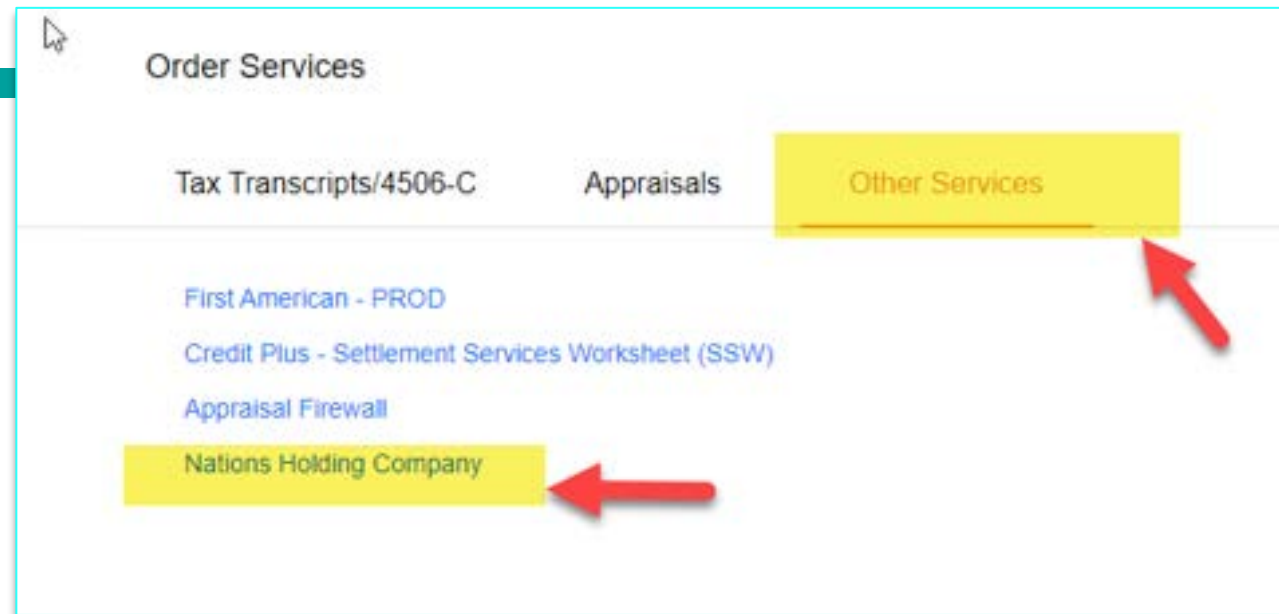
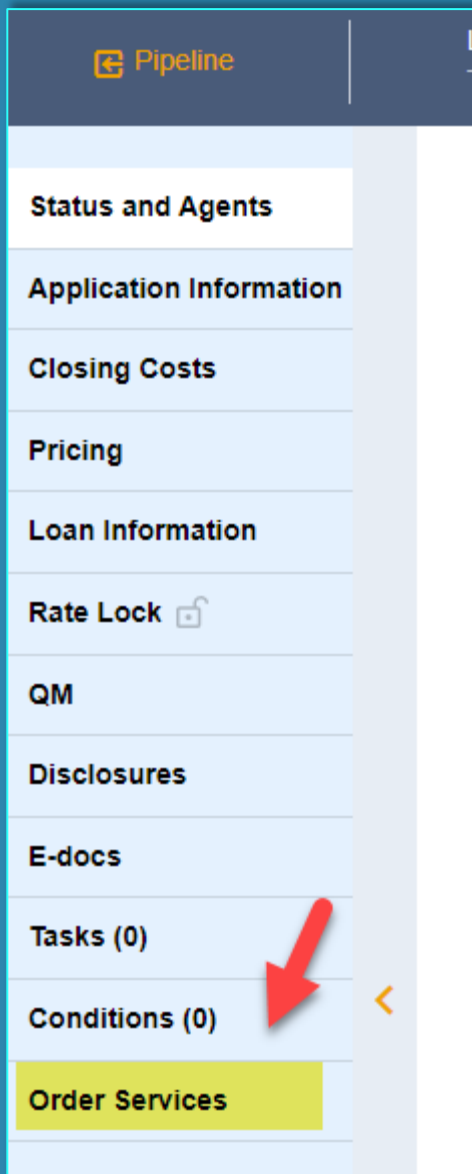




How To Order An Appraisal



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



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.

