

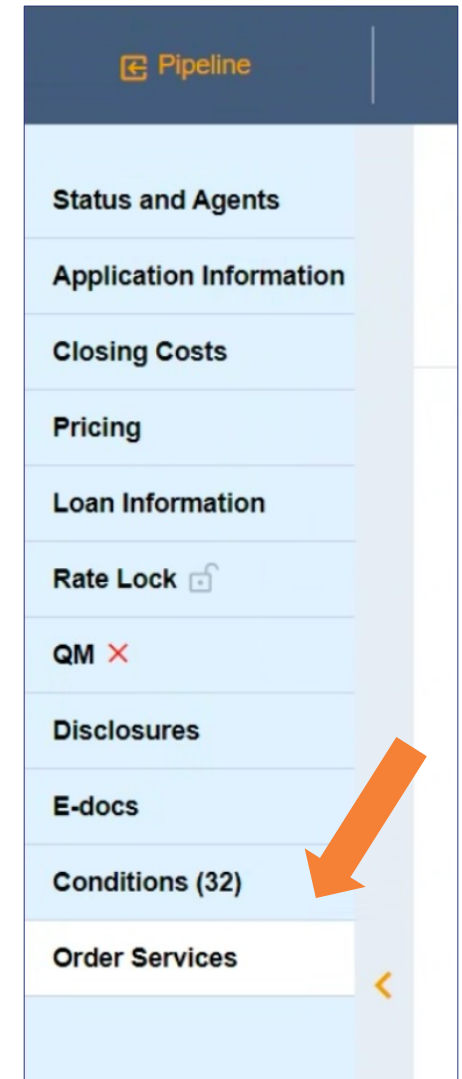
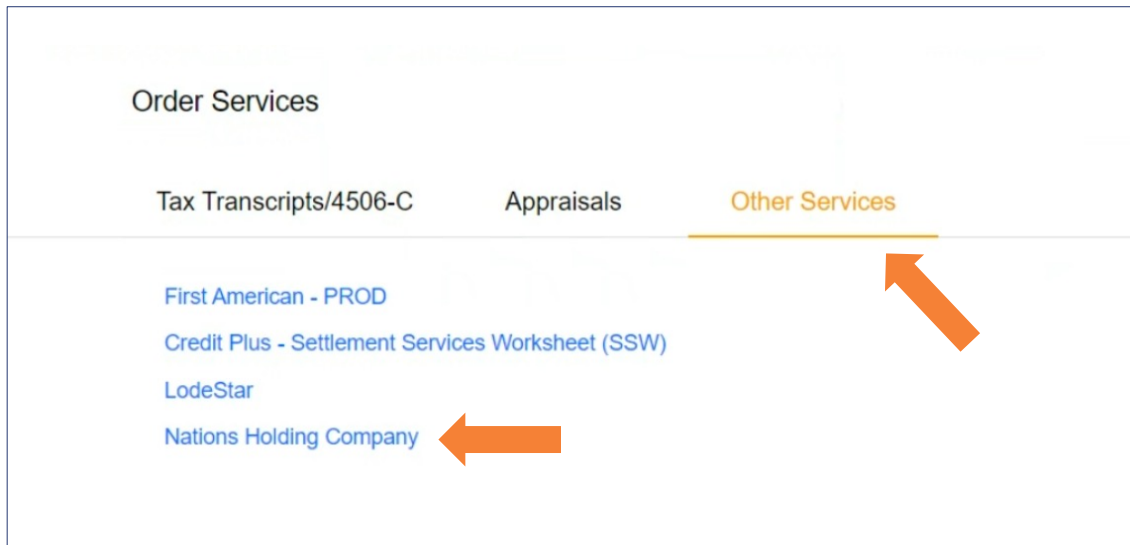
How To Order An Appraisal



How to Order an Appraisal

Login Into Broker Portal

1. Log into your broker portal and go into the loan you need to order the appraisal for.
2. Select “Order Services” on the left side
3. Click the “Other Services” option and select Nations Holding Company

