

HERO 2.0 Broker Portal Training:

How to Order an Appraisal

VICTORY
WHOLESALE LOANS

How to Order an Appraisal

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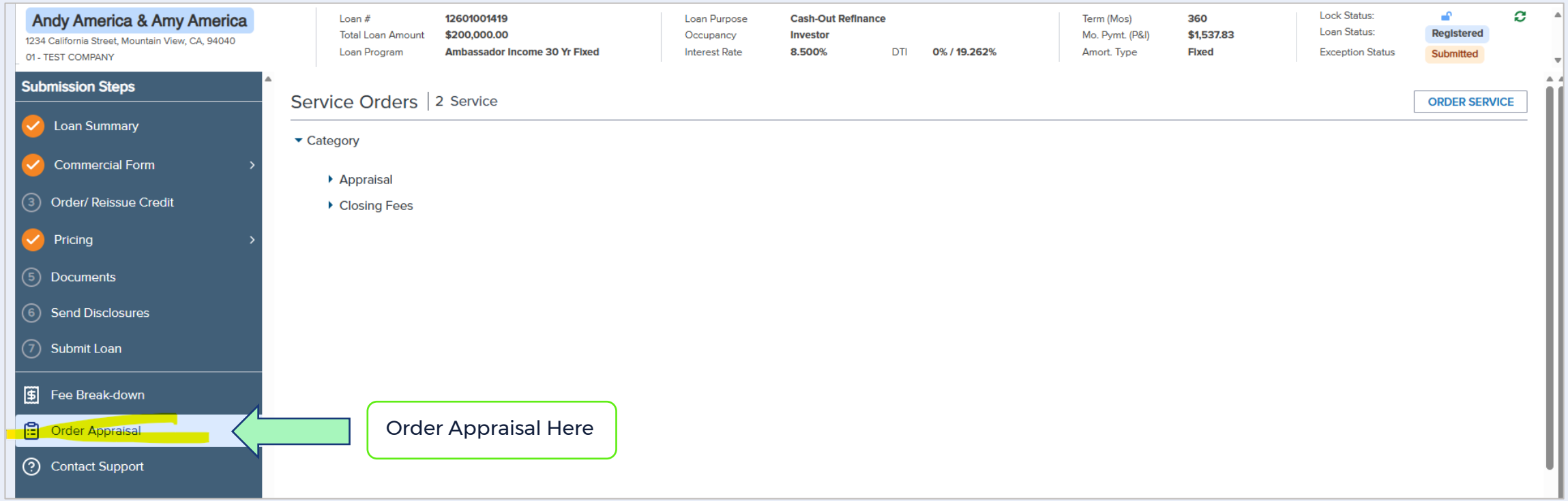
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How to Order an Appraisal

HERO 2.0 Dashboard

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From the HERO 2.0 Loan Dashboard, select **Order Appraisal** from the left side bar.

TIP: See Champions Funding Appraisal Transfer Policy HERE

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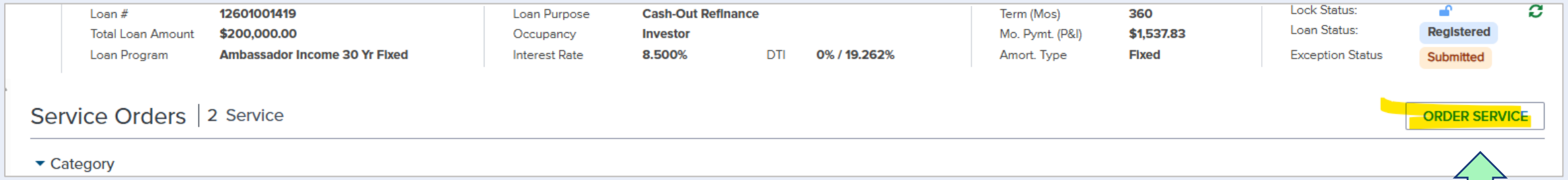
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Order Service

