

# How to Order an Appraisal through eXPRESS

## Wholesale Division



[LHFSWholesale.com](http://LHFSWholesale.com)

eXPRESS Portal:

<https://express.lhfs.com/index>

Contact Us:

[Support@LHFSWholesale.com](mailto:Support@LHFSWholesale.com)

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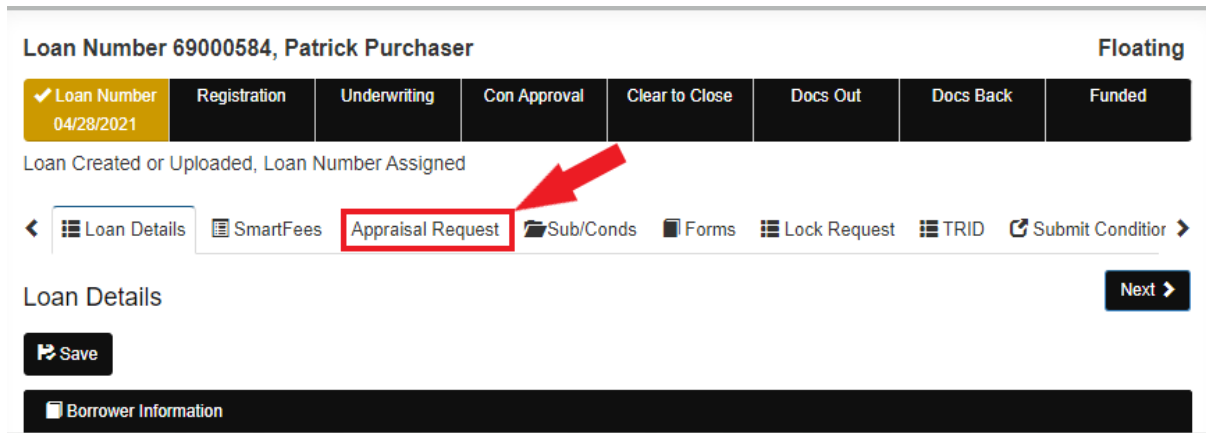
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# WELCOME TO LHFS APPRAISAL ORDERING!

Land Home Financial Services, Inc. (LHFS) will be using the ConneXions (CNX) platform to order Appraisals. Follow the steps in this guide to place Appraisal orders.

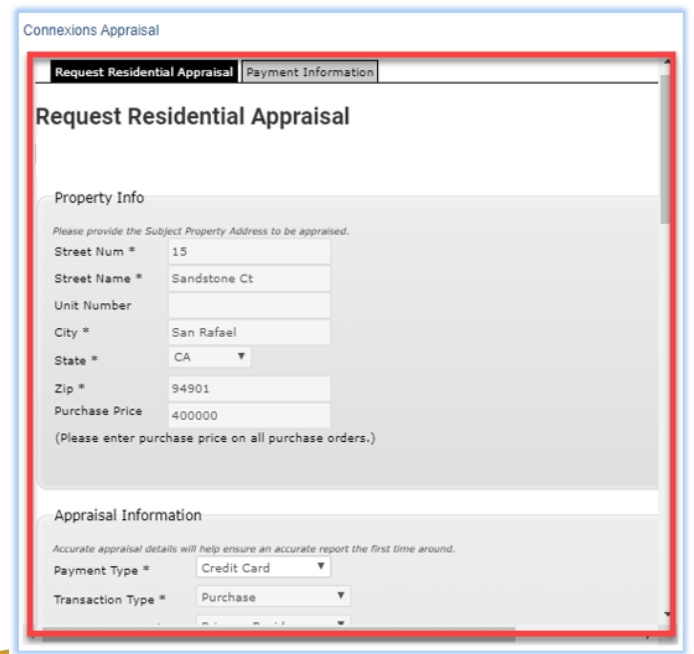
## HOW TO REQUEST APPRAISAL ORDER VIA EXPRESS & CONNEXIONS



Click on the “Appraisal Request” tab from the loan page.

Information from the loan file will prepopulate into the CNX order form.

Verify the information is correct, then proceed to select product, preferred AMC, and update any relevant Borrower information (i.e., contact numbers, email, etc.)



## SELECTING PRODUCT

On the order form scroll down and select the desired product.

A product must be selected to display the AMC's and their fees in order to proceed with the appraisal request.

