

Click n' Close Appraisal Order Options



Click n' Close™, Inc.
Mortgage

Click n Close, Inc. - 5 options for ordering your appraisal

Order

- You can order directly through ARIVs AMC

Order

- You can order directly through Home Value Real Estate-Appraisal Management Services

Order

- You can order an appraisal directly through Appraiser Vendor

Order

- You can order an appraisal directly through Evaluation Zone


Order

- You can order through our LOS system Mortgage Machine

Scroll through

- Scroll through the next screens for details on each option

The following items are required to place an Appraisal Order

- Loan needs to be registered in Mortgage Machine
 - Intent to Proceed Executed by Applicant
 - Proof the Applicant received the Loan Estimate
 - FHA Product: FHA Case Number
 - Purchase Loans: Fully Executed Purchase Contract
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Arivs (National Coverage)

[Nation Wide Appraisal Services | Arivs Appraisal Management](#)



WHY ARIVS?

(Pronounced arives)

We are the industry's first and only appraisal management company that combines the strengths and resources of a national presence with the expertise and personal touch of local management.

[BECOME A CLIENT —](#)

[CREATE A USERNAME —](#)

PARTNER WITH US.

LOCAL OFFICES, RUN BY LOCAL APPRAISERS. REACH US DIRECTLY. ANYTIME.

[BECOME A CLIENT —](#)



Home Value Real Estate Appraisal Management Services

[Contact Us \(homevaluerealestate.biz/contact.php\)](http://homevaluerealestate.biz/contact.php)

State servicing- STATES: AZ,FL,IL,IN,MN,MO,OH,SD,TN,WI

Home Value Real Estate Appraisal Management Services - Experience The Difference

Clients/Appraisers Login



[Home](#)

[About](#)

[Resources](#)

[QC & Review](#)

[Contact](#)

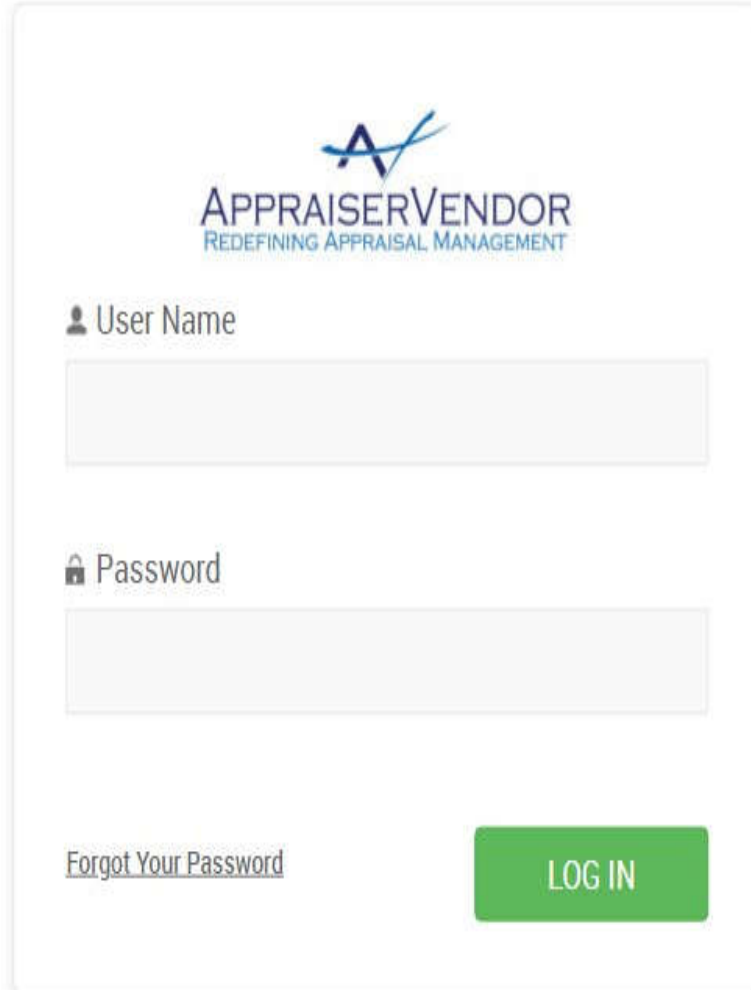
[\(763\) 255-2370](#)