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”

Appraisal Information

Loan Type: Conventional

Form Type: 1004

Appraisal Options:

- Construction
- Homestyle
- Foreclosure
- REO
- 1007
- 216
- As-is / As-renovated

Appraisal Type Selected: 1004 Full

Confirm Appraisal Type

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

Loan Information:

- Loan Purpose: Purchase
- Estimated Value: 0.00
- Loan Type: Conventional
- Loan Amount: 360,000.00
- Loan Number: TEST12022120012
- Purchase Price: 600,000.00

Subject Property:

- Address 1: 15 Apple Lar
- State: New Jersey
- Address 2: (empty)
- Zip Code: 08077
- City: Riverton
- County: Burlington
- Lockbox: (empty)

There is a checkbox labeled "Use Address As Entered" which is currently unchecked. Below it, the text "Unknown Address" is visible.

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)

☐ Borrower Information

First Borrower

First Name	Amy	Address 1	111 Ridge Rd	State	New Jersey
Last Name	America	Address 2		Zip Code	07059
E-mail	mimscenarios@gm	City	Warren	County	
Phone #					

Second Borrower

First Name		Address 1		State	--- SELECT ---
Last Name		Address 2		Zip Code	
E-mail		City		County	
Phone #					

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.

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

Primary Contact:

Primary Contact is required

First Name

E-mail

Mobile#

Last Name

Home#

Work#

Loan Officer:

First Name Jeff

E-mail mlmscenarios@gm

Mobile#

Last Name Broker

Home#

Work# 215-206-2100

Loan Processor:

First Name

E-mail

Mobile#

Last Name

Home#

Work#

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.

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 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"/>

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.

☐ Payment Information

Appraisal Amount 0

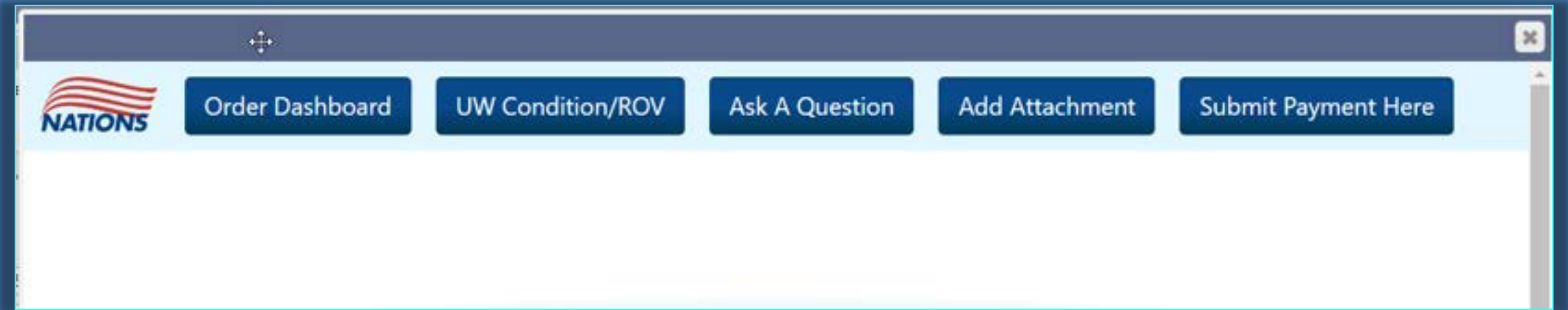
'Payment Method' must not be empty.

Payment Method --- SEL ▾

Special Instructions

Submit

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.



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



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