Appraisal Request

Loan Type \* Conventional Case Number

Property Type \* Single Family Residen

Products\*

- 1004 - Uniform Residential Appraisal Report
- 1004 FHA - Uniform Residential Appraisal Report
- 1004 USDA - Uniform Residential Appraisal Report
- 2055 - Exterior-Only Inspection Residential Appraisal Report
- 2075 - Property Inspection Report
- 2000 - One-Unit Residential Appraisal Field Review Report
- 2006 - Desk Review
- DAIR - Disaster Area Inspection Report - Exterior
- Rush Fee
- 1004D/442 - Appraisal Update/Re-Certification of Value
- 1004D/442 - Completion Report/Final Inspection
- Complexity Fee
- Trip Fee
- FHA Compliance Inspection Report/Final Inspection
- REO Appraisal Addendum
- General Purpose Appraisal Report

Complexity Questions\*

## SELECTING VENDOR (AMC)

Under "Vendor Information" click on "[Select a vendor.](#)"

A screen containing a list of LHFS AMC's will appear along with their respective fees.

To select a preferred AMC, click on the radio button near the far right followed by "Assign Request" located at the bottom of the page.

User *may* need to scroll to the right within the "Assign Vendor" screen to view options on the right (depending on user's screen size).

Vendor Information

Select a vendor [Click Here](#) ← Click to assign AMC

**Assign Vendor**

Products:

Eligible Vendors:  Inclusionary List(s) Only  Inclusionary + On Panel  All Others Available

Show 10 entries Search:

Vendor	Vendor Type	Vendor Location	Vendor Contact	Vendor Fee	Last Completed Date	Select
EvaluationZONE	AMC	6103 W Montrose Ave Chicago 60634 IL	Kathy Polak 773-647-1992 kathy@evaluationzone.com	\$500		<input type="radio"/>
Fastapp	AMC	5118 13th Ave. #3 Brooklyn 11219 NY	Billy Munce 212-221-0200 billy@fastapp.com	\$525		<input type="radio"/>
ACT Appraisals	AMC	1141 E Main St. East Dundee 60118 IL	Heather Emond 888-377-8901 requests@actappraisal.com	\$550		<input type="radio"/>
Triserv	AMC	875 Old Roswell Rd Roswell 30076 GA	Joe Bryant 404-252-5460 teams@triservllc.com	\$550		<input type="radio"/>
TEST AMC	AMC	123 Main BEVERLY HILLS 90210 CA	905-882-8349 faisal.butt@nationwideappraisals.com	\$555		<input checked="" type="radio"/>

Previous 1 Next

Send to Assignment Engine Refresh Results View Engine Log **Assign Request** Cancel

## UPDATE BORROWER'S INFORMATION

**Buyer/Borrower Info**

*Provide accurate borrower information, as this information will be included on your report. For purchases, please make sure to provide accurate information.*

Borrower First Name *	John	Last Name *	Sample
Home Number	4165555556	Home Number Ext.	
Cell/Other Number		Cell/Other Number Ext.	
Email Address	noemail@noemail.com		
I certify I have the Borrower's Intent to Proceed *			
	<input type="checkbox"/>		

Co-Borrower First Name	Marys	Last Name	Sample
Home Number	7722212809	Home Number Ext.	
Cell/Other Number	4165555556	Cell/Other Number Ext.	
Email Address	test@test.com		

**Borrower's Information will prepopulate from the loan file.**

**Only certain fields are editable or selectable / mandatory fields must be filled.**

## INTENT TO PROCEED

To place appraisal order, an **INTENT TO PROCEED** must exist.

The "Intent to Proceed" checkbox must be selected otherwise the order cannot be created.

**Buyer/Borrower Info**

*Provide accurate borrower information, as this information will be included on your report. For purchases, please make sure to provide accurate information.*

Borrower First Name *	Joe	Last Name *	
Home Number		Home Number Ext.	
Cell/Other Number	5554545555	Cell/Other Number Ext.	
Email Address	test@getlhx.com		
I certify I have the Borrower's Intent to Proceed *			
	<input type="checkbox"/>	This field is required.	

Co-Borrower First Name	Joanne	Last Name	
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## PURCHASE AGREEMENT

For all 'Purchase' orders please ensure that a Purchase & Sales Agreement has been attached to the order.

