

# How To Complete Appraisal Tasks

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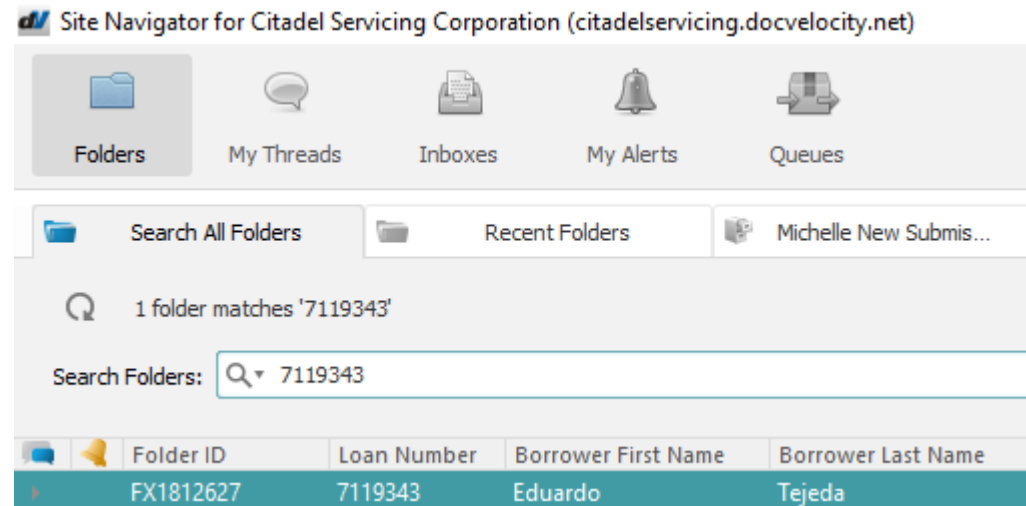
8/15/2019



# DV & Byte

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- First you will need to open up the file in DV, double click the task in BYTE to open the file.



# Email Confirmation & Appraisal Report

- Verify the Borrower(s) email on the Home Screen matches E-Consent in DV

E-Mail **derexed@hotmail.com**

12-12-18  
Date of Signature

DocuSigned by:  
  
Borrower Signature

**Eduardo Tejeda**  
Borrower Printed Name

**derexed@hotmail.com**  
Borrower Email Address

- In DV, search for Appraisal. This will bring up all documents associated with the Appraisal & other documents needed

APPRAISAL			
All Documents New Submission Hidden, Included, Missing, Non-In... Tags			
Document Name	Comments		
37 Appraisal	Cond. 4400 - 12/14/18		30
37 Appraisal	#4417 Updated		32
37 Appraisal	#4417 Updated AGAIN With FIRREA Ve...		35
38 Appraisal Invoice	Order - 12/12/18		1
38 Appraisal Invoice	Order - 12/12/18		1
38 Appraisal Invoice			1
Analysis of Appraisal	additional info required jw		2
Analysis of Appraisal	Jason Webster		2
Appraisal Acknowledgement Form			1
Appraisal Completion Report			4
AVM	request jw		2
AVM	request jw		2
AVM	redbell jw		10
TRID Appraisal Justification	LE 12/12/18		7
TRID Appraisal Justification	ITP 12/12/18		1

- Select the Appraisal document, it will be highlight in Blue

15 documents (131 pages) match 'APPRAISAL'			
APPRAISAL			
All Documents New Submission Hidden, Included, Missing, Non-In... Tags			
Document Name	Comments		
37 Appraisal	Cond. 4400 - 12/14/18		30



# Appraisal Report

- In the Appraisal Report, look for the page that lists the Appraiser's Info
- Recommend to take a screen shot of this information as you will need additional info once the Appraisal has been sent to Borrower(s)
- For now you will only need the highlighted information

APPRAISER	
Signature	
Name	Nicholas C Leggio
Company Name	Leggio Homes LLC
Company Address	401 Airline Park Blvd., Suite Metairie, La 70003
Telephone Number	(504) 258-8731
Email Address	n_leggio@yahoo.com
Date of Signature and Report	12/15/2018
Effective Date of Appraisal	12/14/2018
State Certification #	1640
or State License #	
or Other (describe)	State #
State	LA
Expiration Date of Certification or License	12/31/2018
ADDRESS OF PROPERTY APPRAISED	
4413 Senac Dr Metairie, LA 70003	
APPRAISED VALUE OF SUBJECT PROPERTY \$	310,500
LENDER/CLIENT	
Name	Appraisal Management Resources, LLC
Company Name	Southwest Funding 915-Metairie LA
Company Address	13150 Coit Road Suite 100, Dallas, TX 75240
Email Address	