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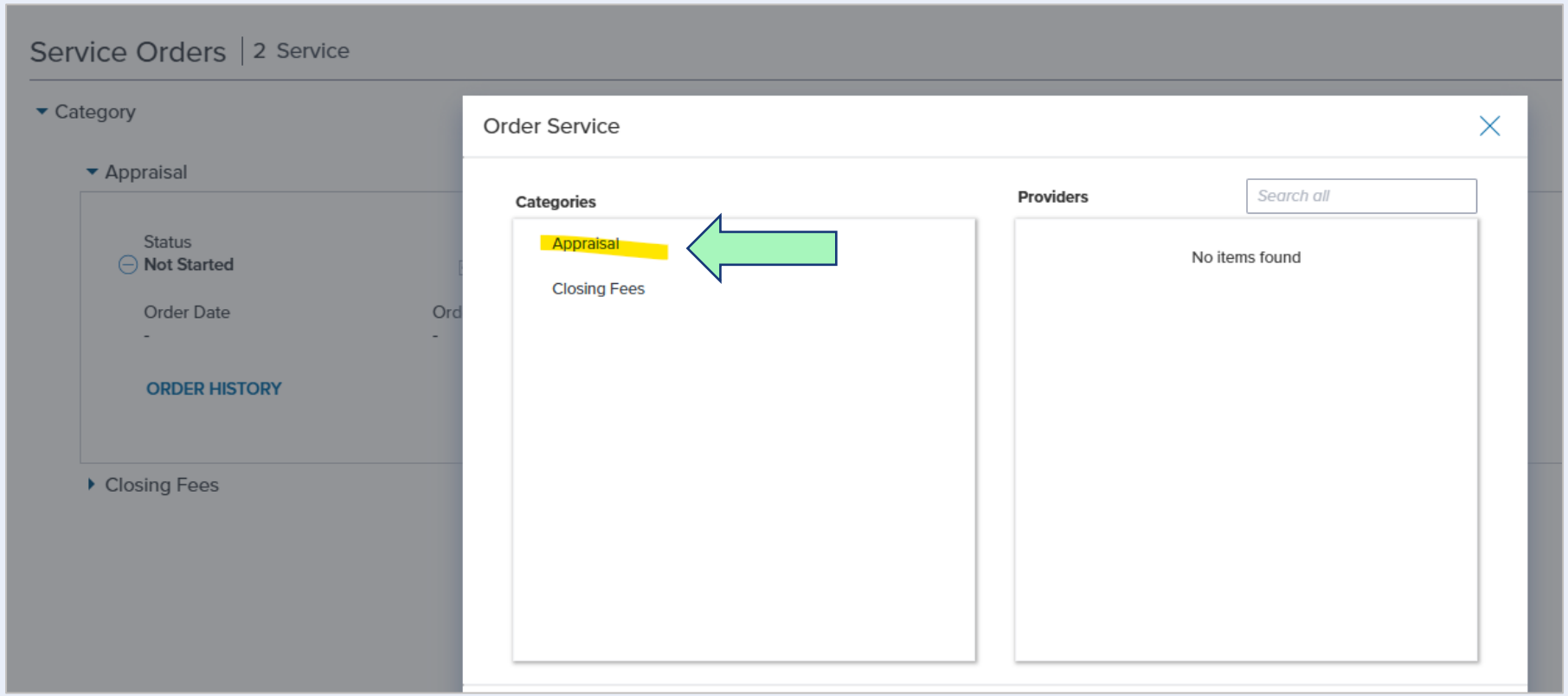
Click on **Order Service**.

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Order Service



Choose **Appraisal**.

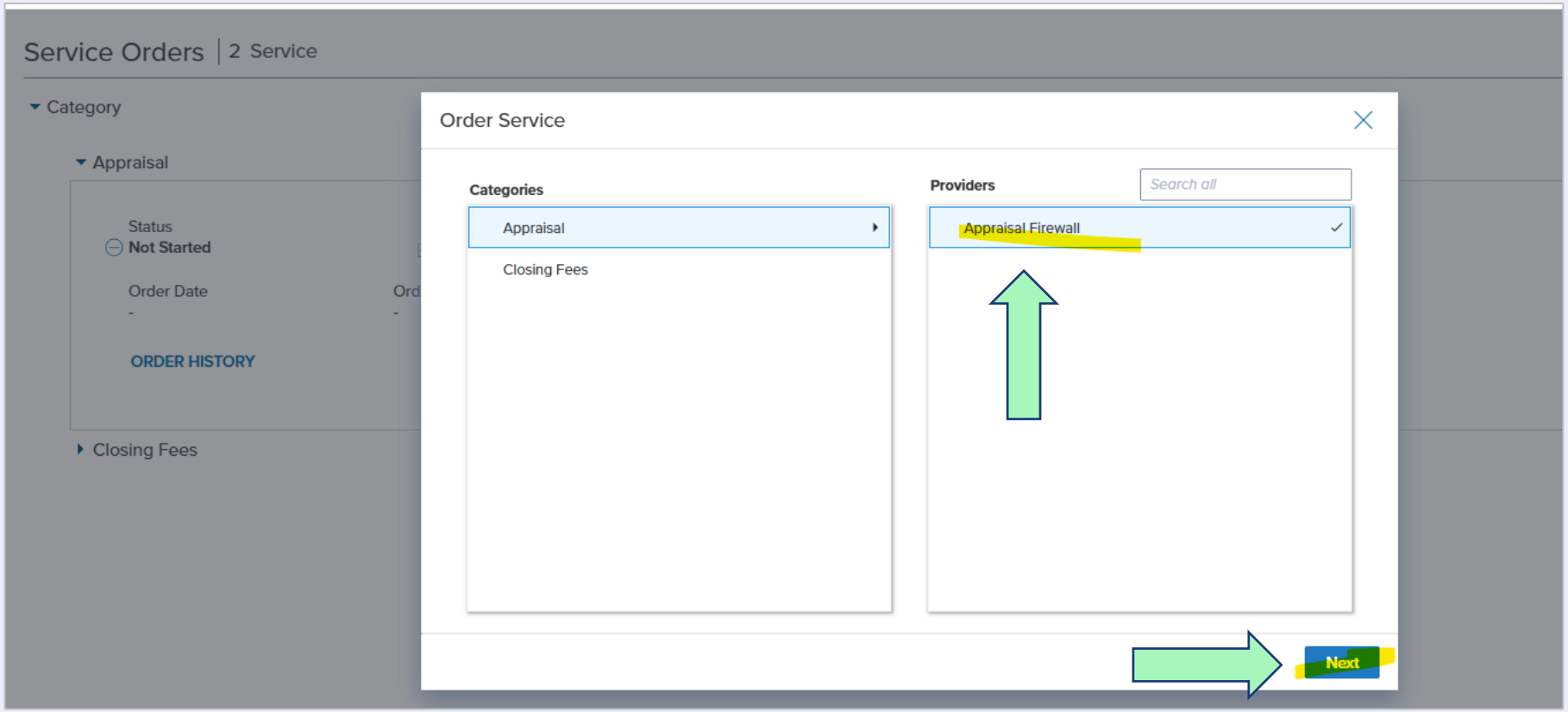
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Order Service

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Choose **Appraisal Firewall,** click **Next**.

