

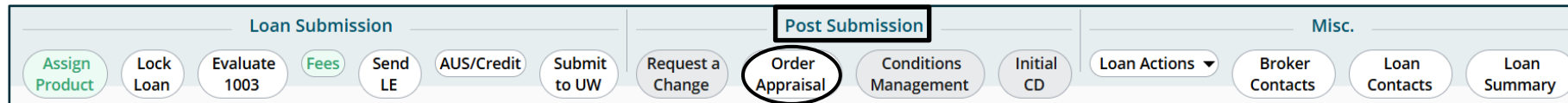


Appraisal Ordering Guide

Blueprint Broker Platform

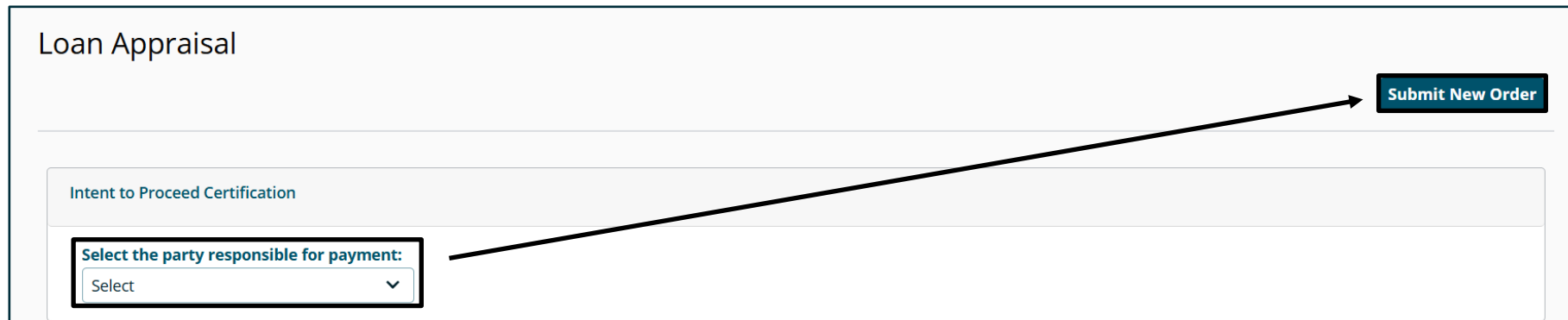
August 2026

Getting Started



The screenshot shows the NewRez navigation bar with three main sections: 'Loan Submission', 'Post Submission', and 'Misc.'. The 'Post Submission' section is highlighted with a red box. Within this section, the 'Order Appraisal' button is circled in red. Other buttons in the 'Loan Submission' section include 'Assign Product', 'Lock Loan', 'Evaluate 1003', 'Fees', 'Send LE', 'AUS/Credit', 'Submit to UW', and 'Request a Change'. The 'Misc.' section includes 'Loan Actions', 'Broker Contacts', 'Loan Contacts', and 'Loan Summary'.

- Select **Order Appraisal** under **Post Submission** in **Blueprint**.



The screenshot shows the 'Loan Appraisal' form. At the top, there is a 'Submit New Order' button. Below it, there is a section titled 'Intent to Proceed Certification'. Within this section, there is a dropdown menu labeled 'Select the party responsible for payment:' with a 'Select' option. A red arrow points from this dropdown menu to the 'Submit New Order' button.

- Select the party responsible for payment.
 - **Originator (Broker).**
 - **Borrower:** Intent to Proceed must be confirmed and received.
- Select **Submit New Order**.

Property & Borrower Details

Property Details

Street *

5000 DSCR Loan

Unit #

Zip Code *

85268

City *

FOUNTAIN HILLS

State

Arizona

Please verify the property address on your loan

Borrower Details

Application 1

Applicant

First Name *

Amy

Last Name *

America

Email

ajsivtrainer@gmail.com

Contacts

Home Phone

480-555-1212

Work Phone

480-555-1212

Cell

480-555-1212

Present Address

Country

United States

City *

FOUNTAIN HILLS

State *

Arizona

Street *

500 Main Street

Unit #

Unit #

Zip Code *

85268

Please verify the borrower name(s) and contact info

Note: To delete or add borrowers, please use the [1003](#).