# ECOA Screen in BYTE

- In Byte go to the ECOA Screen & verify the following information:
  - Confirm the Value listed under Appraised Value matches the Appraised Value on the Appraisal Report. If it does match, change the Initial Valuation Used from No to Yes.
  - Under Appraisal 1, check the box. Enter the Appraisal Company Name, Effective Date, Sent Date & Method Sent
  - For the UW Decision Date, you will retrieve this from the Approval in DV or the Conditions page in BYTE. Look for Condition 4400 & the date signed off is the date we will enter in this screen (If using Approval in DV please be sure it's the most current Approval).

PTD	4400	PTD		Underwriter	Complete original appraisal with interior/exterior photos of subject & comps ordered through CSC approved AMC. Must also include invoice and must reflect date of appraisal initial order. If invoice does not reflect initial order date, broker to obtain AMC transaction history to verify initial order date of appraisal. Appraisal provided must be TRID compliant (no charges incurred to borrower prior to an LE being issued and an Intent to Proceed received) ALL ITEMS ABOVE TO BE PROVIDED CONCURRENTLY	<input type="checkbox"/>	01/11/2019 EWalther	<input type="checkbox"/>	01/11/2019 EWalther	<input checked="" type="checkbox"/>	01/14/2019 DrewH	<input type="checkbox"/>
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All Screens

ECOA Valuation Rule

Escrow Closing Instruct

Fannie Mae

Fee History

Appraised Value

310,500.00

Initial Valuation Used In Underwriting Yes

Second Valuation Used In Underwriting

Appraisal # 1 ☒ Final Value Used 1

Appraisal Company Name 1 Leggio Homes LLC

Appraisal 1 Effective Date 12/14/2018

Appraisal 1 Underwriting Decision Date 01/14/2019

Appraisal 1 Sent Date 01/14/2019

Appraisal 1 Method Sent Email

Valuation 1 Receipt Confirmation Date

TRID Appraisal Order Date 12/13/2018

CIM #29 QC Approval Date



# Analysis of Appraisal in DV & BYTE

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- Next document you will need is the Analysis of Appraisal. You will need to verify that the Valuation Doc has been signed off, as long as the Value is listed & a completion date is present.

conditions and concerns if noted in this review and communicated to the Urv  
n / loan amount / LTV changes, the reviewed value is subject to re-review.

**REVIEWED VALUE: \$285000**

**DATE: 01/10/2019**

- In the ECOA screen you will see a green Box to the right hand side, here you will just enter the sent date & method sent.