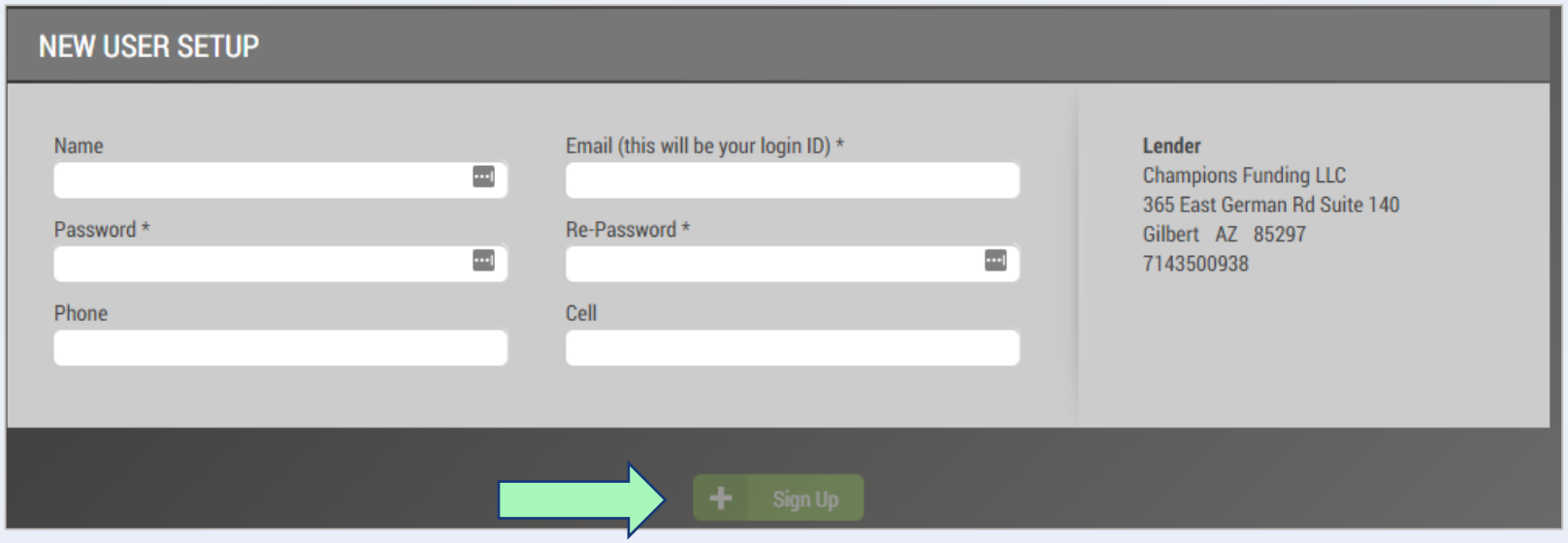
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Appraisal Firewall – First Time Users

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TIP:

If you are having trouble setting up a new account, you can reach out to ClientApproval@ChampsTPO.com for assistance.

If this is your first time, you must register as a new user. If you already have credentials, see next page.