Property Details & Borrower Details

- Certain fields are pre-populated from the 1003.
- If the information is incorrect in the grey fields; they require correction on the 1003 before placing the order - *** fields are mandatory**.

Purchase Info

Purchase Info

Please upload the purchase contract or Select from EFM Document(s) and specify the Contract Information



Drag & Drop Files Here
Supported File Types: .pdf

Browse...

File	Document Type	Document Description
Residential-Real-Estate-Purchase-Agreement.pdf	Purchase Contract	Purchase Contract

Select EFM Document(s)

Submission >> Purchase/Sales Contract

Pre-Underwriting >> Purchase/sales Contract

Credit >> purchase/Sales Contract

Seller Info

Agent with access to the property: Buyer Agent

First Name

Best

Last Name

Realtor

Contact #

480-555-1212

Email

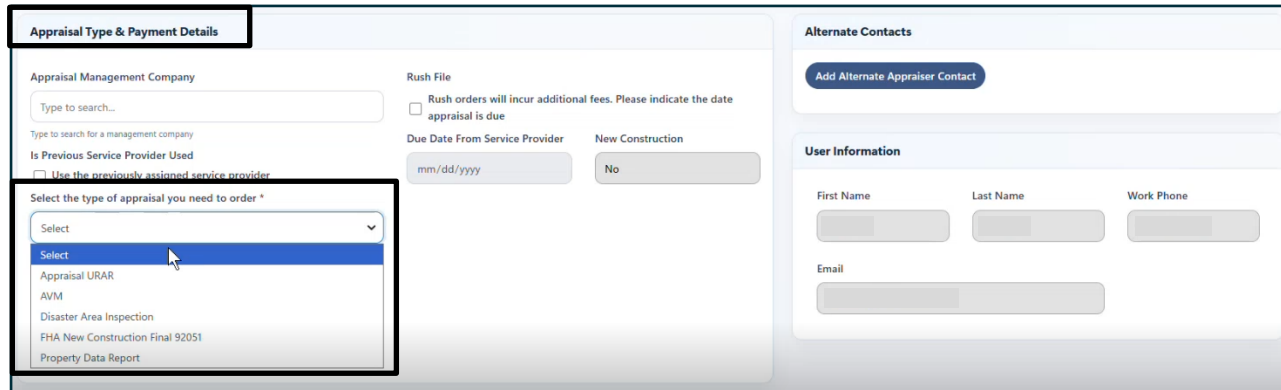
Best@realtor.com

* Note: You must specify the Seller or Listing Agent Contact Number in order to submit

Purchase Info

- Certain fields are pre-populated from the 1003.
- If the information is incorrect in the grey fields; they require correction on the 1003 before placing the order - * fields are mandatory.
- **Purchase Contract** must be uploaded & **Agent with access to the property** – select from dropdown.
 - Buyer Agent / Listing Agent / Seller / Other.