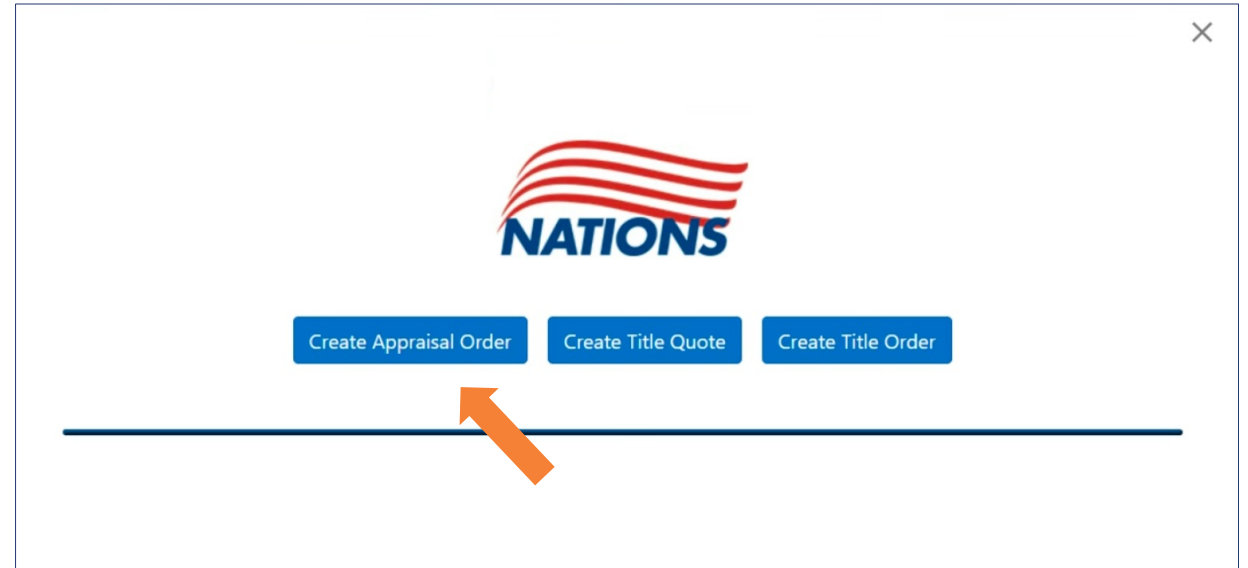


How to Order an Appraisal

Create Appraisal Order

4. Select “Create Appraisal Order”

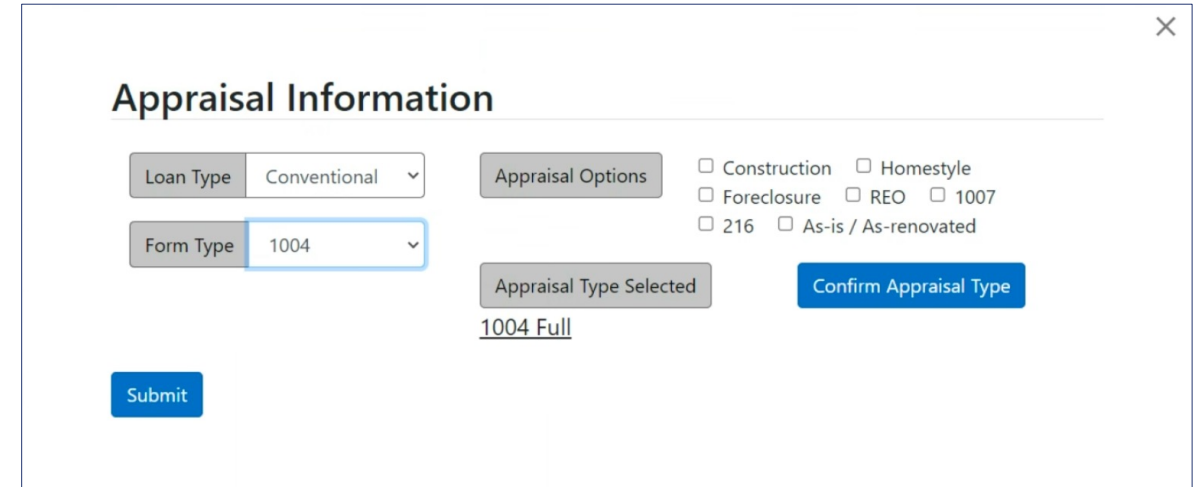
**Once the Order is placed this option will change to “View Appraisal Order” and this is where you can see updates, ask questions and access the order.



How to Order an Appraisal

Appraisal Information

5. Loan Type will always be Conventional
6. Select the Form Type you need to order according to the property type (1004, 1025, 1073 etc.)
7. If you need to add any appraisal options, select those as desired. (These are not common)
8. Click “Confirm Appraisal Type”



The screenshot shows a web form titled "Appraisal Information" with a close button (X) in the top right corner. The form contains the following elements:

- Loan Type:** A dropdown menu with "Conventional" selected.
- Form Type:** A dropdown menu with "1004" selected.
- Appraisal Options:** A section with several checkboxes:
 - Construction
 - Homestyle
 - Foreclosure
 - REO
 - 1007
 - 216
 - As-is / As-renovated
- Appraisal Type Selected:** A text field displaying "1004 Full".
- Buttons:** A blue "Submit" button at the bottom left, and a blue "Confirm Appraisal Type" button at the bottom right.



Loan & Subject Property Information

9. Loan information should pull from the application in MLM.

10. The Subject Property information should pull from the application in MLM. If the address is different than USPS recognizes you may have to select which address you would like to use.

11. If a lockbox code needed to access the property you can enter that if you know it. (Not common)

The screenshot displays a web form with two main sections: "Loan Information" and "Subject Property".

