

How to Order an Appraisal

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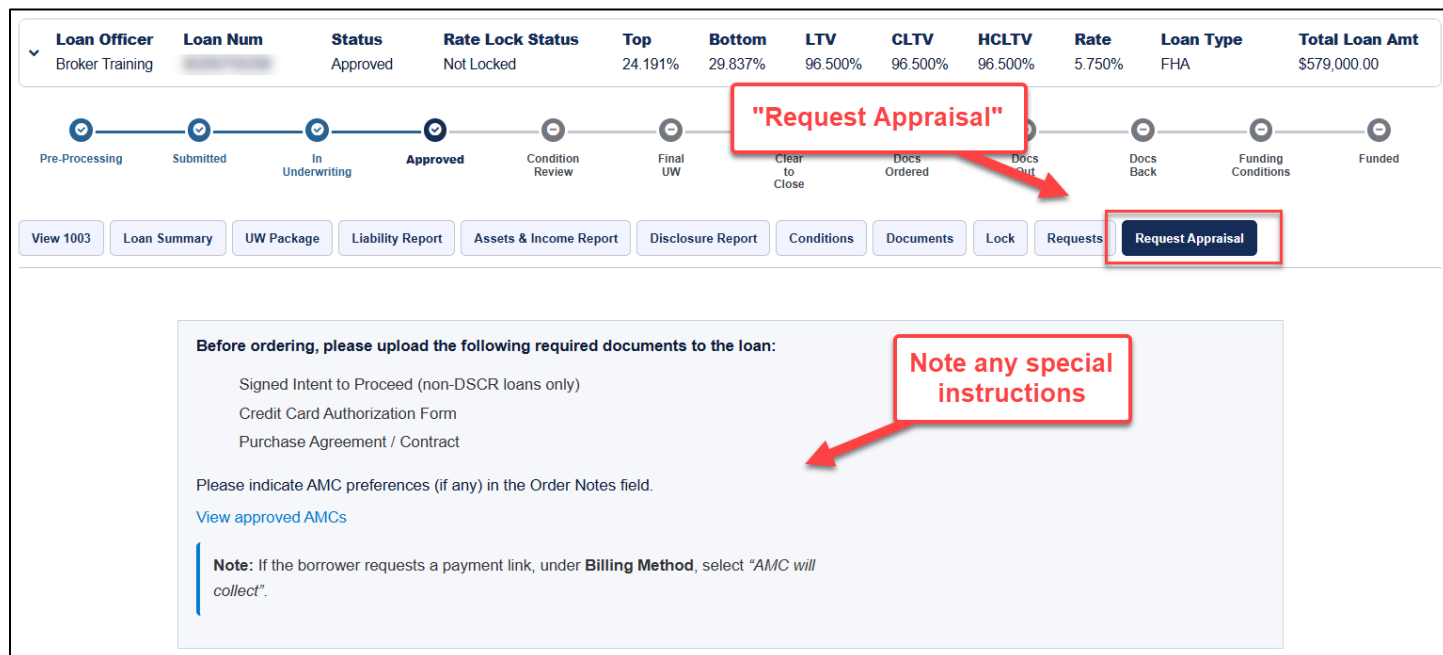
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Prerequisites

The following are required before ordering an appraisal:

- The loan has been registered and submitted.
- **Non-DSCR loans:** At least one borrower has signed initial disclosures, including the Intent to Proceed.
- **FHA loans:** Case # is assigned.

Ordering an Appraisal



The screenshot displays a loan summary table with the following data:

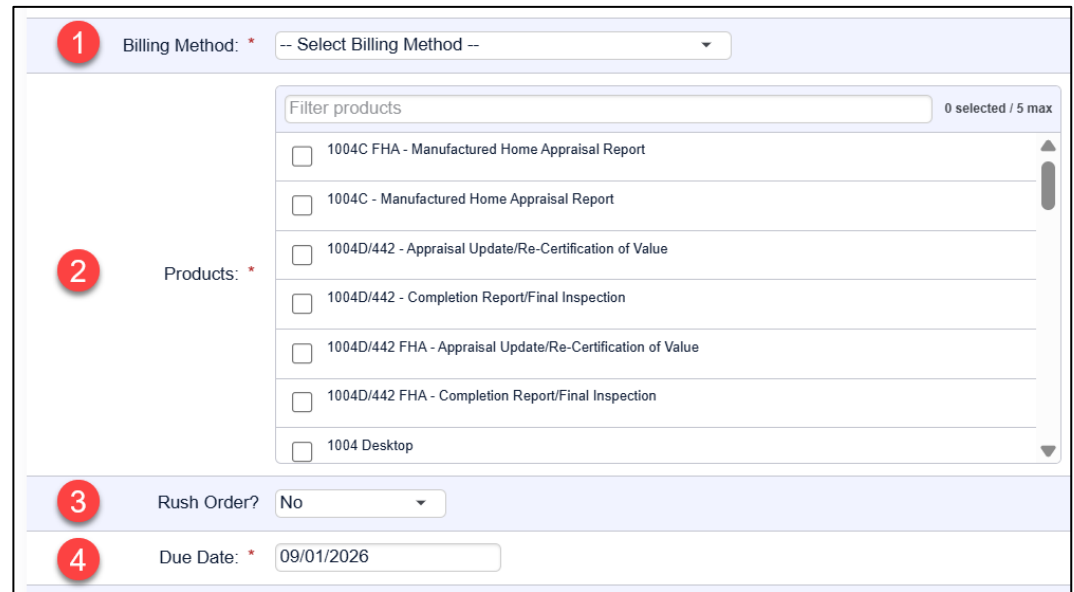
Loan Officer	Loan Num	Status	Rate Lock Status	Top	Bottom	LTV	CLTV	HCLTV	Rate	Loan Type	Total Loan Amt
Broker Training	[REDACTED]	Approved	Not Locked	24.191%	29.837%	96.500%	96.500%	96.500%	5.750%	FHA	\$579,000.00

