reports.
  2. Table of Contents. The table of contents page built in the forms package has a numbering scheme that applies only to the order of pages in that appraiser's forms package. That numbering scheme would be different and not apply to the AI Ready representation. AI Ready can support that document but the information would not be accurate so it is omitted as a supported document.
  3. Resume. AI Ready supports a one page image that can be used for an image of the appraiser's signature. Forms packages that have unique resume pages are not standard across all forms packages so AI Ready is unable to support this as a standard document. A common alternative is for appraisers to scan in his/her resume as an image and include it as an additional single page image. See the brief discussion on additional maps below or contact AppraisalPort support.
6. Limiting Conditions. In the new Fannie Mae forms, AI Ready supports the appraiser's certifications and limiting conditions pages built into the March 2005 forms, without alteration (Fannie Mae and Freddie Mac do not allow the form to be altered). The old 1004B is still

supported in the old Fannie Mae forms. In addition, lenders have requested the support of the 1004B in the Land form. In July 2008, AI Ready introduced a separate Limiting Conditions form that is found in most appraiser forms packages. This can be used for major forms without limiting conditions statements. Today, a common practice in appraisal PDFs is for the appraiser to include the desired limiting conditions statements or language in a text addendum. This solution is also supported in AI Ready today.

7. Photos. AI Ready photo limits include 3 subject photos (street, rear, street), 3 additional street photos, 12 sales comparable photos, 9 listing comparable photos and 99 additional photos. Each of these photo pages will show 3 photos/page with multiple description lines per photo. Separately, AppraisalPort support maintains a current list of the form vendor limits in relation to the AI Ready limits. If the form vendor limits or the AI Ready limits need to be raised, please contact AppraisalPort Customer Support and we'll work with you and your forms vendor to resolve your photo page needs.
8. Maps. AI Ready map limits include 5 plat maps, 5 sketches/floor plans, 5 location maps and 50 additional maps. The additional maps come with a title option so they can be used for appraiser certification pages or other 1 page image needs. For form vendors that support this functionality, this can be used for any non-AI Ready form or appraiser document by simply scanning a copy of the form and including the image in your appraisal report, per the instructions from your forms software vendor. As with photo limits, AppraisalPort support maintains a current list of the form vendor limits in relation to the AI Ready limits. If the form vendor limits or the AI Ready limits need to be raised, please contact AppraisalPort Customer Support and we'll work with you and your forms vendor to resolve your map or single image page needs.

### **Common “Work Arounds”**

- Photos: As mentioned above, AI Ready supports over 100 photos. Starting in July 2008, AI Ready supports 99 additional photos, 3 photos per page. These are photos beyond the subject photos, sales comparable photos and comparable listing photos. To date, depending on the form vendor, up to 36 additional photos are supported. That means if an appraiser requires 60 photos, they will show up in the forms package but not be visible in the AI Ready report. To resolve, the first step is to contact your forms software vendor to request an increase in the supported additional photos for AI Ready appraisal reports. AppraisalPort support can assist with determining the photo limits of your forms package and provide any work arounds provided by the forms vendor. Even with that limit, one common work around is to avoid changing the form labels on the photo pages. Without getting too technical, leaving the default titles on photo pages will ensure they are mapped to AI Ready correctly and reduce all photos being simply considered as additional photos.
- Photo Comments: AI Ready provides several lines besides the photos for photo specific comments. While there are a variety of photo page styles, if you find the number of lines to be too limiting, please contact AppraisalPort support. As with all other AI Ready changes, we can increase the number of lines and likewise, the form vendors will each have to make corresponding changes to their forms package.
- Narrative Text Fields: We strongly encourage the appraiser to take a look at narratives in the previewers prior to uploading. If the text requires a lot of scrolling when viewed in the HTML preview, the appraiser can choose to go back into your forms package and make the necessary changes to display the narrative text and move the extra text to a separate text addendum. Three common narratives that require attention are the narrative boundaries, narrative description and market conditions fields on page 1 of many of the most recent Fannie Mae forms. These are the smallest narratives across all the Fannie Mae forms. So when details are needed, the most common work around is simply to include the text “See Addendum” and then move those detailed comments to a text addendum.

- Unsupported Forms: Above, a few unsupported forms were listed. In all cases, we recommend contacting AppraisalPort support to report an unsupported form. They will notify the AI Ready team and determine if the form is supported across most forms packages and thus be a candidate for inclusion in AI Ready. As an immediate work around, we see some appraisers scanning these unsupported forms (or keeping a copy of a scanned image of this form) and included it as an exhibit or single page image (aka, map page). AI Ready supports up to 50 additional map pages and they are also commonly used for inclusion of resumes, certification documents, etc.