

## All Conventional appraisals must be ordered through the MFSTPO

- To order a conventional appraisal through MFSTPO
  - Open the loan you wish to order an appraisal for
  - At the top of the page click Conventional Appraisal Request
  - This will open a screen and you will input the information being asked for
  - Once you have completed you will hit submit

## FHA/USDA you may order with anyone that you have a relationship with or through MFSTPO

- To order an FHA/USDA appraisal through MFSTPO
- Open the loan you wish to order an appraisal for
- At the top of the page click FHA/USDA Appraisal Request
- If will take you to MFS ValueTrac where you will input your credentials ( see below on how to obtain credentials for ValueTrac)
- Once you are logged in you will then complete the request through there

If you wish to have credentials set up for ValueTrac , please reach out to Alex Gilbert. He manages this and can help you with anything that you may need. Let him know that your company has just been set up with MFS and credentials issued or that you are an existing broker and would like credentials to order an FHA/USDA appraisal through the MFSTPO.

[Alex Gilbert - agilbert@mfsus.com](mailto:agilbert@mfsus.com)

## Here is how the appraisal process would work when ordering through MFSTPO/ ValueTrac

- Broker to initiate the order
- Once Alex/ValueTrac sees the request from the broker they will put in a bid (usually \$620ish, can be more on larger loan amounts) to a pool of appraisers
- Then one of those appraisers will accept the bid
- Once the bid is accepted, a payment link will be sent to the borrower
- You and the LO will both receive an email that payment link was sent to borrower
- Make sure to let the borrower know to pay as soon as possible, as the appraisal will not be officially ordered until it is paid for
- Make sure you hold on to the payment receipt

Also keep in mind... once the appraisal comes back and is in ValueTrac, please be sure to upload that to the loan file in MFSTPO as it does not automatically flow over!

## You will upload

- Appraisal
- Compliance cert
- Invoice
- XML- do not upload, you will email to your assigned CSR
- Fannie/Freddie UDCP or SSR if FHA