

APPRAISAL ORDERING QUICK REFERENCE GUIDE

GO TO: Forms tab

CLICK ON: NLC Appraisal Request

POP UP: the NLC Appraisal Request form will appear.

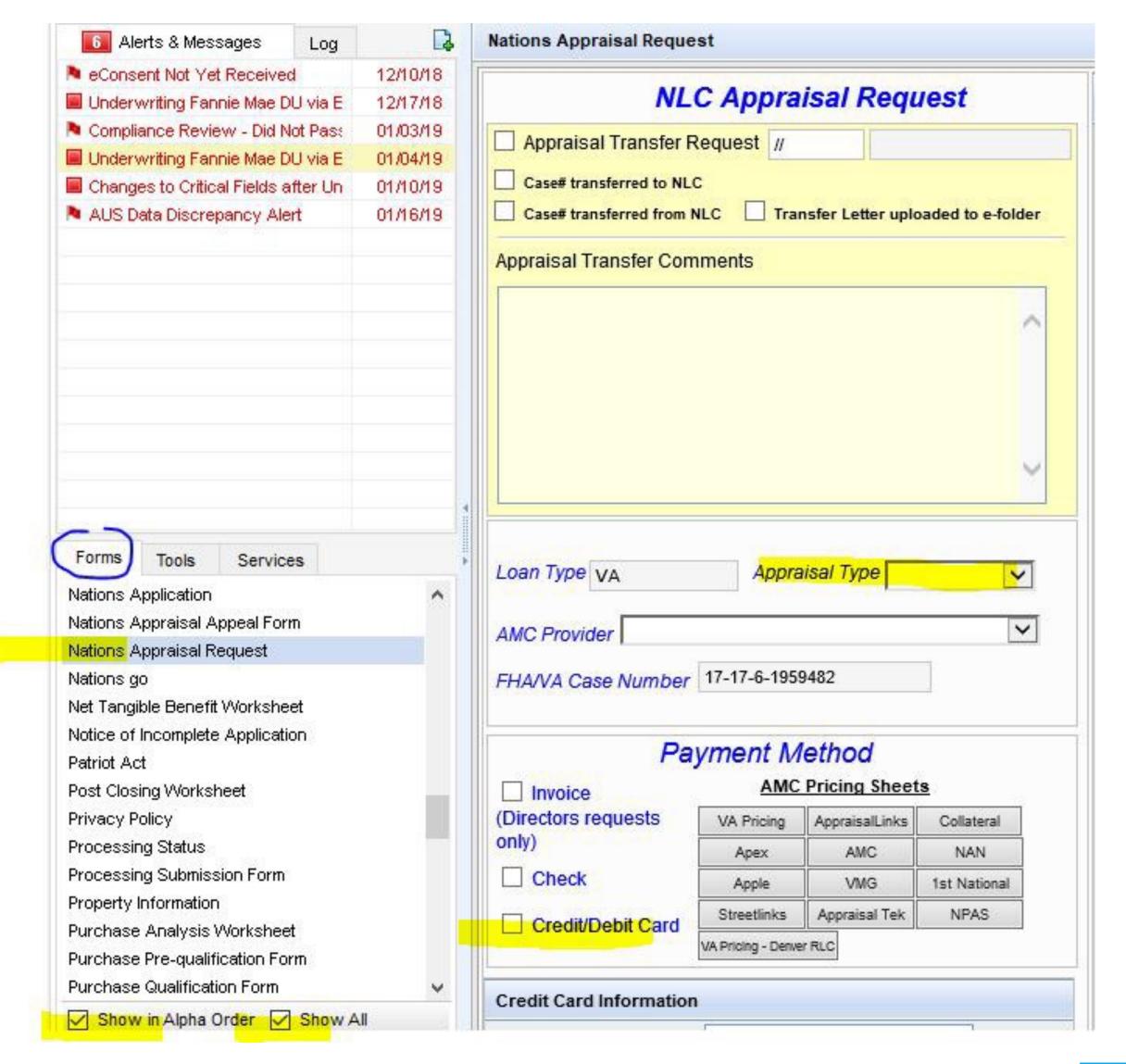
On this form you will fill out JUST the white areas that apply (highlighted): This is for VA ONLY. The Appraisal Dept. will pull the VA case #er when they order the appraisal.