Appraisal Types & Payments



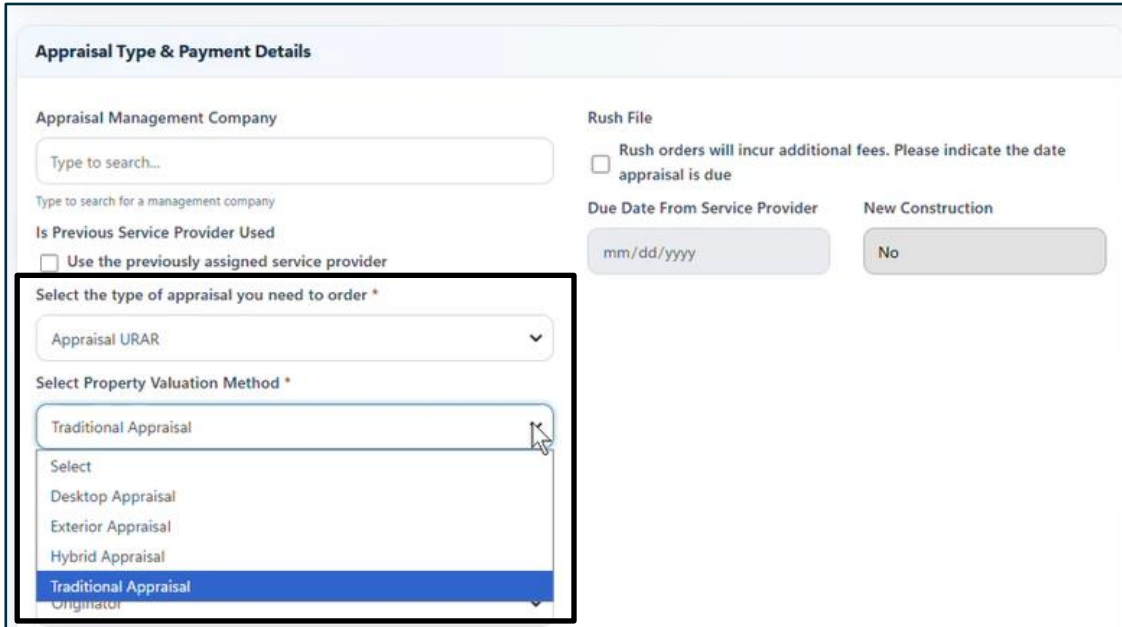
Appraisal Type & Payment Details and Alternate Contacts

- Select / confirm the type of appraisal product you need to order from the drop-down menu.
 - **Appraisal URAR**
 - **Recertification of Value*** - Only available when loan stage is **>= Approved with Conditions**.
 - **Completion Report*** - Only available when loan stage is **>= Approved with Conditions**.
 - **Borrower / Builder Completion 1004D*** - Only available when loan stage is **>= Approved with Conditions**.
 - **FHA New Construction Final 92051**
 - **Property Data Report**
 - **Exterior Property Data Inspection**
- Complete list of product definitions available on slides 12 & 13.
- Select the **party responsible for receiving the payment email link**.
 - If ordering with a payment link being sent to a payee select the correct payee to receive the payment link email - this generates an email with payment link to your selection.
 - If the originator would like to send the email payment link to a different party; the email address field can be changed.
- **Alternative Contacts option** – if applicable.

Appraisal Types - URAR

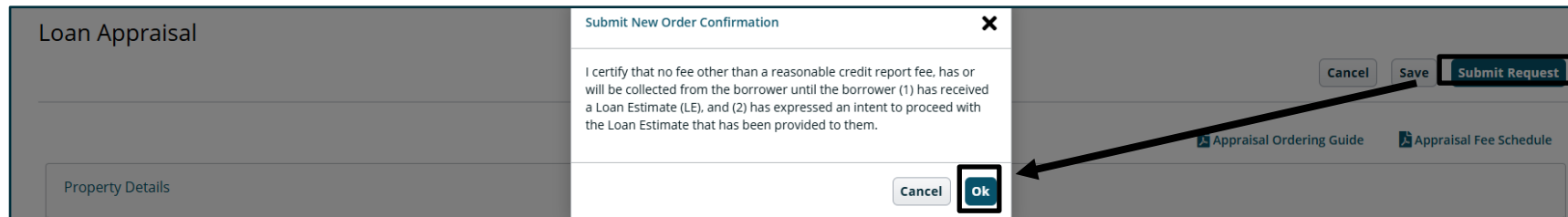
Appraisal URAR order request:

- Select **Property Valuation Method**
 - **Desktop Appraisal** – An appraisal assignment for which the scope of work does not include field work by the appraiser and does not include reviewing a recent interior/exterior property data report – **latest AUS findings must support.**
 - **Exterior Appraisal** – It is used when the lender's underwriting process does not require a full interior inspection but still needs an accurate valuation for mortgage purposes.
 - **Hybrid Appraisal** - An appraisal assignment consisting of a desktop appraisal for which the scope of work includes reviewing a recent interior/exterior property data report – **latest AUS findings must support.**
 - **Traditional Appraisal** - An appraisal assignment for which the scope of work includes an interior and exterior personal, onsite inspection of the subject property completed by the appraiser who signs the appraisal report, and the effective date of the appraisal is the date of inspection.



