



Mortgage Services III, LLC  
 A Subsidiary of First State Bank Member FDIC

Posted 10/22/09

### Appraisal Order Process - Overview

**Summary**

To ensure compliance with the Home Valuation Code of Conduct, MSI has provided an Appraisal Order Process on our Web Site to provide access to MSI-approved Appraisal Management Companies (AMC).

- ü All broker (wholesale) non-delegated and table-funded loans must use the Appraisal Order Process.

**Process**

The following table outlines the most basic steps needed to order an appraisal for MSI.

Step	Action
1	Ensure the user has the proper ID (User Name) and Password.
2	Log into the Appraisal Order Link ( <a href="http://www.realec.com">www.realec.com</a> )
3	<p><a href="#">Enter User Name and Password</a>            User ID = msi_seller's MSI ID number            Initial Password = password123 – Note: The system will prompt the user to create a personal secure password; for all other uses, the user must use their own personal password.</p> <p><b>Important:</b> MSI is not responsible for management of the appraisal ordering site. Contact RealEC for all issues.</p>
4	Select <a href="#">Loan Purpose</a> from the drop-down box
5	Complete the required fields to make the request for a new appraisal.
6	<p>Click on <a href="#">Add/Edit Payments</a> and provide the applicable credit card information.  <b>Note:</b> If you do not have the borrower's payment credit card, and your company does not advance this payment, do not click on the Add/Edit Payment bar. The AMC will contact the borrower directly, they will not order the appraisal without receipt of payment.</p>
7	After the information has been completed, click Add
8	Click the <a href="#">Back to Order</a> bar to return to the order screen, click <a href="#">Next</a> to continue ordering process
9	<a href="#">Submit</a> the order
10	<p>To ensure proper notification of the completion of the appraisal, it is critical that you enter the "notify information" for each order:            Click <a href="#">Add Notify</a> to enter the proper notification email</p>

See the pages in this training document for full details. A FAQ document is available under a separate link on the MSI Web Site.





Mortgage Services III, LLC  
A Subsidiary of First State Bank Member FDIC

### Requesting Additional Products for an Existing Appraisal

---

#### Summary

The following section covers requests for “additional products” for an existing appraisal that must be completed by the original appraiser.

Examples of “additional products”, include but are not limited to, requesting:

- ü A Final Inspection.
  - ü An Appraisal Upgrade.
  - ü An Appraisal Update.
- 

#### Process

The following table outlines the most basic steps needed to request additional products for an existing appraisal.

Step	Action
1	Log into Real EC
2	Click the <a href="#">Search</a> tab found at the top of most pages.
3	Input the applicable search criteria into the appropriate fields.
4	Follow the instructions on the Add Product section of this EC User Guide.

---

