

How to Place a New Order with Class Appraisal

After you have logged into Appraisal Scope, you will notice a large green addition sign with “NEW APPRAISAL” next to it (Fig. 1). When you click on that button, it will take you to the new appraisal form.



Fig. 1

Please Note

Once the new screen appears, you will notice that on the far left side of the screen, a search engine section (see fig.2). This is used to locate previously completed appraisals or currently active appraisals. **This section is not needed while requesting a new appraisal.** The new appraisal form will be on the right side of your screen (fig.3).

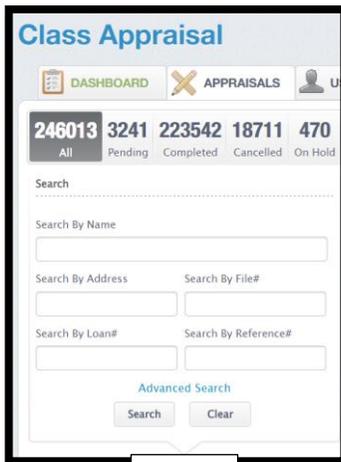


Fig. 2

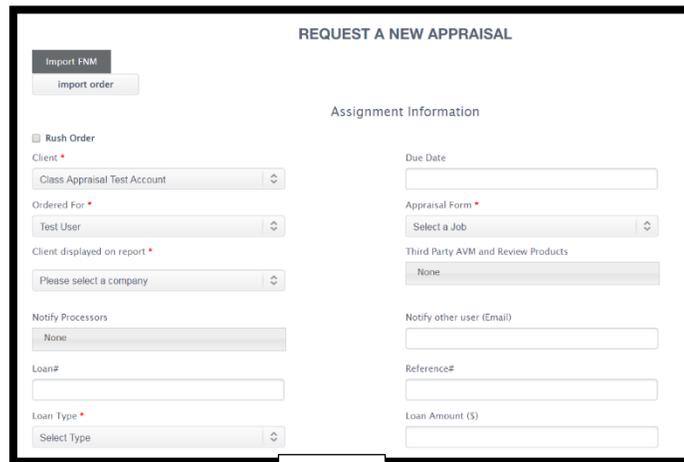


Fig. 3

Please follow the steps below in order to complete the form correctly and prevent delays

ASSIGNMENT INFORMATION SECTION

1. **Due Date:** The due date will auto-complete once you place the order. You cannot enter your own due date.
2. **Submitted By (right side of form):** You will see your first and last name in this field. It will be displayed automatically. You cannot alter the information that is there.
3. **Client displayed on report:** Choose the lender you are using for the order. Please stop and email clientsignup@classappraisal.com if the lender you are using is not there.
4. **Appraisal form (right side of form):** Select the form being asked for by the lender. **Please double check the correct form was selected.**
5. **Loan Officer:** If your company has other loan officers that have signed up with Class Appraisal, their names will appear in this form field. If you are a processor and ordering the loan for one of your loan officers, please select their name from the drop-down menu. If you do not see their name and would like to include them on the report, please email clientsignup@classappraisal.com for immediate assistance during business hours. If you do not need to select a loan officer, you can skip this form field.

6. **Notify other user:** Enter any other email addresses you would like to receive notifications for this appraisal order. **If you are entering more than one email in this field, please separate the email addresses with a semi colon.**
Please see example: (example@classappraisal.com; example2@classappraisal.com)
7. **Loan#:** Enter the loan number the lender provides to you. Class Appraisal cannot proceed with the order if the loan number is not provided.
8. **Reference number (right side of form):** You can skip this field as it is **not** required/needed.
9. **Loan type:** Select the type of loan this appraisal is for. (New construction, Jumbo, Foreclosure, etc.).
10. **Loan amount:** Enter the amount of the loan from the lender.
11. **Intended use:** Select the use of this appraisal (refinance, purchase, other, ascertain market value). **If the use is a purchase, once selected, a new box will populate below and will ask for the purchase price, this must be provided in order to complete the form.**

