





From Mortgagebot, select the **Services Tab** then Order Appraisal. **In the Status Log section**, select **New Order** as the **Request Type** and select **Deferred Charge** as the **Payment Type**. If payment **will not** be entered by the borrower via the automated payment link, refer to the attached Payment Options document **prior** to placing the appraisal order

Under the Request Info section, select **Manufactured Housing** in the **Client Group Identifier** dropdown. Use the **Appraisal Type** drop-down to **choose the 1004C Conv Manufactured** appraisal product you are ordering. The product you choose is determined by your loan program and property characteristics.

Appraisal Needed By: Select the **due date** that you would like to receive the appraisal report. **Use seven business days for the Appraisal Needed By date for most markets.** Once the order has been assigned, the **vendor will provide an estimated due date** if the due date differs from the one requested. If you enter a due date that is sooner than standard turn times, the AMC may contact you to see if you want to pay for a rush to meet that due date.

Select Other as the Contact for Entry to open additional fields to type in the contact information. The contact information should be for the person providing access into the property. The seller contact information **must be completed**.

Select Rush if you are paying to have the report completed faster than market turn time and the AMC will add the rush fee to the order. Type in any additional instructions in the Additional Information section or type in N/A.

Click submit to place the order. **You will no longer be on the Order Appraisal screen.**

To upload the Purchase Contract or other documents: **Go back** to the **Services Tab; Order Appraisal Screen**. Select **Update Order** in the **Request Type** dropdown and make sure the Mercury tracking number matches the current request. Select **Document Uploaded** in the Update Status dropdown. In the **Status Comments** section, **type** the **document name**. In **Document Type**, select the option that matches the document being uploaded or **Other** if none matches. Browse to upload the document and **Click Submit**.