**Internal Valuation Review**

[Appraisal 5 Sent Date](#)  •

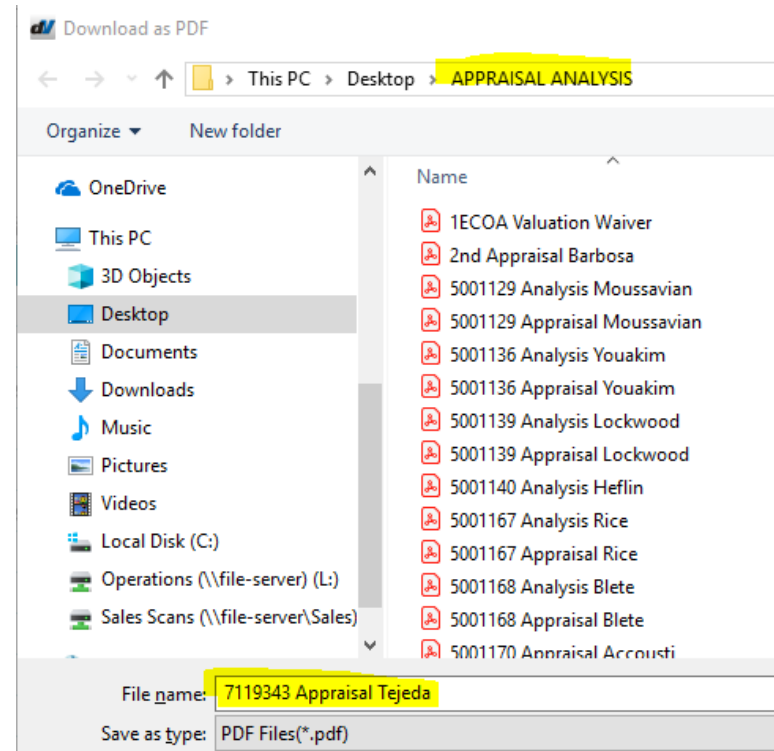
[Appraisal 5 Method Sent](#)  ▾

[Valuation 5 Receipt Confirmation Date](#)  •



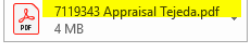
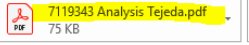
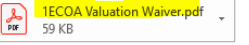
# Saving Appraisal & Analysis

- In DV, you will need to save both the Appraisal & Analysis to your desktop or to a folder on your desktop:
  - First, select the Document, right click & scroll down. Click on Save Document(s) as a PDF...
  - Rename the document as so:
    - Loan No., Appraisal, Borrower LN
    - The same will be done for the Analysis



# E-Mailing Valuation Docs

- Once all documents have been saved, you will need to draft up your email as follows:
  - The email will need to be sent from our LSU email
  - Valuation Docs will be sent to the Borrower(s), CC the TM & Broker
  - Subject Line will read:
    - Property Valuation Loan No & Borrower(s) LN
  - Make sure to input the Valuation Date (Appraisal Effective Date)
  - Attach Documents needed, if there is no ECOA waiver in DV please attach as well
  - Send the email

Send	From	LSU@citadelservicing.com
	To...	derexed@hotmail.com
	Cc...	Charyl Frakes; lelwinn-palacio@southwestfunding.com; lberthelot@southwestfunding.com
	Subject	Property Valuation 7119343 Tejada
Attached	 4 MB  75 KB  59 KB	

Thank you for submitting your loan application to Citadel Servicing Corporation ("CSC").

Federal Law requires that CSC provide you with this copy of the most recent valuation used to decision your loan application.

Valuation Date: 12/14/18

**Borrower, please respond letting us know that you have received this email.**

If you are so inclined please sign, date and return this ECOA Valuation Waiver by email, fax (1-949-900-6631) or mail.

Attached is an ECOA Valuation Rule Waiver form for your review, which by your execution will allow Citadel Servicing Corporation to deliver all val.

When processing your application, Citadel Servicing Corporation is required to promptly deliver to you copies of any written valuation it receives in execute final loan documents. These requirements may delay the finalization of your loan should one be offered. However, you have the ability to application at the time that you execute final loan documents which will consist of a note, deed of trust and other documents.

Note: you have no obligation to waive these valuation delivery timing requirements and any loan offer is in no way conditioned upon your waiver.

*If you have any questions, please contact your broker.*

MMS





# Conversation Log & Proof of Transmittal

- Notate the conversation log as follows:

01/14/2019 10:17 AM	Appraisal & Analysis	< Michelle Marias-Santamaria : 1/14/2019 10:17 AM PST > Emailed to borrower.
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- Complete the task, you do not need to send out the Task email to the TM as they are also receiving the Transmittal to the Borrower(s)

Quick Info - 7119343

Alerts	Home	Processing Log	Conversation Log	Status	Parties	Tasks	Field Notes
My Active Tasks	All Active Tasks	My Active And Completed Tasks	All Active And Completed Tasks				
Description	Assigned To	Assigned Role	Status	Due	Completed		
TM - Appraisal Task	MichelleM	Assistant TM	Complete	01/14/2019 11:59 PM	01/14/2019		

- In your email, go to the 'Sent' & upload the email to the borrower to DV. The document will be named 'Appraisal Transmittal to Borrower'

1 document (1 page)

Search for documents and files

Stacking Orders Filters Tags

Appraisal Transmittal to Borrower (1 pgs) PDF

Appraisal Transmittal to Bo...

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# Completing the 1008/Appraiser Info

- Now you will need to go into the Parties' Screen in BYTE. All contacts are in alphabetical order, click on Appraiser's Contact (see below highlighted in blue)

Click the "X" in the upper right corner of the party details section to view the rest of the grid.