Below the table is a progress bar with the following steps: Pre-Processing, Submitted, In Underwriting, **Approved**, Condition Review, Final UW, Clear to Close, Docs Ordered, Docs Out, Docs Back, Funding Conditions, and Funded. A red box labeled "Request Appraisal" points to the "Docs Out" step.

At the bottom of the screen, there is a section titled "Before ordering, please upload the following required documents to the loan:" with a list of documents: Signed Intent to Proceed (non-DSCR loans only), Credit Card Authorization Form, and Purchase Agreement / Contract. Below this list, it says "Please indicate AMC preferences (if any) in the Order Notes field." and provides a link "View approved AMCs". A red box labeled "Note any special instructions" points to the "Order Notes" field.

At the bottom right, there is a "Request Appraisal" button.

1. Choose a billing method:
 - a. Credit Card
 - b. AMC will collect (payment link)
2. Select an appraisal product(s) (max 5)
3. Request a Rush Order if needed (add'l fee may apply)
4. Set a Due Date



1 Billing Method: * -- Select Billing Method --

2 Products: *

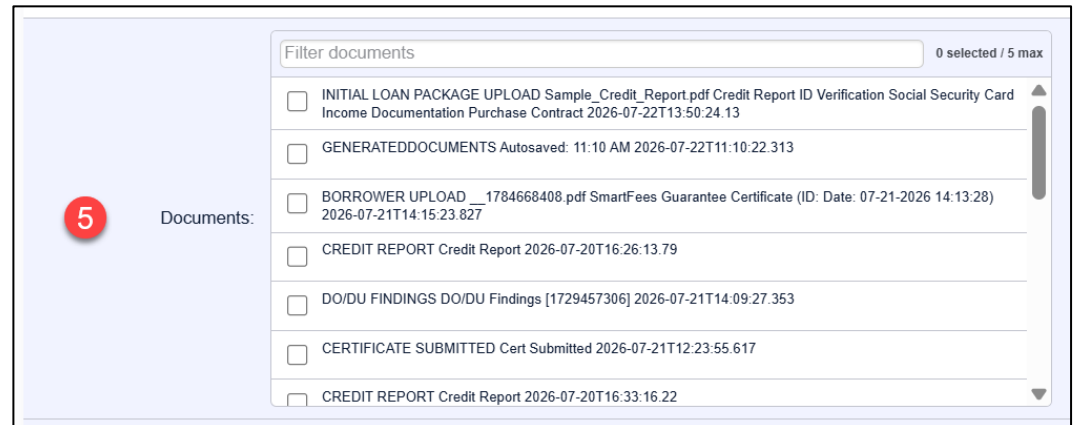
Filter products 0 selected / 5 max

- ☐ 1004C FHA - Manufactured Home Appraisal Report
- ☐ 1004C - Manufactured Home Appraisal Report
- ☐ 1004D/442 - Appraisal Update/Re-Certification of Value
- ☐ 1004D/442 - Completion Report/Final Inspection
- ☐ 1004D/442 FHA - Appraisal Update/Re-Certification of Value
- ☐ 1004D/442 FHA - Completion Report/Final Inspection
- ☐ 1004 Desktop

3 Rush Order? No

4 Due Date: * 09/01/2026

5. Attach up to 5 documents to the order (ex: purchase agreement)



5 Documents:

Filter documents 0 selected / 5 max

- ☐ INITIAL LOAN PACKAGE UPLOAD Sample_Credit_Report.pdf Credit Report ID Verification Social Security Card Income Documentation Purchase Contract 2026-07-22T13:50:24.13
- ☐ GENERATEDDOCUMENTS Autosaved: 11:10 AM 2026-07-22T11:10:22.313
- ☐ BORROWER UPLOAD __1784668408.pdf SmartFees Guarantee Certificate (ID: Date: 07-21-2026 14:13:28) 2026-07-21T14:15:23.827
- ☐ CREDIT REPORT Credit Report 2026-07-20T16:26:13.79
- ☐ DO/DU FINDINGS DO/DU Findings [1729457306] 2026-07-21T14:09:27.353
- ☐ CERTIFICATE SUBMITTED Cert Submitted 2026-07-21T12:23:55.617
- ☐ CREDIT REPORT Credit Report 2026-07-20T16:33:16.22

6. Enter Property Access Contact info

Property Access Contact	
6	Contact Name: *
	Main Phone:
	Work Phone:
	Other Phone:
	Email:
	Other Email:
7	Order Notes:

7. Enter any additional order notes (such as a preferred AMC)

8. If paying by credit card, enter CC info

Credit Card Billing	
8	Billing Name: *
	Billing Street: *
	Billing City/State/Zip: * City State Zip
	Card Type: * -- Select --
	Card Number: *
	Expiration: * Month Year Security Code:
9	Submit Appraisal Order

9. Submit Appraisal Order

Questions?

Please contact your Account Manager or appraisalhelp@bluepointmtg.com with appraisal questions.