The screenshot shows a web form titled "Appraisal Type & Payment Details". It contains several input fields and checkboxes. A red box highlights the "Select the type of appraisal you need to order *" dropdown menu, which is currently set to "Appraisal URAR". Below this, another dropdown menu "Select Property Valuation Method *" is open, showing a list of options: "Traditional Appraisal", "Desktop Appraisal", "Exterior Appraisal", "Hybrid Appraisal", and "Traditional Appraisal Originator". The "Traditional Appraisal" option is currently selected and highlighted in blue. Other fields include "Appraisal Management Company" (with a search bar), "Rush File" (checkbox), "Due Date From Service Provider" (date field), and "New Construction" (radio button).

New Order Confirmation



The screenshot shows a 'Loan Appraisal' interface with a 'Submit New Order Confirmation' dialog box. The dialog box contains a disclaimer: 'I certify that no fee other than a reasonable credit report fee, has or will be collected from the borrower until the borrower (1) has received a Loan Estimate (LE), and (2) has expressed an intent to proceed with the Loan Estimate that has been provided to them.' Below the disclaimer are 'Cancel' and 'Ok' buttons. The 'Ok' button is highlighted with a red box. An arrow points from the 'Submit Request' button in the background to the 'Ok' button in the dialog box. The background interface also shows 'Cancel', 'Save', and 'Submit Request' buttons, along with links to 'Appraisal Ordering Guide' and 'Appraisal Fee Schedule'.

- Select **Submit Request** in the upper right-hand corner.
- Review **Submit New Order Confirmation** disclaimer.

Credit Card Payments

Newrez LLC Appraisal Payment Request

no-reply@corelogic.com
To: Andrew Shultz

External Email. Please use caution before clicking on links or opening attachments.



The following amount is due for your valuation service on the property located at 45 MAIN AVE FORT WASHINGTON, PA 19034 being ordered by Newrez LLC on your behalf. This service is required as part of your loan transaction. Please pay this requested amount. Payment is necessary to keep the process moving forward.
Amount due: \$550.00

Please [click here](#) (or copy and paste the link below into a browser) to submit your online payment through a secure payment processing location. For security purposes, the payment link will expire after 72 hours. After 72 hours, you will be redirected to an expired screen and will automatically be sent a new payment link to process the payment.

<https://www.fncms.com/default.aspx?pagelid=OrderPayment&token=18223804-59E8-4B74-800F-3F95D0E680EF&email=True&EmailChargeNo=c639f63c-9dd6-4013-be10-48f58aac075f>

If you have any questions, please contact your representative at Newrez LLC. Thank you for your business!

Order Payment

Pay by credit card

Amount Due: \$550.00

Credit Card Number: *

Expiration Date (MMYY): *

CVV2: * (What's this?)

Billing Street Address: * "Do not enter P.O. Boxes, City, or State"

Billing Zip Code: *

Cardholder First Name: *

Cardholder Last Name: *



Credit Card Payment

- Upon completion of the appraisal order in Blueprint a payment link email – sample above - is emailed to the responsible party for payment.
- Within this email is a link to proceed with payment submission - clicking the link will initiate the payment screen (sample shown).
- The email will come from noreply@corelogic.com.
- The borrower will see Newrez as the charge on their statement.