Contact Us

[Home](#) [Contact Us](#)

Send us a message

Send



The image shows a login form for Appraiser Vendor. At the top is the logo, which consists of a stylized blue 'A' with a swoosh, followed by the text 'APPRAISERVENDOR' and 'REDEFINING APPRAISAL MANAGEMENT' below it. Below the logo are two input fields: 'User Name' with a person icon and 'Password' with a lock icon. A green 'LOG IN' button is positioned to the right of the password field. A link for 'Forgot Your Password' is located below the password field.

Additional Options

[Signup as an Appraiser](#) | [Signup as a Client](#) | [Contact Site Administrator](#)

- **Appraiser Vendor [Appraiser Vendor - Redefining Appraisal Management](#)**

- Who We Are

- Founded by appraisers, industry professionals, and IT engineers, Appraiser Vendor has the knowledge and experience to handle all of your appraisal needs. From our proprietary software, built in collaboration with our lending partners, to our seasoned staff made up of both appraisal and mortgage veterans, Appraiser Vendor is redefining appraisal management

- To sign up as a client. Please follow the link

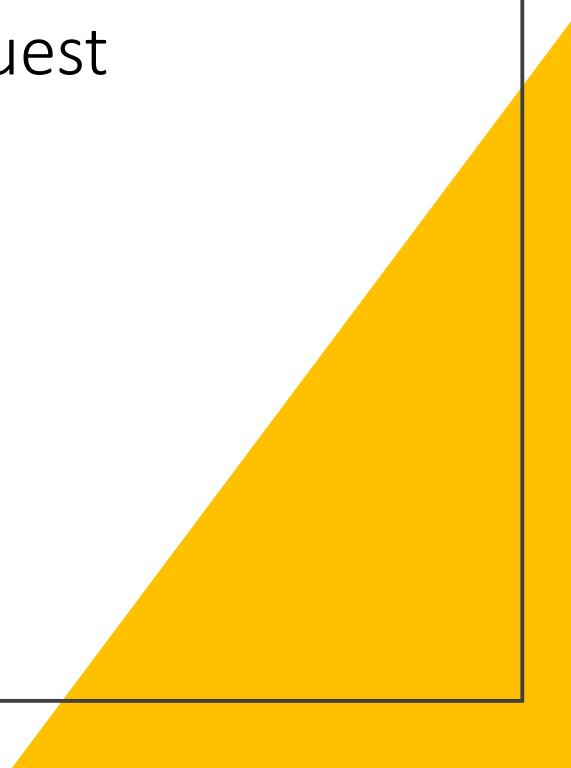
- [Appraisal Management System - Lenders \(spurams.com\)](#)

Evaluation Zone

- Introducing our Partnership with **eValuationZONE**:
- Putting the Value Back in Appraisal Management
- Our team manages a national network of 3,500 certified and FHA approved appraisers to meet your guidelines and aggressive turn-times for appraisals in all 50 states
- Dedicated team members that KNOW your company.
- Our team is comprised of former executives in wholesale and retail lending, secondary markets, loan servicing, mortgage banking and appraisal industries with over a century of combined experience
- 100% of our in-house QC reviewers are Certified Appraisers
- Exemplary customer service and care
- Fully integrated with your LOS for a seamless transition
- AMC since 2004
- Our In-house appraisers review 100% of appraisal reports
- Certified Appraisers on staff to answer client and vendor questions at any time
- Our management team offers over 100 years of appraising experience and expertise
- Phone calls are answered by staff not by automated machines
- Designated team contacts for each client
- Vendor payment +/-30 days
 - Here is the link to Register or Login (it is also on our TPO website):
- <https://app.collateralxp.com/ClicknCloseINC>
 - Please contact your Account Executive with any further questions.