PROPERTY INFORMATION SECTION

12. **Address 1:** Enter the street address for the property. **Please note that once you begin to enter the street address, it will start to automatically populate the address from the United States Postal Service. Once populated, please make sure that it is correct.**
13. **Address2:** This is where you would enter the apartment number, unit number or P.O. Box.
14. **Zip Code:** Enter the zip code the property is located in
15. **City:** Select the city the property is located in.
16. **County:** Enter the county the property is located in. **Make sure the county entered is accurate, as the fee can be populated per county depending on the lender.**
17. **State:** Select the state the property is located in.
18. **Property type:** Select the property type (condo, multi-family, single-family, etc.)
19. **Legal (to the right):** You can skip this field as it is not needed.
20. **Document upload "Select File" (in dark grey):** This is where you can upload the purchase contract, title, HOA documentation and more.

FEE INFORMATION SECTION

21. **Appraisal Form Fee:** This will show you the current fee for the property. (Fees are discussed/agreed upon by the lender and Class Appraisal, as such, the fee may be different depending on which lender you are placing the order through). **If no fee is displayed, please check to make sure the address/county is correct. Also, check that all the previous fields are indeed filled out, as this is usually the reason as to why a fee would not automatically populate.**

INSPECTION CONTACTS AND ACCESS INFORMATION

This part of the form is where you enter the contact information for the borrower/co-borrower or any other contacts to help schedule the appraisal inspection. **Only the "Borrower" contact information is required.** However, if there are additional people that can be contacted in order to schedule the appraisal, please fill in the correct information under the correct tab (see fig. 4).

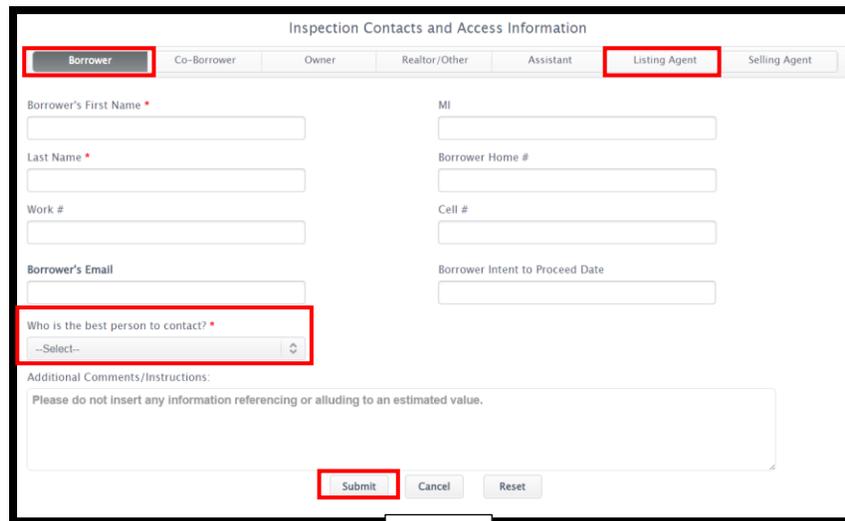


Fig. 4

22. If the order is for a **purchase**, please also include the listing agent’s contact information and **not the buyer’s agent** contact information (see fig. 4). **This is because the appraiser will need to access the property and the listing agent would be the primary contact in order to schedule an appraisal inspection with.**
23. **Who is the best person to contact?:** Select whomever is the person you would like the appraiser to call to schedule the inspection with (see fig. 4).
24. **Additional Comments:** The bottom part of the form is the “Additional Comments” section. You are able to enter any pertinent information about the order/property here. If there is something you need Class Appraisal to know, this is where you would add it.
 - a. If you would like a **rush** on the order, please make sure to notate that in this field along with the **need by date**. Please include your approval to charge the card on file the minimum rush fee of \$100.00 (**Additional funds may be needed on top of the minimum rush fee depending on the location of the property**).

After you have filled out everything, please click on the submit button at the bottom of the page (see fig. 4).