**Please note:** If the Purchase & Sales Agreement is not included on a purchase, user must upload prior to proceeding with appraisal order.

Files

*Please do not forget to upload important documents. Any available documentation may help expedite the appraisal process.*

Purchase Agreement	<input type="text"/>	Browse...	This file is required (Please upload purchase agreement on all purchase orders.)
Construction Plans/Specs	<input type="text"/>	Browse...	
Preliminary Title Report	<input type="text"/>	Browse...	
Condo/HOA Document	<input type="text"/>	Browse...	
Appraisal (for Review)	<input type="text"/>	Browse...	
Other Document	<input type="text"/>	Browse...	
Other Document	<input type="text"/>	Browse...	

## REQUESTING APPRAISAL

As soon as all the mandatory fields have been selected and Intent to Proceed is obtained, click on the "Request Appraisal" button at the bottom of the order screen.

**If payment link needs to be sent to anyone other than the Borrower, please indicate in the "Additional Comments" section prior to submitting the order.**

**\*A note can also be sent to the AMC once the order has been created.**

Additional Comments

Send Payment link to the Brokers email broker@abcbroker.com

Request Appraisal

## APPRAISAL PAYMENT

Order Summary and Appraisal ID will appear, and the order will be assigned to the selected AMC.

Select the link "[click to go to the payment page now](#)" within the "Order Summary" to access the payment page.

### Order Summary

Thank you for your appraisal order. You will be redirected in the next few seconds, or [click to go to the payment page now](#)

<b>Appraisal ID:</b> 5065 <b>Requestor:</b> Joe Broker Ken Customer 1234 Test Santa Rosa CA, 95401	<b>Product</b> 1004 - Uniform Residential Appraisal Report <b>TOTAL</b>
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**If the credit card info has not been entered the AMC will send a payment link to the Borrower. Please inform the Borrower to check their email or junk/spam folder for the payment link.**

**Appraisal will not be assigned by the AMC to an appraiser until payment has been received (either by Credit Card or via the Payment Link).**

Upon clicking the payment link, enter the credit card information.

<b>Credit Card Information</b> Credit Card Number: <input type="text"/> Credit Card Type: --Credit Card-- Credit Card Expiration (MM/YYYY): --Month-- --Year-- <b>Is the borrower paying for this appraisal?:</b> Yes: <input checked="" type="radio"/> No: <input type="radio"/> <input type="checkbox"/> By clicking on this box, I certify that I am the card holder, or I have written authorization to process this Credit Card Payment on behalf of the card holder. Further, I agree to and authorize the charge for the appraisal fee(s) listed above.	<b>Billing Information</b> <input checked="" type="checkbox"/> Check to use property address Name: Ken Customer Billing Address 1: 1234 Test Billing Address 2: <input type="text"/> Billing City: Santa Rosa Billing State: CA Billing Zip: 95401
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## EDITING PAYMENT INFORMATION VIA CNX

View order and click the (\$) dollar sign to process and/or update the payment information.

Appraisal Request

Products & Services	Amount		
<b>Product Fees</b>			
1004 FHA - Uniform Residential Appraisal Report	\$555		
<b>Credit</b>			
Refund		+	
<b>Total</b>	<b>\$555</b>		
Amount Paid	\$		
<b>Outstanding Balance:</b>	<b>\$555</b>		

Payments:

Click the dollar sign to process/update payment



## CANCELLING / RE-ASSIGNING AN APPRAISAL WITH AN AMC

### Option 1:

Select "Vendor Rejected" from the dropdown to reject the assignment from the assigned AMC. This step will allow vendor reassignment.

The screenshot shows a software interface with several input fields on the left and a status history table on the right. The input fields include 'Price', 'Target Delivery Date' (set to 02), and 'Estimated Delivery Date'. Below these is a table with columns for 'Amount', '+', and a document icon. One row shows 'Report' with an amount of '\$550' and a red 'x' icon. A green '+' icon is at the bottom of the table.