Ordering your appraisal through Mortgage Machine

Follow the steps on the next page to do the following

- Order and complete your appraisal request
 - Select the correct product and fields
 - Pay for the appraisal
 - Or the Borrower pay for the appraisal
 - Check status on the appraisal
 - View the appraisal once completed
 - Retrieve the appraisal if needed
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Step 1

Open the specific loan for the appraisal request


Make sure the screen states “Active” Loan.


Active Loan

[\[Import Data | Close Loan\]](#)

Loan Number	1002394713	Estimated Close Date	10/27/2023
Borrower Name	Test Loan	Estimated Funding Date	10/27/2023
Loan Status	Loan Originated	Business Channel	Retail

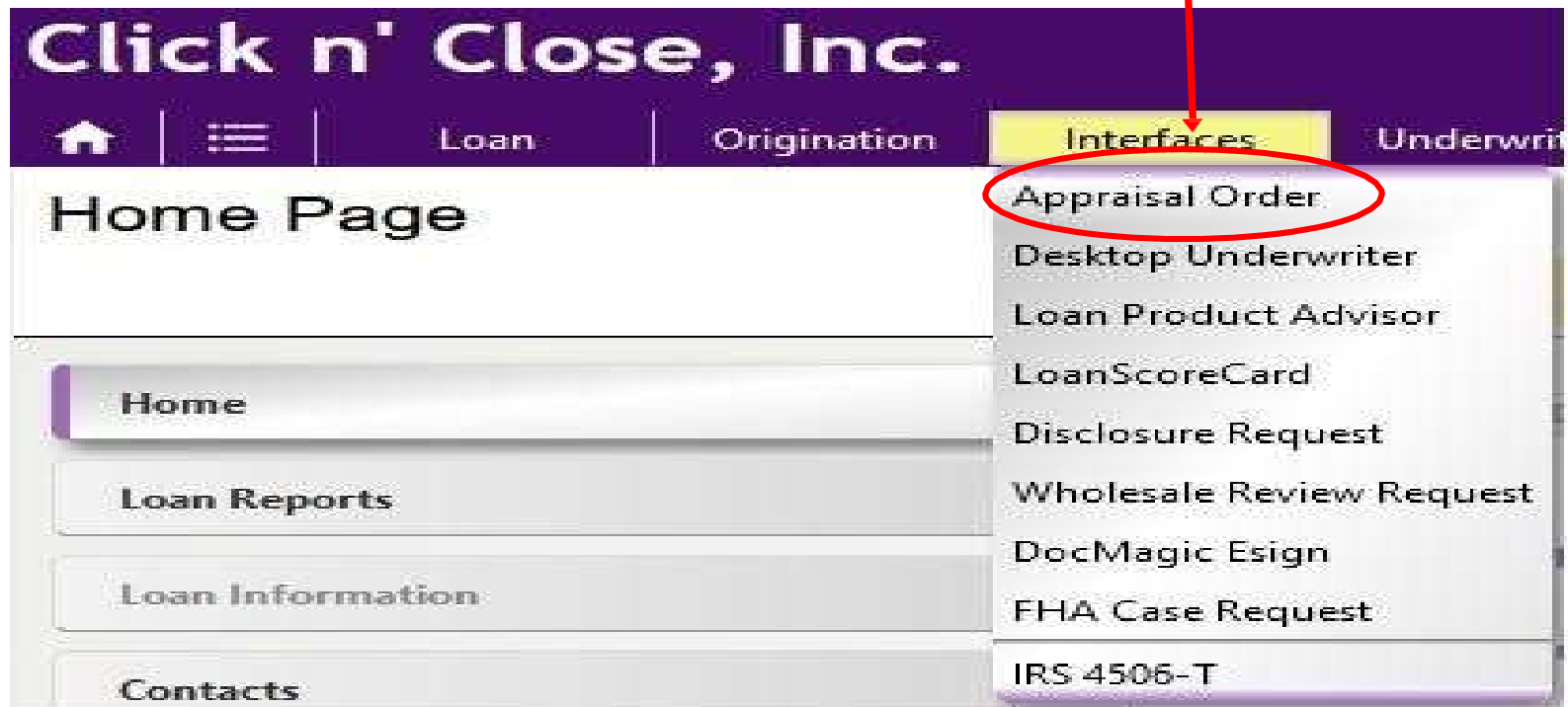
- ▶ Product Lookup / Lock
- ▶ Submit to Underwriting
- ▶ Order Closing Documents
- ▶ URLA Lender Loan Information
- ▶ Overview and Assignments
- ▶ Underwriting Transmittal
- ▶ Loan Status
- ▶ URLA Borrower Information
- ▶ Pipeline and Loan Reports
- ▶ Reporting