Use this link here >> Appraisal New Login

After you register, click on **New Order** in the left-side navigation

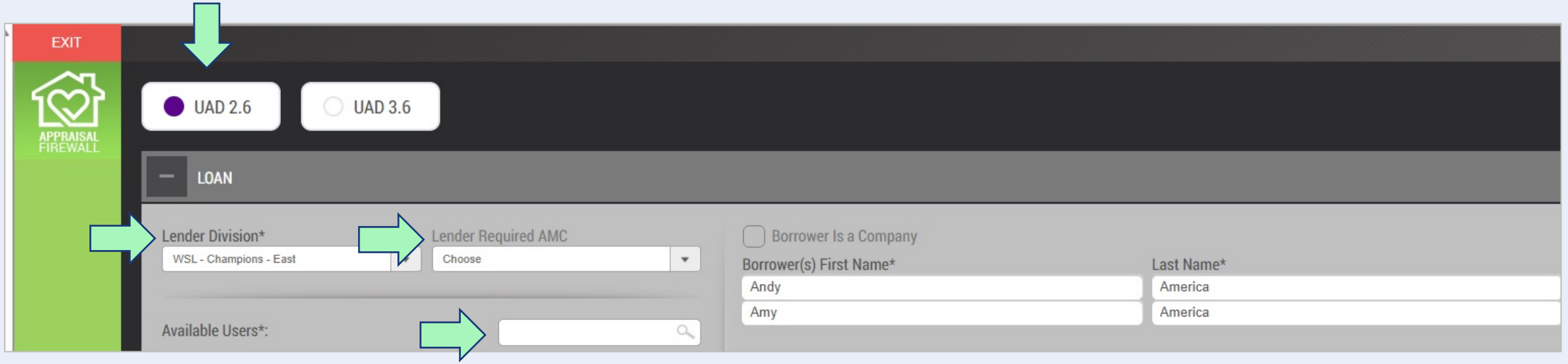


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UAD 2.6



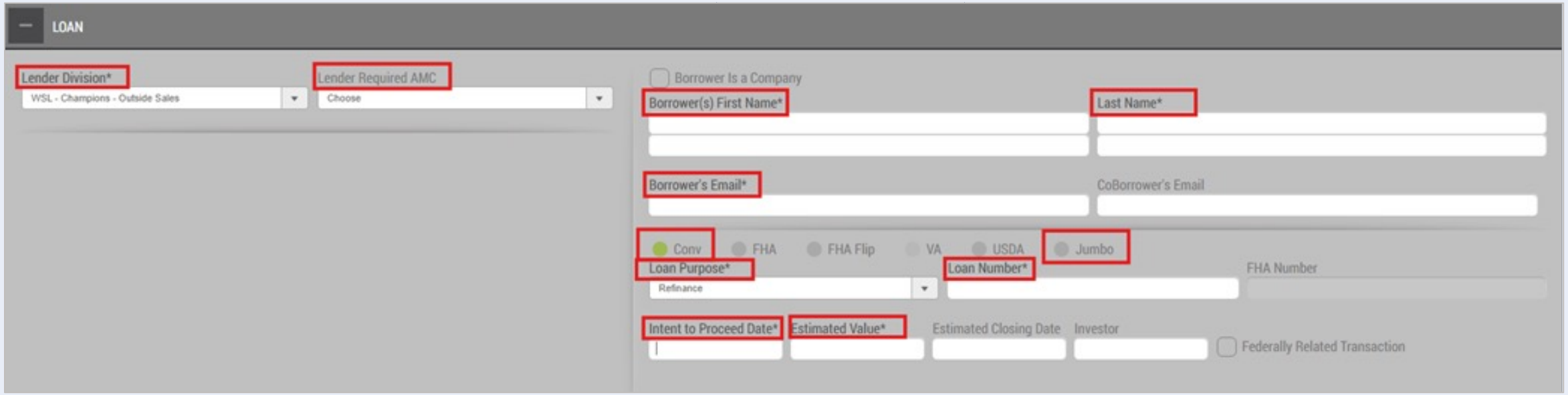
Choose **UAD 2.6** if not already selected, your **Lender Division**, your **AMC,** and a **User** that you would like to receive notifications.

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Start a New Order



In the **Loan** section, make the following ***required*** selections:

- Lender Division
- Lender Required AMC
- Borrower's Full Name
- Borrower's Email Address
- Loan type: **Conventional or Jumbo**
- Loan purpose: **Purchase or Refinance**
- Champions Loan Number
- Intent to Proceed Date
- Estimated Value

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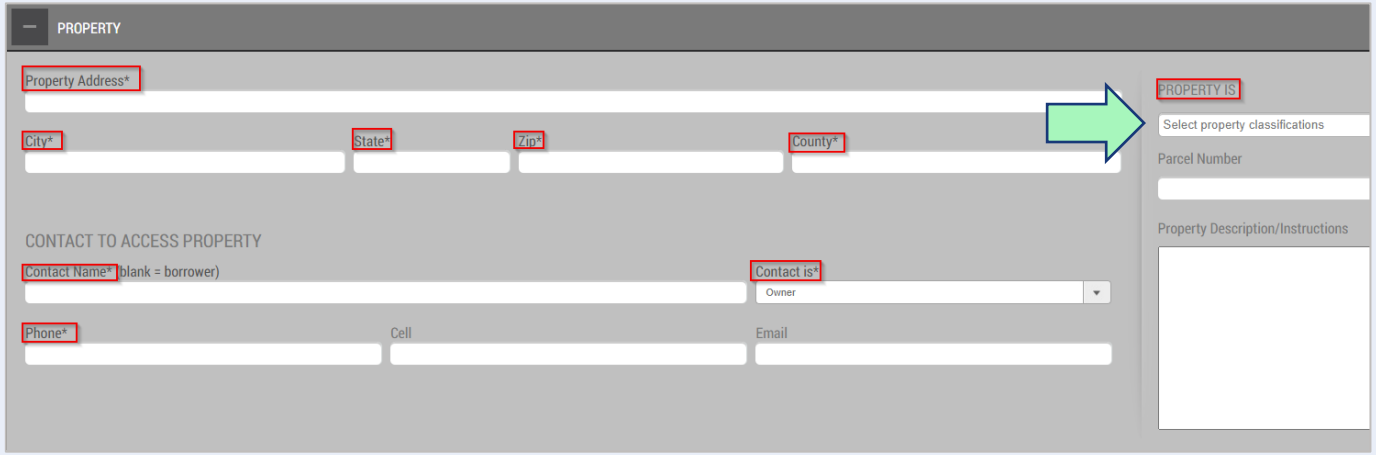
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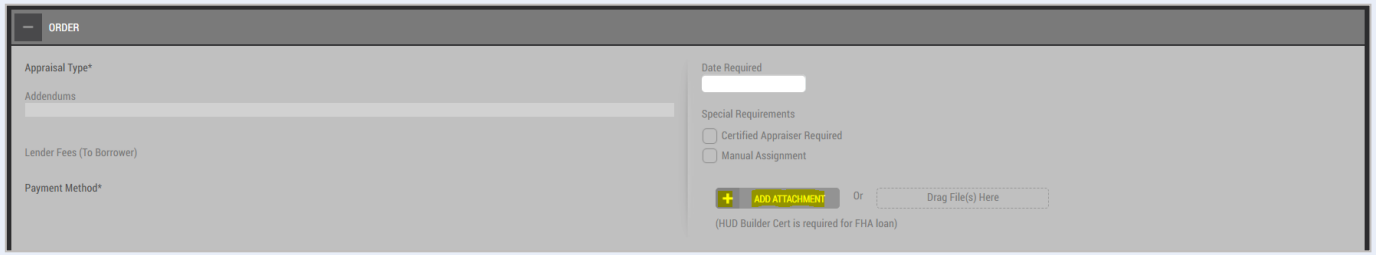
Start a New Order

