



Instructions for Manual Appraisal Ordering

Please access our ordering portal via www.avappraisalmgmt.com.

Click *Login* and *Client Login*, sign in by using your designated logins.

(Per client designation, individual users of the system are provided auto-generated login credentials which are emailed. Options for management overview of entire pipeline is available upon request and ideally established at time of set up. Maximum numbers of users per file is three.)

Once in the Portal, Select:

Place an order – All required fields are identified with an *.

It is important to identify the processor (or other recipient) in the drop-down section to ensure all status updates as well as the completed file is returned to the correct individual(s). Enter the data in all the appropriate fields - including loan # (required for UCDP submission), case # (required for FHA), requires UAD compliance.

Date Needed - Management timing is usually determined by the date needed.

Identify Lender - If the investor is known, please identify so that proper appraiser ineligible lists are researched, i.e. Chase, Citi, etc.

Identify the Property Type and Address - Either SFR (single family residential), Condo or Multi Family (as a drop down). Per UAD, address is to be USPS address vs. address on title.

Identify Report type - Select the product, i.e. 1004, FHA 1004, 1004D re-inspection, etc.

Identify Loan Type - Select FHA or Conventional in the drop-down section. If FHA, please provide case #.

Notes/Special Instructions - Allows you to communicate and identify the specifics of the request. This can be used to identify the urgency of the request, specific contact information, etc.

Payment method - Based on agreed upon procedures, payment will either be bill or credit card (e-check payment is available). Credit card payments require all borrower credit card information to be entered, including address associated with the credit card and Panel/CVS code.

To upload a Document: After all data for the appraisal request has been entered, click **Save**. Scroll to the bottom of the screen; you will then see “**click here**” to upload a file. Items to upload include, purchase and sales agreements, deeds, condominium questionnaires, etc.

For any follow up questions feel free to speak to a member of our team at 617-391-0000.

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