 **Click n' File**[™]
Digital Mortgage Storage

▶ View in Click n File  ▶ Upload Documents

Step 2

Click the Interfaces Tab. A drop-down will appear.
Click on Appraisal Order link.



Step 3

The Appraisal Order page should open. Please fill in the order with the requested information.

Make sure that you have requested the agency case number if have an FHA loan.

Appraisal Order

Property	Property Address	1103 oxbow dr	#		
		<input type="checkbox"/> Change to TBD	<input type="button" value="Use Borrower's Present Address"/>		
	City/State/Zip	irving	TX	75038	<input type="button" value="Lookup"/>
	County	dallas			
	Legal Description	<input type="text"/>			
	Acreage	<input type="text"/>			
	Property Type	Detached			
	Number Of Units	1			
	Estate Held In...	<input type="text"/>			
	Agency Case Number	<input type="text"/>			
Borrowers	Borrower Name	Test		Loan	
	Borrower Home Phone	<input type="text"/>			
	Borrower Work Phone	<input type="text"/>			
	Borrower Email	<input type="text"/>			
Contact Information	<input type="checkbox"/> Borrower will be the contact for entry				
	Entry Contact Person	<input type="text"/>			
	Entry Contact Phone	<input type="text"/>			
	Entry Contact Email	<input type="text"/>			
	Originator's Contact	<input type="text"/>			

Step 4

Select the correct Appraisal form required for the mortgage product submitted in Mortgage Machine.

Appraisal Form(s)

- Conv 1004 - Uniform Residential Appraisal Report - Interior and Exterior Inspection
- Conv 1004C - Manufactured Home
- Conv 1004D - Final Inspection
- Conv 1025 - Small Residential Income Property Appraisal Report
- Conv 1073 - Individual Condominium Unit Appraisal Report
- FHA 1004
- FHA 1004C - Manufactured Home
- FHA 1004D - Final Inspection
- FHA 1025
- FHA 1073
- USDA 1004 - Appraisal (FNMA 1004)
- USDA 1073 - Condo Appraisal (FNMA 1073)
- VA Appraisal
- Comparable Rent Schedule
- Operating Income Statement (needed if counting rental income for the subject)

Additional Notes

XDoc Images
No documents have been added.
[Upload New Documents](#)

Order the Appraisal

Step 5

Please upload the sales contract if the transaction is a Purchase (or any additional documents needed by appraiser).

Occupancy Status Primary Residence

Form(s)

- Conv 1004 - Uniform Residential Appraisal Report - Interior and Exterior Inspection
- Conv 1004C - Manufactured Home
- Conv 1004D - Final Inspection
- Conv 1025 - Small Residential Income Property Appraisal Report
- Conv 1073 - Individual Condominium Unit Appraisal Report
- FHA 1004
- FHA 1004C - Manufactured Home
- FHA 1004D - Final Inspection
- FHA 1025
- FHA 1073
- USDA 1004 - Appraisal (FNMA 1004)
- USDA 1004C - Manufactured Home
- USDA 1073 - Condo Appraisal (FNMA 1073)
- VA Appraisal

Comparable Rent Schedule

Operating Income Statement (needed if counting rental income for the subject)

Notes

Warnings:

Appraisal Type is required.