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In the **Property** section, complete the following:

- **Property Address**
- **Property is:** select from dropdown
- Under the **Contact to Access Property** section:
  - **Contact Name** (leave blank if contact is borrower)
  - **Contact is**: Select from drop-down
  - **Phone**: List best phone for contact
- **Property Description / Instructions:** Please include if property is a short or long term rental.





NOTE: When ordering an appraisal with a **1007 Rent Schedule,** enter the Estimated Rents in the **Property Description / Instructions** section (Formatted as: *Estimated Rents $XXX) AND* attach lease agreement in the **Order** Section.

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Start a New Order

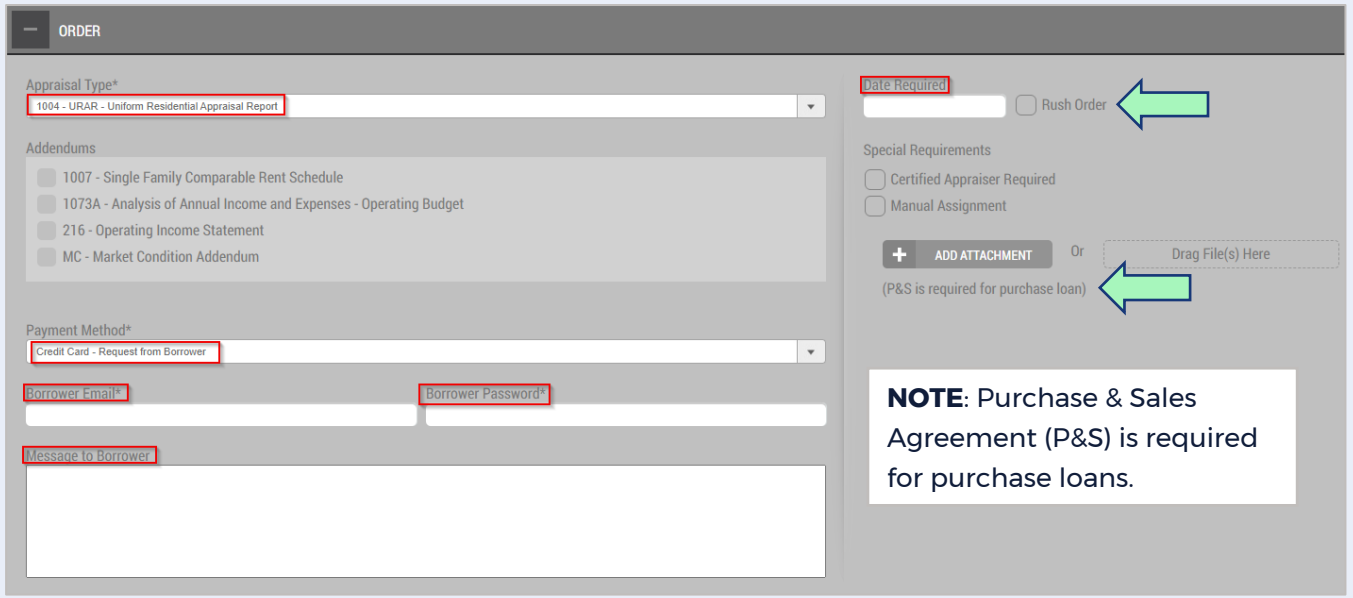
In the **Order** section, make the following selections:

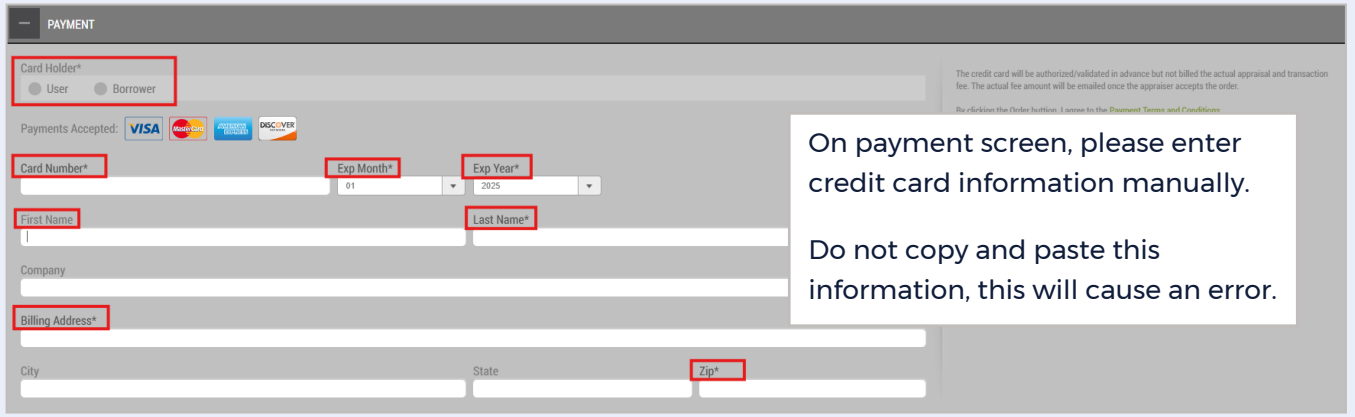
- **Appraisal type:** Please refer to page 11 for a complete list of property types. (Appraisal Transfer Policy)
- **Date required:** If you would like your appraisal expedited, please ensure you click the **Rush Order button**
- If not a rush order, your appraisal will be ordered and processed susceptible to current market turn times
- **Payment method:** Payment automatically sent to borrower through Appraisal Firewall or enter payment method manually.

IMPORTANT: Add Borrower's Email and create a temporary password for the borrower

Let your borrower know that an email will be sent with the password you selected and be sure to include a note in the **Message to Borrower** field

Note: If you are needing a rental addendum, please do so by choosing the **1007 addendum**.





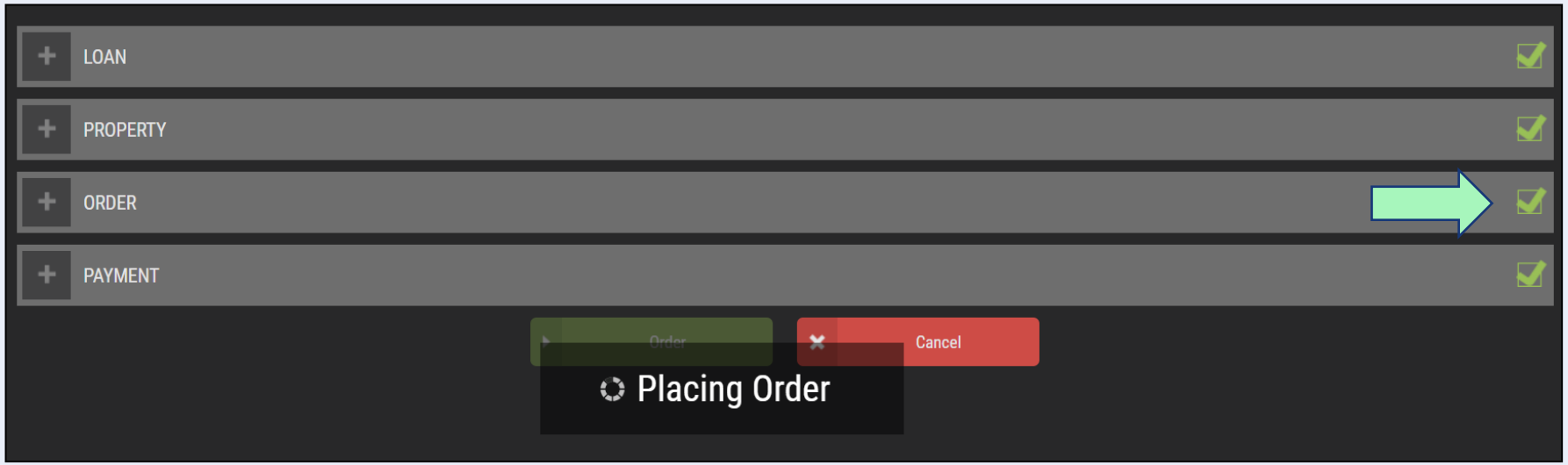
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Finalizing Order

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All sections of the order must have a green checkmark for the **Order button** to light up.

Once all sections have a green check and the **Order button** lights up, click the **Order button**, and you'll see an overlay that says "*Placing Order*" letting you know the order is being placed.

If Order Button is grayed out and you are unable to proceed, please contact Appraisal Firewall Support 1-800-452-1174 or email Support@AppraisalFirewall.com