Loan Information:

- Loan Purpose: Purchase (dropdown)
- Estimated Value: [text input]
- Loan Type: Conventional (dropdown)
- Loan Amount: [text input]
- Loan Number: [text input]
- Purchase Price: [text input]

Subject Property:

- Address 1: [text input]
- State: [dropdown]
- Address 2: [text input]
- Zip Code: [text input]
- City: [text input]
- County: [text input]
- Lockbox: [text input]

Additional options and a dropdown menu are located to the right of the Subject Property section:

- Use Address As Entered
- Please Select Address
- Select One... (dropdown)



Borrower Information

12. The borrower information should pull from MLM, please make sure the email address is in there and correct so a copy can be emailed to the borrower.

Borrower Information

First Borrower

First Name	<input type="text"/>	Address 1	<input type="text"/>	State	<input type="text"/>
Last Name	<input type="text"/>	Address 2	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	City	<input type="text"/>	County	<input type="text"/>
Phone #	<input type="text"/>				

Second Borrower

First Name	<input type="text"/>	Address 1	<input type="text"/>	State	--- SELECT ---
Last Name	<input type="text"/>	Address 2	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	City	<input type="text"/>	County	<input type="text"/>
Phone #	<input type="text"/>				



Seller Information

13. If the transaction is a purchase the seller information will need to be added.

☐ Seller Information

First Seller

First Name	<input type="text"/>	Address 1	<input type="text"/>	State	--- SELECT ---
Last Name	<input type="text"/>	Address 2	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	City	<input type="text"/>	County	<input type="text"/>
Phone #	<input type="text"/>				

Second Seller

First Name	<input type="text"/>	Address 1	<input type="text"/>	State	--- SELECT ---
Last Name	<input type="text"/>	Address 2	<input type="text"/>	Zip Code	<input type="text"/>
E-mail	<input type="text"/>	City	<input type="text"/>	County	<input type="text"/>
Phone #	<input type="text"/>				



Lender Contact Information

14. Primary Contact will be the main contact for the file, this is typically your Junior Underwriter with Community Savings.

15. Loan Officer and Loan Processor will pull from who is listed on the loan application.

☐ Lender Contact Information

Primary Contact:

Primary Contact is required

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

Loan Officer:

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

Loan Processor:

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>



Access Contact

16. Access contact will be the person who can give the appraiser access to the property. (ex. Seller, Listing Agent, Borrower etc.)

+ Access Contact

Same as Seller?

First Access Contact

An access contact is needed if loan

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

Second Access Contact

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>



Additional Contacts

17. If any additional contacts need to be notified of the appraisal activity or be sent a copy of the appraisal outside of the contacts already listed above in the order, they can be added here.

☐ Additional Notification Recipients

Notification Recipient 1

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

Notification Recipient 2

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

Notification Recipient 3

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>

☐ Additional Product Delivery Recipients

Product Delivery Recipient 1

First Name	<input type="text"/>	E-mail	<input type="text"/>	Mobile#	<input type="text"/>
Last Name	<input type="text"/>	Home#	<input type="text"/>	Work#	<input type="text"/>



How to Order an Appraisal

Payment Information

- 18. Appraisal amount will generate according to the product forms selected.
- 19. Select payment method from the drop-down list. Payments can be made by credit/debit card, sending a payment link to the borrower or e-check.
- 20. Click “submit” to place to order and send to NVS.

Payment Information

You need to calculate an appraisal price to

Appraisal Amount

'Payment Method' must not be empty.

Payment Method --- SEL ▾

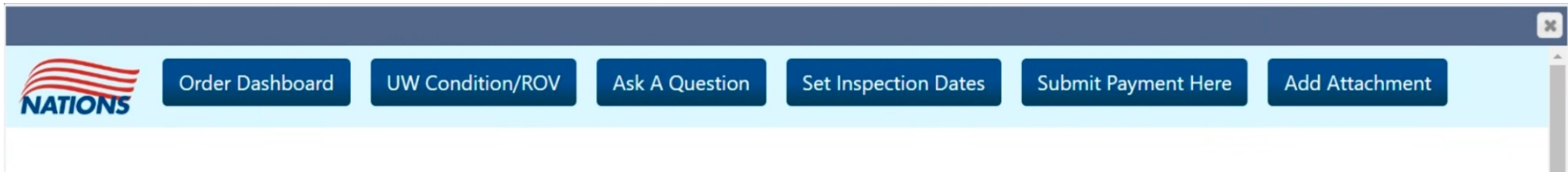
Special Instructions



How to Order an Appraisal

Accessing Order

21. Once the order is placed you can access the order by clicking “Nations Holding Company” under the Order Services – Other Services tab again.
22. This is where you can view all communication, add attachments such as purchase contracts etc.
23. Once the order is complete a copy will be sent to the borrower as well as to Community Savings.



Contact us to learn more!

If you have any questions, please reach out to your Junior Underwriter for assistance.