BE sure to upload a copy of the sales contract for purchase transactions, and CC au

[Refresh List](#) | [Report Incorrect Error Message\(s\)](#)

Click n File Documents

No documents have been added.

[Upload New Documents](#) | [Get Previously Uploaded Documents](#)

Appraisal

Step 6



Once steps 1-5 have been completed,
Click on the “Order the Appraisal” tab at the
bottom left of the page.

Validation

Warnings:



Appraisal Type is required.

BE sure to upload a copy of the sales contract for purchase transactions, and CC authorization on all transactions

 [Refresh List](#) |  [Report Incorrect Error Message\(s\)](#)

Click n File Documents

No documents have been added.

 [Upload New Documents](#)  [Get Previously Uploaded Documents](#)

Order the Appraisal



Step 7

After clicking “Order the Appraisal” tab, you should see the following example.

This is a review of the order, so please look it over.

Appraisal Order

Wednesday, September 6, 2017 9:16:58 AM (885)

Home Save Reload

Open Loan

Close Loan Import Data

Loan Number: 2002131248 **ACTIVE LOAN** Property Address: 123 W MAIN, GILBERTS, IL 60136
Borrower Name: SCENARIO, TEST Loan Status: Loan Originated
Business Channel: Correspondent Mini

Please review and confirm the order information:

Appraisal Order Review

Property		Borrowers / Contact Information	
Property Address	123 W MAIN	Borrower Name	TEST SCENARIO
City/State/Zip	GILBERTS IL 60136	Borrower Home Phone	333333333
County	tbd	Borrower Work Phone	333333333
Legal Description		Borrower Email	
Acreage	Less than 1 acre	Borrower will be the contact for entry?	No
Property Type	Detached	Contact Information	
Estate Held In...	Fee Simple	Contact Person	3
Agency Case Number	12345678	Contact Phone	3
		Contact Email	3
Appraisal Form(s)		Originator's Contact	
Comparable Rent Schedule?	No	Loan Information	
Operating Income Statement?	No	Estimated Value Range	
Additional Notes		Loan Purpose	Purchase
		Occupancy Status	Primary Residence
		XDoc Images	
		No documents have been added.	
		Upload New Documents	

Payment Information

Credit Card Number

CVV Security Code From the back of the card.

Card Holder's Name As displayed on the card.

Expiration Date

Step 8 - Payment of the Appraisal.

Option 1- Either input the credit card info below (card will not be charged until the appraisal is received by CNC) or...Option 2 -check the box to process the order without cc authorization and a link will be sent to the borrower to enter their payment info.

The screenshot shows a web application interface with a navigation menu at the top: Home, Loan, Origination, Interfaces, Underwriting, Doc Prep, Post-Closing, Reports, and a settings icon. The main content area is divided into two columns. The left column contains property details: Acreage, Property Type (Detached), Estate Held In (Leasehold), Agency Case Number, Appraisal Form(s), Comparable Rent Schedule? (No), and Operating Income Statement? (No). The right column contains borrower and loan details: Borrower Email (james.cassinelli@mmachine.net), Borrower will be the contact for entry? (No), Contact Information (Contact Person, Contact Phone, Contact Email, Originator's Contact), Loan Information (Estimated Value Range, Loan Purpose (Purchase), Occupancy Status (Primary Residence)), and Scanned Images (No documents have been added, Upload New Documents). Below this is the Payment Information section, which includes fields for Credit Card Number, CVV Security Code, Card Holder's Name, Expiration Date, Billing Address, City/State/Zip, and Authorization Code. A checkbox labeled 'Accept without obtaining credit card approval' is checked and highlighted in yellow. A red arrow points from the 'Accept without obtaining credit card approval' checkbox to the 'Payment Information' section. At the bottom, there are two buttons: 'Confirm the Appraisal Order' and 'Go Back and Edit the Order'.