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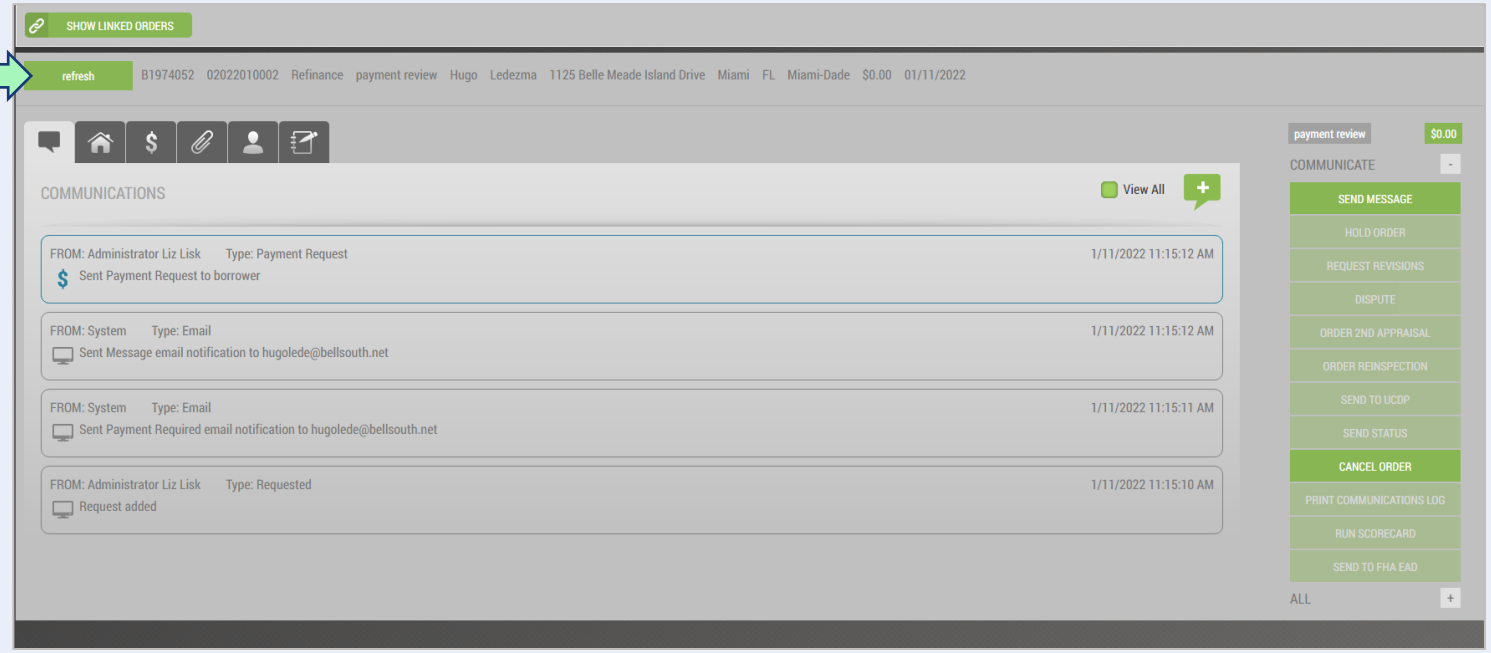
Ordering 2nd Appraisal

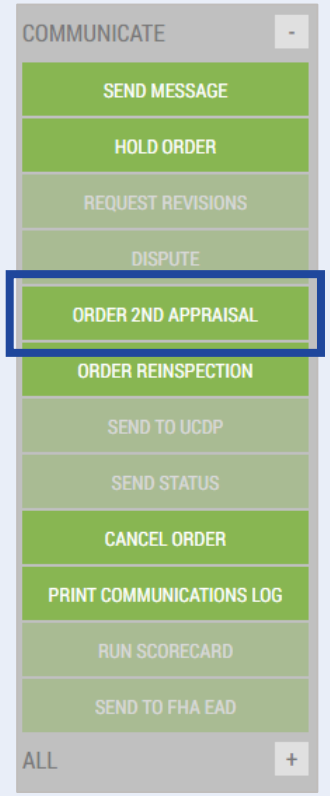
When a second appraisal is required, log back into the portal.

Once the credit card has been processed for the 1st order, the option to **Order 2nd Appraisal** will appear in your order dashboard.

Click the **Order 2nd Appraisal** button and follow order instructions.

Important: The first appraisal must be paid first, and credit card processed before requesting a 2nd appraisal.
Tip: Click the **refresh** button once you know payment has been processed