Transaction History & Details

Transaction History					
Order ID	Order Date	Ordered By	AMC	Status	Order #
1464824	04/21/2026 9:59 AM	Test Broker AE 01		Order Created	20260421-0971-1



Transaction Details

Order Details

Order Date: 04/21/2026 9:59 AM

Date Appraisal Due:

Estimated Delivery:

Ordered By: Test Broker AE 01

Appraisal Product: 1004 - URAR

View Appraisal:

Completed On:

Status: Order Created

Order #: 20260421-0971-1

Vendor Name:

Appraisal Coordinator:

View Invoice:

View Original Order

Request Cancellation

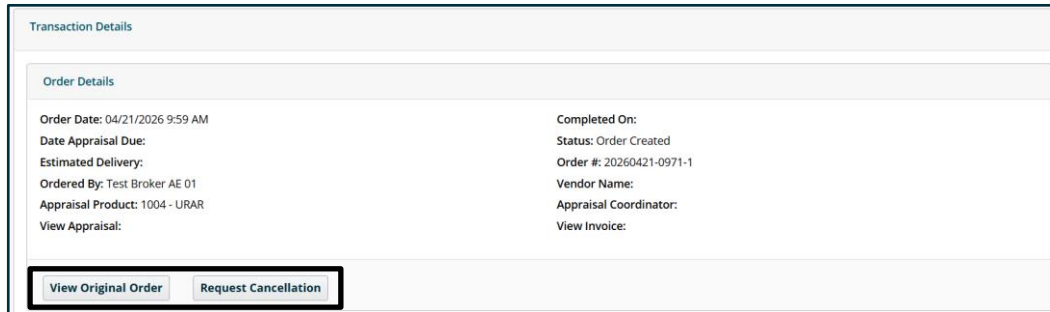
Transaction History & Transaction Details

- The **Transaction History** controlled by the Order #. There can be multiple appraisal product orders per loan file.
- When the order # is highlighted, the **Transaction Details** provide specific **Order Details**.
 - *Be sure you are on the correct order when communicating, requesting corrections, sending additional information or cancelling orders.*

Transaction Details

View Original Order

- Includes details of the original order including property address, borrower information, purchase contract and entry contact information (if applicable), type of appraisal ordered and responsible party for payment.



The screenshot displays a web interface titled "Transaction Details". Under the "Order Details" section, the following information is listed:

Order Date: 04/21/2026 9:59 AM	Completed On:
Date Appraisal Due:	Status: Order Created
Estimated Delivery:	Order #: 20260421-0971-1
Ordered By: Test Broker AE 01	Vendor Name:
Appraisal Product: 1004 - URAR	Appraisal Coordinator:
View Appraisal:	View Invoice:

At the bottom of the form, there are two buttons: "View Original Order" and "Request Cancellation". The "View Original Order" button is highlighted with a red border.

Request Cancellation

- Select the order you would like to cancel - please select the appropriate cancellation option – ex. Cancelled – Refund Due.
- Appraisal Fulfillment Department issues appraisal fee refunds. When the appraisal order is cancelled the AF department is auto notified. Once the refund has been processed, a copy of the refund receipt will be uploaded in H20 under Credit Package in Appraisal Invoices folder.
- Refund turn time is typically 7-10 business days from date of request.

*Note: When a loan is cancelled or denied in **Blueprint** and there is an open appraisal order the appraisal order will systemically cancel. There is no need to manually cancel the appraisal order.*

Communication Log

The screenshot displays the NewRez Wholesale interface. On the left, the 'Order Details' section includes: Order Date: 04/20/2026 5:15 PM, Date Appraisal Due:, Estimated Delivery:, Ordered By: Test Broker AE 01, Appraisal Product: 1004 - URAR, and View Appraisal:. Below this are buttons for 'View Original Order' and 'Request Cancellation'. The 'Communication Log' section has a 'Type:' dropdown set to 'All'. A modal window titled 'Contact Appraisal Coordinator' is open, featuring a 'Contact' dropdown set to 'Appraisal Coordinator', a 'Details' text area with the placeholder 'Notes required then select Submit.', and 'Cancel' and 'Submit' buttons. A red box highlights the 'Contact Appraisal Coordinator' button in the Communication Log, with a red arrow pointing to the modal. Another red box highlights the 'Submit' button in the modal.

Contact Appraisal Coordinator

- Utilized by production / operations to communicate with assigned appraisal group personnel.
- This does not go to the appraisal vendor.