Step 9

Once the credit card information is filled in (OR the box was checked to process without cc authorization), please click the "Confirm the Appraisal Order" tab.- Appraisal will be ordered.

Loan	Origination	Interfaces	Underwriting	Doc Prep	Post-Closing	Reports
Property Property Address: 123 W MAIN City/State/Zip: GILBERTS IL 60136 County: tbd Legal Description: Acreage: Less than 1 acre Property Type: Detached Estate Held In...: Fee Simple Agency Case Number: 12345678			Borrowers / Contact Information Borrower Name: TEST SCENARIO Borrower Home Phone: 333333333 Borrower Work Phone: 333333333 Borrower Email: Borrower will be the contact for entry? No			
Appraisal Form(s) Comparable Rent Schedule? No Operating Income Statement? No Additional Notes:			Contact Information Contact Person: 3 Contact Phone: 3 Contact Email: 3 Originator's Contact: Loan Information Estimated Value Range: Loan Purpose: Purchase Occupancy Status: Primary Residence			
Payment Information			XDoc Images No documents have been added. Upload New Documents			
Credit Card Number: <input type="text"/>						
CVV Security Code: <input type="text"/>			From the back of the card.			
Card Holder's Name: <input type="text"/>			As displayed on the card.			
Expiration Date: <input type="text"/>						
Card Holder's Billing Address						
Billing Address: <input type="text"/>						
City/State/Zip: <input type="text"/>						
Authorization Code: <input type="text"/>			If necessary.			
Confirm the Appraisal Order			Go Back and Edit the Order			

Mortgage Machine

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Checking Status and appraisal retrieval (Click n' Close Appraisal)

Step 1: Open-up the loan file in Mortgage Machine.

Step 2: Once the file is open and Active, click the Interfaces tab at the top of the page.

Appraisal Order Status	
Current Status	Completed
Originator's Email Contact	<input type="text" value="Berkemeier, Ami Michelle"/>
Additional Notes	Payment Successfully Processed-- 11/20 Per Appraiser- left message for agent-- Inspection Completed at 11/21/2023 9:00:00 AM
Ordered Date	11/14/2023
Ordered By	Ami Michelle Berkemeier
Appraiser Receipt Confirmed	
Suspended Date	
Estimated Completion Date	11/27/2023
Completed Date	11/28/2023
Total Borrower Charge	495.00
Appraisal Docs Received	Click n File Documents No documents have been added.

UPON RECEIPT OF COMPLETED APPRAISAL, IT IS THE ORIGINATOR'S RESPONSIBILITY TO SUBMIT TO UNDERWRITING IF APPLICABLE. MID AMERICA WILL NOT SUBMIT ON YOUR BEHALF IN CASE THIS WAS NOT YOUR INTENT.

CANCELLATION OF AN ORDER MUST TAKE PLACE WITHIN 24 HOURS OR THE ORDER CANNOT BE CANCELLED - NO EXCEPTIONS.

If any appraisal concerns, contact the appraisal team by the office you do business with:

MAM Retail, RedRock Retail, Icon, Village Express & Chicago Wholesale Appraisal Desk
appraisals@clicknclose.com

1st Tribal
Appraisals@1tribal.com

Schmidt Mortgage - Ohio
Lisa.Tackett@schmidtmortgage.com

Click here for the Borrower Appraisal Report Disclosure
Click here for the Appraisal Value Reconsideration Request Form

Click here for the Appraisal Receipt

Locate and retrieve the appraisal report once completed

You should receive an e-mail indicating the status of the appraisal has been updated to “Completed” (see sample e-mail below)

If you click on the “Click Here” link below- make sure you are logged into Mortgage Machine for the link to open the loan.