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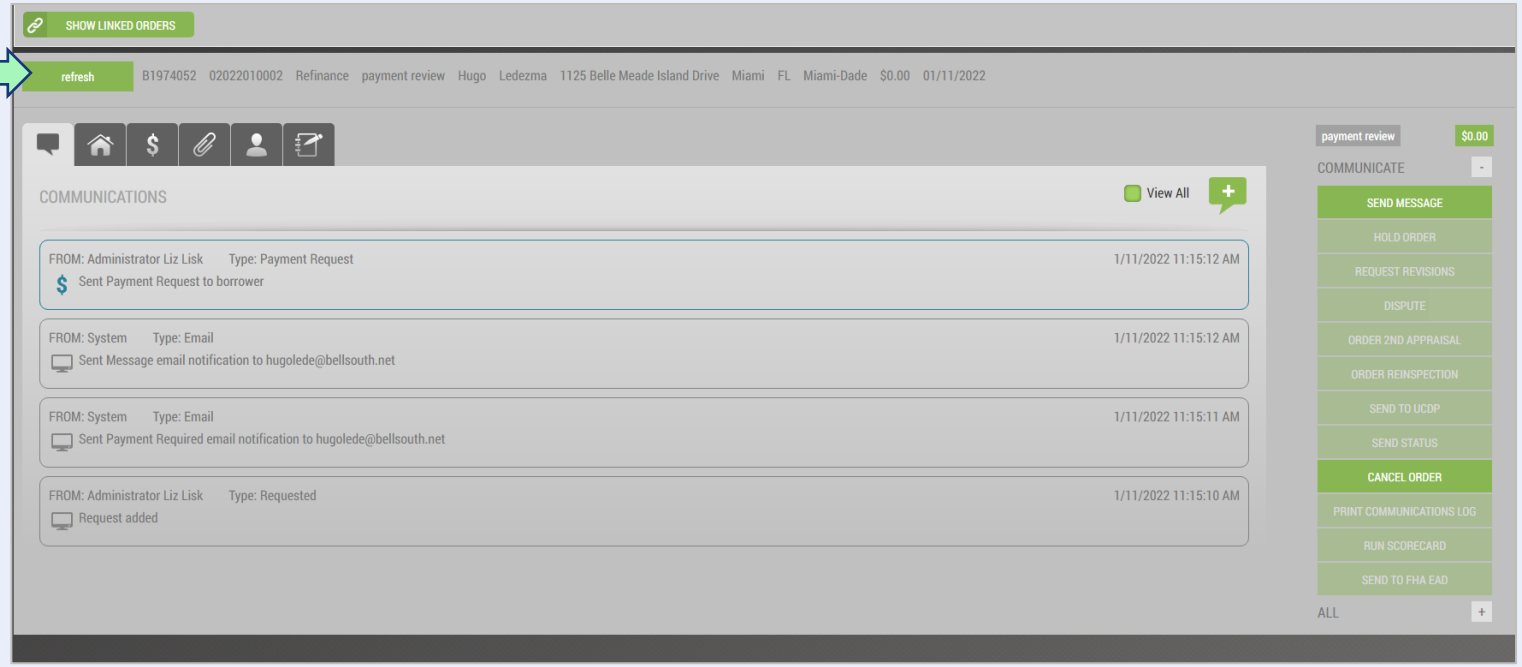
Ordering the 1004D

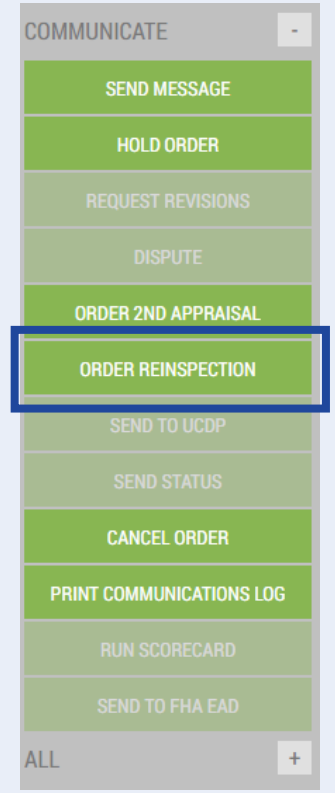
When a **1004D** is required, log back into the portal.

Once the credit card has been processed for the 1st order, the option to **Order Reinspection** will appear in your order dashboard.

Click the **Order Reinspection** button and follow order instructions (similar to ordering a 2nd appraisal).

Important: The first appraisal must be paid first, and credit card processed before requesting a 1004D.
Tip: Click the **refresh** button once you know payment has been processed





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Property Types

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Property Types	Brief Description	Appraisal Form Req.
Single Family	Standard 1-Unit property, no HOA	1004
Single Family: Attached	Also considered a Row Home, no HOA	1004
PUD	Standard 1-Unit property, where developed there would be CCRs filed, mandatory HOA	1004
PUD: Attached	Typically, will be called a townhome, will have shared wall, when developed there would be CCRs filed, mandatory HOA	1004
Condominium: Warrantable	Looks like an apartment, sometimes a townhome, Declaration of Condo or CCRs filed when developed, mandatory HOA, FNMA would accept	1073
Condominium: Non-Warrantable	Standard 1-Unit property, when developed there would be Declaration of Condo or CCRs filed, mandatory HOA, must be fully detached from any other units, no condo review required.	1073
Condominium: Detached	Standard 1-Unit property, when developed there would be Declaration of Condo or CCRs filed, mandatory HOA, must be fully detached from any other units, no condo review required.	1004 if all units in the project are detached 1073 if **any** units in the project are attached
Condominium: Condotel	Looks like an apartment, sometimes a townhome, Declaration of Condo or CCRs filed when developed, mandatory HOA, run like a hotel or has other similar characteristics	1073

Property Types	Brief Description	Appraisal Form Req.
2-4 Unit	Property with 2-4 separate living units, may or may not be attached, but must all be on one property.	1025
5-8 Unit	Property with 5-8 separate living units, may or may not be attached, but must all be on one property.	Narrative, others considered if run by investor
Addendum or Stand Alone	Comparable Rent Schedule	1007
Addendum or Stand Alone	Operating Income Statement	216
Used for all Property Types Except 5-8 Unit	Recertification of Value	1004D
Used for all Property Types Except 5-8 Unit	Appraisal Update and/or Final Inspection	1004D
5-8 Unit Field Review	Property with 5-8 separate living units, may or may not be attached, but must all be on one property.	2000A
Single Family Field Review	Standard 1-Unit property, Townhome or Condominium.	2000
Commercial Long-Form	Commercial Appraisal used for appraising income properties, specifically multi-family properties with 5 or more units.	71A
Commercial Short-Form	Commercial Appraisal used for appraising multi-family residential properties with 5 or more units, specifically for loans under $750k.	71B

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