

Services	
Automated Underwriting	B
Order Appraisal	B

 Status Log
 Show

 Appraisal Vendor
 Request Type

 Mercury Network
 New Order

 Payment Type
 Payment Email

 Defened Charge
 Image: Charge

Request info		
Client Group Identifier	Appraisal Type	Appraisal Needed By
Contact for Entry	CUR-2 business Uays	Complex Assignment
Additional Information		
		Add Email +

Document Upload		
Document Type		
	Cancel	Save and Close Saw Submi
Request Info		
Client Group Identifier Appraisal Type Desktop Appraisals * Field Review - SFR (2000)		Appraisal Needed By



Once you have selected the loan from the pipeline, Select the **Services Tab** then **Order Appraisal**.

In the Status Log section: Select <u>New Order</u> as the **Requests Type** 

Select <u>Deferred Charge</u> as the **Payment Type in order to open** the **Payment Email** field. **Enter** the email for the person responsible for payment. The order will be placed on hold if not paid.

- 1. CDA Orders: In the Request Info section:
  - a. Select <u>Clear Capital CDA,BPO,Field Review,Value</u> <u>Recon</u> in the **Client Group Identifier** dropdown.
  - Select the <u>CDA 2 Business Days</u> as the Appraisal Type and enter two business days excluding the date ordered for the Appraisal Needed By date. The AMC will confirm the due date once assigned.
  - c. Select <u>Borrower</u> as the Contact for Entry since the field must be completed but no access is required.
  - d. Select Rush indicator
  - e. Enter <u>N/A</u> for Additional Information.
  - f. Email Notifications Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
  - **g.** Upload Documents Click Browse to find the document on your PC then select Upload the Original Appraisal for review. After the document uploads, you'll see it listed in the Uploaded Documents section near the bottom of the order form. The order will be placed on hold if the original appraisal is not uploaded.
  - **h.** Click **submit** to send the order through the integration.
- 2. Field Review Orders: In the Request Info section:
  - a. Select <u>Clear Capital CDA/BPO/Field Review/Value</u> <u>Recon</u> in the **Client Group Identifier** dropdown.
  - Select <u>Field Review</u> SFR or Condo, depending on the property type as the Appraisal Type.
     Enter 7-10 business days from the ordering date for the Appraisal Needed By date. The AMC will confirm the due date once assigned.



## Order Desk Review (CDA), Field Review BPO, Value Recon

Request Info				
Client Group Identifier	Appraisal Type		Appraisal Needed B	y
Desktop Appraisals 🔻	Field Review - SFR (2000)	*	05/31/2022	===
Contact for Entry	- Rush Or	der 🗆	Complex Assignment	
Additional Information				
			Add Er	nail 🕇
Document Upload				
Document Type Document (Up to 14MB)	Browse Upload			
Back				
			Г	
	(	Cancel Save and	Close Save	Submit

Client Group Identifier	Appraisal Type	Appraisal Needed By
Desktop Appraisals	* BPO Drive by	▼ 05/31/2022 III
Contact for Entry		Complex Assignment
Additional Information		
		Add Email +
Document Upload		
Document Type	$\frown$	
	( · )	
Document (Up to 14MB)	Browse Upload	
Document (Up to 14MB) Back	Browse Upload	
Document (Up to 14MB) Back	Browse Upload	
Document (Up to 14MB) Back	Browse Uplnad	
Document (Up to 14MB) Back	Browse Upload	

Please note that since the Field Review required may be an exterior or an interior review, you must make the appropriate request based on the requirement of the loan and add notes in the additional information section.

- **c. Select** Borrower as the Contact for Entry since the field must be completed.
- d. Enter <u>N/A</u> for Additional Information.
- e. Email Notifications Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
- f. Upload Documents Click Browse to find the document on your PC then select Upload the Original Appraisal for review. After the document uploads, you'll see it listed in the Uploaded Documents section near the bottom of the order form. The order will be placed on hold if the original appraisal is not uploaded.
- g. Click submit to send the order via integration.
- 3. BPO Orders: In the Request Info section:
  - a) Select <u>Clear Capital CDA, BPO, Field Review, Value</u> <u>Recon</u> in the Client Group Identifier dropdown.
  - Select the Broker Price Opinion Drive by as the Appraisal Type and enter 2 business days excluding the date ordered for the Appraisal Needed By date. The AMC will confirm the due date once assigned.
  - c) Select <u>Borrower</u> as the Contact for Entry since the field must be completed but no interior access is required.
  - d) Select Rush indicator
  - e) Enter <u>N/A</u> for Additional Information.
  - f) Email Notifications Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
  - **g)** Click **submit** to send the order through the integration.



## Order Desk Review (CDA), Field Review BPO, Value Recon

Client Group Identifier	Appraisal Type		Appraisal Needed B	,
Desktop Appraisals +	Value Reconciliation 3 Report	v	05/31/2022	
Contact for Entry	Rush Orde		Complex Assignment	
Additional Information	/	-		
$\sim$				
			Add Er	nail 🕇
Document Upload				
Document Type	$\bigcirc$			
Document (Up to 14MB)	Browse Upload			
Back				

**Helpful Tip:** The Clear Capital AMC fee sheet that is posted on the Resource Center for quoting correct Loan Estimate appraisal fees that contain cents. The Appraisal Order Screen will only reflect the rounded up or down dollar amount.

**Example:** The 2 business day CDA is \$176.39. The fee that returns once ordered does not contain cents; the fee will round up or down accordingly.

An update response was received at 12:00 PIM ET on 3/19/2025.				
Tracking # Appraisal Type				
Current Status	Appraisal Due Date	Appraisal Fee		
Cancelled	3/21/2025	\$176		

- 4. Value Recon Orders: In the Request Info section:
  - a. Select <u>Clear Capital CDA,BPO,Field Review,Value</u> <u>Recon</u> in the Client Group Identifier dropdown.
  - b. Select the <u>Value Recon 3 Report</u> as the Appraisal Type and enter 2 business days excluding the date ordered for the Appraisal Needed By date. The AMC will confirm the turn time once assigned.
  - c. Select <u>Borrower</u> as the Contact for Entry since the field must be completed but no interior access is required.
  - d. Select Rush
  - e. Enter <u>N/A</u> for Additional Information.
  - f. Email Notifications Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
  - **g.** Upload Documents Click Browse to find the appraisal report, CDA and BPO documents on your PC then upload each to the order. After the documents upload, you'll see them listed in the Uploaded Documents section near the bottom of the order form.
  - **h.** Click **submit** to send the order through the integration.