Mortgage Machine Notification

Appraisal Completed for 1002396964 (Fisher, Christian Lewis)

Your appraisal order for 1002396964 (Fisher, Christian Lewis) has been completed.

To view the appraisal, [click here](#) Please verify the value on the appraisal against the value used on the lock.

Address 1610 Carolina St
City Middletown
State OH
Zip Code 45044

How to locate the appraisal report in Mortgage Machine

Active Loan

[\[Import Data\]](#) | [\[Close Loan\]](#)

Loan Number	1002394713	Estimated Close Date	10/27/2023
Borrower Name	Test Loan	Estimated Funding Date	10/27/2023
Loan Status	Loan Originated	Business Channel	Retail

- ▶ [Product Lookup / Lock](#)
- ▶ [Submit to Underwriting](#)
- ▶ [Order Closing Documents](#)
- ▶ [URLA Lender Loan Information](#)
- ▶ [Overview and Assignments](#)
- ▶ [Underwriting Transmittal](#)
- ▶ [Loan Status](#)
- ▶ [URLA Borrower Information](#)
- ▶ [Pipeline and Loan Reports](#)
- ▶ [Reporting](#)



▶ [View in Click n File](#)

▶ [Upload Documents](#)



Loan Number: 1002392360 - Velazquez, Pedro

- Assets 3
- Certificate 3
- Closing 4
- Construction 8
- Credit 8
- Disclosures 17
- FHA VA Docs 6
- Income 4
- Junk 13
- Other 5
- Property 16
- QC 7
- Submission Checklist 1
- TRID 19
- Underwriting 16
- Unfiled 3
- Unassigned 0 - 3


1 4 110%

information. This agency may not conduct or sponsor, and a person is not required to respond to a survey that does not display a valid OMB control number, which can be located on the OMB Internet page at I

Privacy Act Information
The information requested on the Uniform Residential Loan Application and this Addendum U.S.C. § 1701, et seq. The Debt Collection Act of 1982, Pub. L. 97-365, and HUD's Home Mortgage Investment Act U.S.C. § 3543, require persons applying for a federally insured loan to furnish their SSN. Your SSN HUD may conduct a computer match to verify the information you provide. HUD local agencies when relevant to civil, criminal, or regulatory investigations and prosecution of HUD except as required and permitted by law. The information will be used to determine any of the requested information, including SSN, may result in disapproval of your loan at HUD. HUD is subject to the Privacy Act of 1974 (5 U.S.C. 552) and the Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by HUD/FHA for the consideration or administration of assistance to you. Financial records involving your transaction or authorization but will not be disclosed or released by the institution to another Government agency except as required or permitted by law.

WARNING: This warning applies to all certifications made in this document.
Anyone who knowingly submits a false claim, or makes false statements is subject to criminal penalties, fines, and civil penalties. 18 U.S.C. §§ 287, 1001 and 31 U.S.C. §3729

Form HUD-92900-A (02/2020) Page 1 of 4



Borrower Name: Pedro Velazquez FH/

Caution: Delinquencies, Defaults, Foreclosures and Abuses
Delinquencies, defaults, foreclosures and abuses of mortgage loans involving programs of title insurance, now and in the future. The Mortgagee in this transaction, its agents and assigns are authorized to take any and all of the following actions in the event loan payments are not made in accordance with the terms of the loan: (1) Report your name and account information to a credit bureau; (2) Assess charges to cover additional administrative costs; (3) Assess charges to cover additional administrative costs; (4) Offset amounts owed to you under other Federal programs; (5) Refer the mortgage servicing agency to collect the amount due, foreclose the mortgage, sell the property, or take any other action permitted by law.

Once Click n' File is open, look for the "Property" tab or the "Unfiled" tab.

Under the “Property” or “Unfiled” tab, you should be able to locate the appraisal report.

Click to open the appraisal report, scroll through and download the report