The 'Status History' table has the following data:

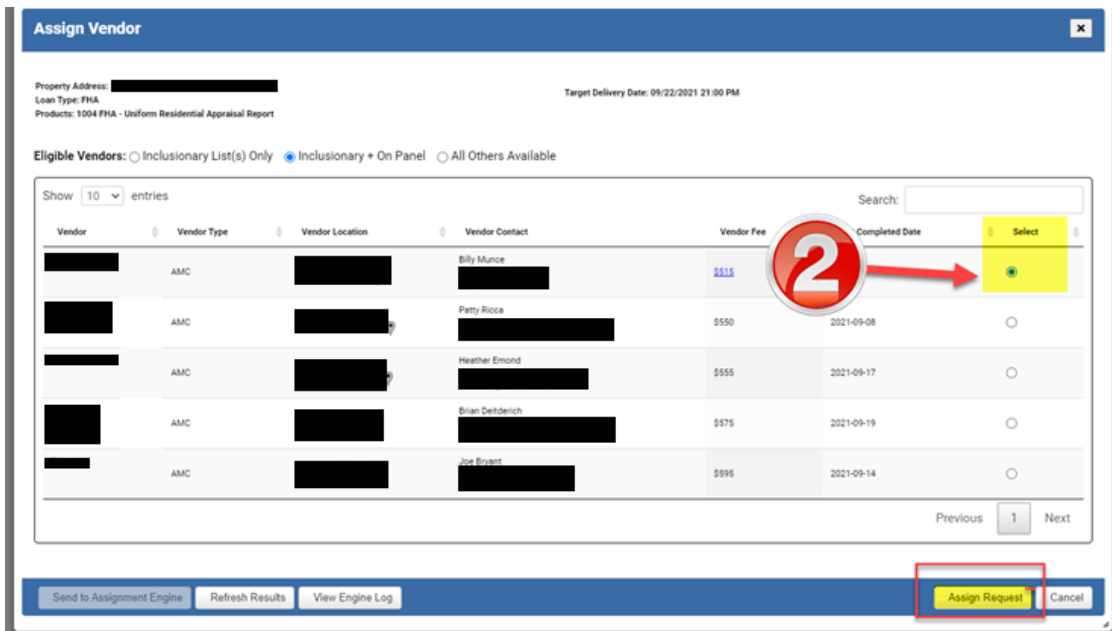
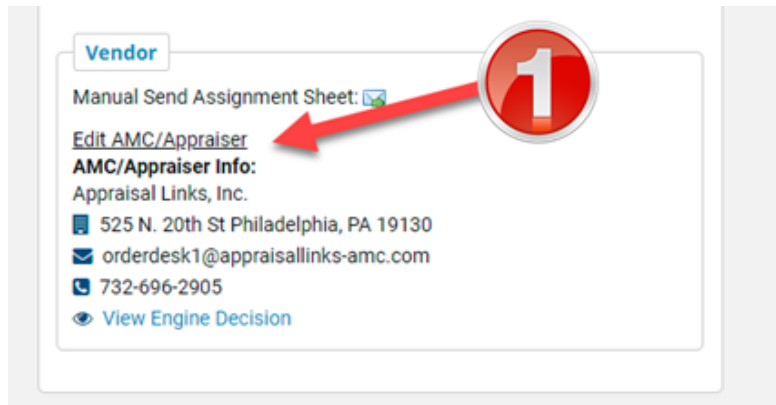
Status	Date	Who set
AMC Accepted	09-15-2021 05:30 am	Appraisal Links / Appraisal Scope
Pending AMC Acceptance	09-15-2021 05:25 am	Assignment Engi
Request Approved	09-15-2021 05:25 am	Assignment Engi
Request Entered	09-15-2021 05:25 am	Heather Denis
Pending Payment	09-15-2021 05:25 am	Heather Denis
Quote	09-15-2021 05:19 am	Heather Denis

Below the table is a dropdown menu with the following options: '-Status-', '-Status-', Request Approved, Order Assigned, Vendor Rejected (highlighted with a red box), Appointment Set, On Hold, and Canceled.

**Option 2:**

- Click on the “Edit AMC/appraiser” link (screenshot #1)
- Select the preferred AMC (Screenshot #2)

This option will assign appraisal to the new AMC and send a reject notice to the originally assigned AMC.



# Close more loans with **LHFS!**

## Contact your **Account Executive** for further information!

**Email:**            [Support@LHFSWholesale.com](mailto:Support@LHFSWholesale.com)

**Phone:**            **(800) 398-0865**

**Website:**        [LHFSWholesale.com](http://LHFSWholesale.com)