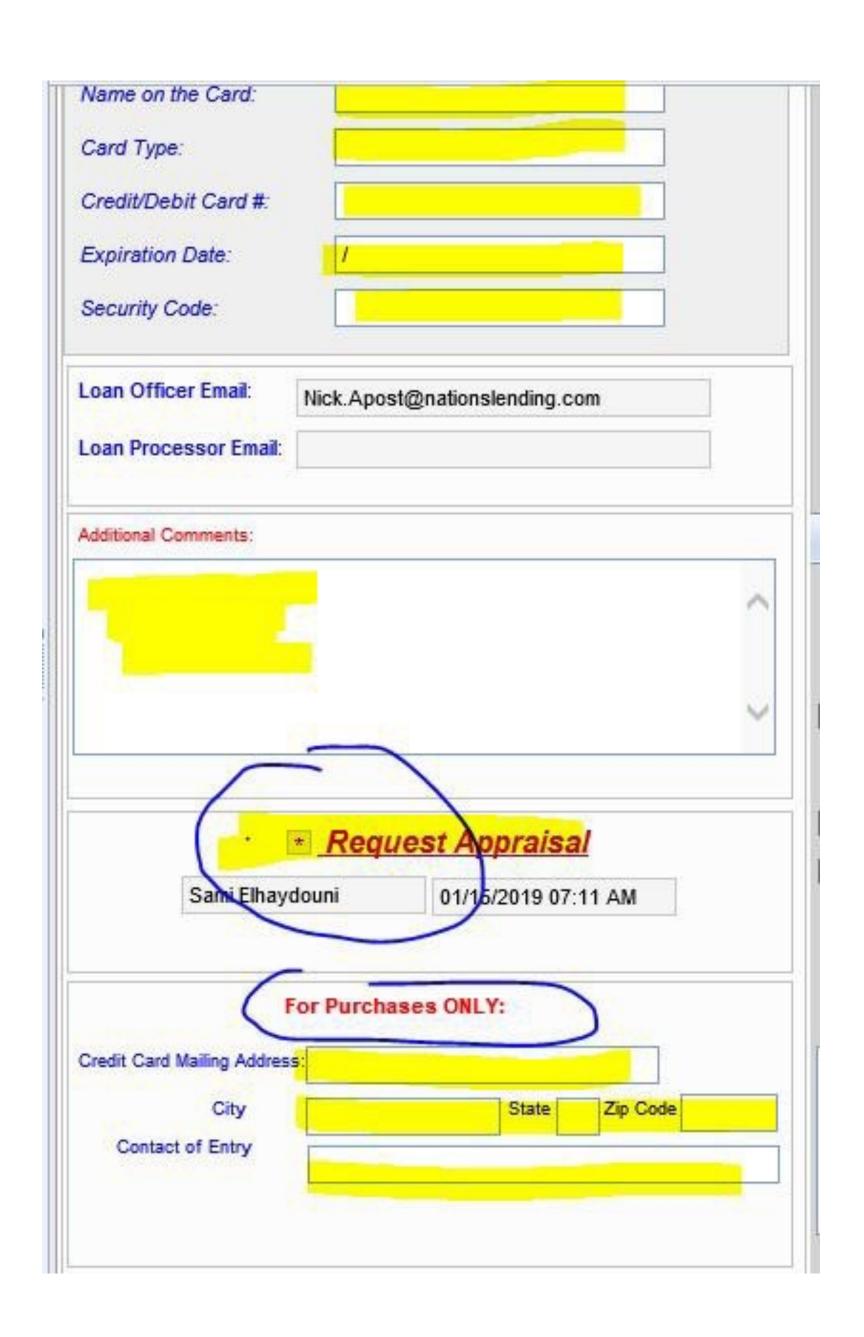
YOU MUST CHECK THE: REQUEST APPRAISAL BOX so the Appraisal desk get the trigger email to proceed.

In the ADDITIONAL COMMENTS section please enter:

Where they can find the Credit Card Auth form The person to contact for entry information

YOU MUST HAVE A SIGNED AND DATED CREDIT CARD AUTH. Form





NOTE: once the form is completed you MUST check the REQUEST APPRAISAL box !!!