Appraisal Product Definitions

- **Appraisal URAR** – Industry standard appraisal form used to determine the market value of single-family residential property – loans sold to Fannie & Freddie.
 - **Desktop Appraisal** – An appraisal assignment for which the scope of work does not include field work by the appraiser and does not include reviewing a recent interior/exterior property data report.
 - **Exterior Appraisal** – It is used when the lender's underwriting process does not require a full interior inspection but still needs an accurate valuation for mortgage purposes.
 - **Hybrid Appraisal** - An appraisal assignment consisting of a desktop appraisal for which the scope of work includes reviewing a recent interior/exterior property data report.
 - **Traditional Appraisal** - An appraisal assignment for which the scope of work includes an interior and exterior personal, onsite inspection of the subject property completed by the appraiser who signs the appraisal report, and the effective date of the appraisal is the date of inspection.
- **Recertification of Value*** - Ensures that the property's market value is accurate and current for mortgage approval. Generally required if the original appraisal's effective date is more than four months but less than 12 months from the note date of the mortgage – please refer to product guidelines for additional information.
- **Completion Report*** - Short follow-up appraisal form type confirming that all “subject-to” repairs or conditions from the original appraisal have been completed, allowing the lender to finalize underwriting.
- **AVM** – Software-based pricing model that uses statistical modeling and large property databases to estimate a property's value.

* **Restricted Recertification of Value, Completion Report and Borrower/Builder 1004D will only be available**
when loan stage is **>= *Approved with Conditions***.

Appraisal Product Definitions

- **Borrower / Builder Completed 1004D*** - Verification that a property's construction, repairs, or improvements have been completed according to plans and specifications. A borrower / builder must complete an attestation letter.
- **Disaster Area Conventional / Other Inspection*** - Property evaluation conducted in a designated disaster area to determine whether a mortgage loan can be delivered or serviced under the Fannie Mae® disaster relief policies.
- **FHA New Construction Final 92051** - Official document used to certify that a newly completed dwelling meets FHA and FNMA requirements for final inspection.
- **Property Data Report** - Standardized collection of factual property information used to support value acceptance and hybrid appraisals, enabling lenders to make informed loan decisions without a traditional appraisal.
- **Exterior Property Data Inspection** - Process a property data collector reviews only the exterior features of a property using available information — such as exterior-only photographs, multiple listing service (MLS) data, and other public or private sources — to gather factual, objective details about the property's condition, design, and surroundings.

*** Restricted Recertification of Value, Completion Report and Borrower/Builder 1004D will only be available
when loan stage is >= *Approved with Conditions*.**

Appraisal Transfers

- Newrez will accept transferred appraisals on **Conventional Agency Products** provided the appraisal passes CRT review and the documents below are provided:
 - Transfer letter from original lender releasing appraisal to Newrez;
 - Color PDF appraisal report;
 - Successful Fannie/Freddie Submission Summary Report (SSR) - **Agencies do not require SSR files in Newrez's name**;
 - XML version of appraisal (only required if SSRs are not provided);
 - Appraisal invoice showing no balance due or a written communication from the transferring lender affirming that they have fully paid the AMC or appraiser for the appraisal assignment.
- The Appraisal Transfer team can assist with obtaining these documents by reaching out to appraisaltransfers@newrez.com. It is always helpful to try and obtain the borrower's contact from the original lender to help expedite the transfer process.
- The Appraisal Transfer team will assist with all FHA, VA and Conventional inbound and outbound transfers for Newrez loans.

Communication Contacts

For day-to-day appraisal order questions/concerns:

- Appraisal Fulfillment Team general inbox: appraisalfulfillment@newrez.com.

For appraisal transfers in or out or loan to loan document moves:

- Appraisal Transfers inbox: appraisaltransfers@newrez.com.

For VA related appraisal questions/concerns:

- VA appraisal Team inbox: vaappraisals@newrez.com.

For questions/concerns related to QC review/revisions/CL1 review concerns:

- CRT Team general inbox: crt@newrez.com.

For ROV submission and questions:

- ROV Submission and Team inbox: crt.rov@newrez.com.



Thank You!

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