Type	Name	Company	Work	Mobile	E-Mail
Account Executive	Tony Guidicessi	Citadel...	(727) 278-1046	(727) 278-1046	tonyg@citadelservicing.com
Appraiser		PRO-TECK	(800) 886-4949	(800) 886-4949	appraisalorders@protk.com

- Reference the screenshot you took earlier when you were entering the Appraisal Info in the ECOA Screen. Also, pull up the Appraisal Invoice

Appraisal Invoice (1 pgs)

FROM: Appraisal Management Resources, LLC  
2307 Hickory Ridge Dr.  
Bossier City, LA 71111  
318-996-3777

TO: Southwest Funding (Metairie) #915  
3217 35th St 201  
Metairie LA 70001

# Completing the 1008/Appraiser Info

- In the Screenshot to the right I have highlighted some key points you will need for completing the 1008/Appraiser's Info
  - Appraiser Name
  - Phone No & Email
  - Appraisal Management Company (AMC) Name
- For the Appraisal Invoice, all you need is the AMC's Name & location

FROM: Appraisal Management Resources, LLC  
2307 Hickory Ridge Dr.  
Bossier City, LA 71111  
318-996-3777

APPRAISER	
Signature	<i>Nicholas C Leggio</i>
Name	Nicholas C Leggio
Company Name	Leggio Homes LLC
Company Address	401 Airline Park Blvd., Suite Metairie, La 70003
Telephone Number	(504) 258-8731
Email Address	n_leggio@yahoo.com
Date of Signature and Report	12/15/2018
Effective Date of Appraisal	12/14/2018
State Certification # or State License #	1640
or Other (describe)	State #
State	LA
Expiration Date of Certification or License	12/31/2018
ADDRESS OF PROPERTY APPRAISED	
4413 Senac Dr Metairie, LA 70003	
APPRAISED VALUE OF SUBJECT PROPERTY \$	310,500
LENDER/CLIENT	
Name	Appraisal Management Resources, LLC

# Completing the 1008/Appraiser Info

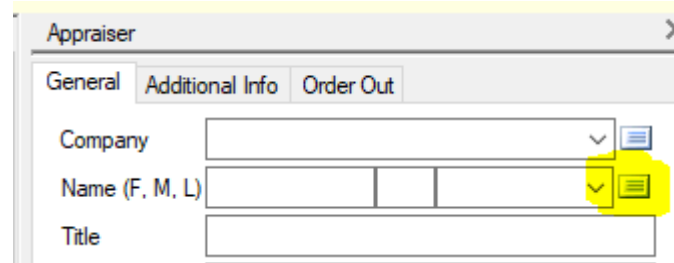
- In the Parties' screen under Appraiser, type in the Appraiser's LN.
- If the contact is registered with Cardex, the information will automatically pop up.
- If nothing pops up, click the drop down menu.
- If nothing comes up in the drop down, you will need to register it in Cardex.
- Clear the information by clicking on the box at the end

The screenshot shows a software interface for entering appraiser information. The 'Appraiser' window has three tabs: 'General', 'Additional Info', and 'Order Out'. The 'General' tab is selected. The form contains the following fields:

- Company:** A dropdown menu with 'PRO-TECK' selected.
- Name (F, M, L):** A dropdown menu with 'Leggio' selected.
- Title:** A text field with 'Appraiser' entered.
- Mobile:** A text field with '(800) 886-4949' and an envelope icon.
- Fax:** An empty text field.
- E-Mail 1:** A text field with 'appraisalorders@protk.com' and an envelope icon.
- E-Mail 2:** An empty text field with an envelope icon.
- E-Mail 3:** An empty text field with an envelope icon.
- E&O Policy Expiration Date:** An empty text field.
- Notes that appear on the appraisal order form:** A large text area for notes.
- Clear All Information:** A button at the bottom of the form.

# Completing the 1008/Appraiser Info

- Once you clear the information, you will need to click on this window, a drop down will come up. Click on Add "" to Cardex as new Appraiser
- A second window will pop up, add the following information:
  - Company Name – Appraisal Screenshot or Invoice
  - First, Middle & Last Name – Appraisal
  - Title – always be Appraiser
  - Street, City, State & Zip - Invoice
  - License No – Appraisal
  - Phone & Email Address – Appraisal



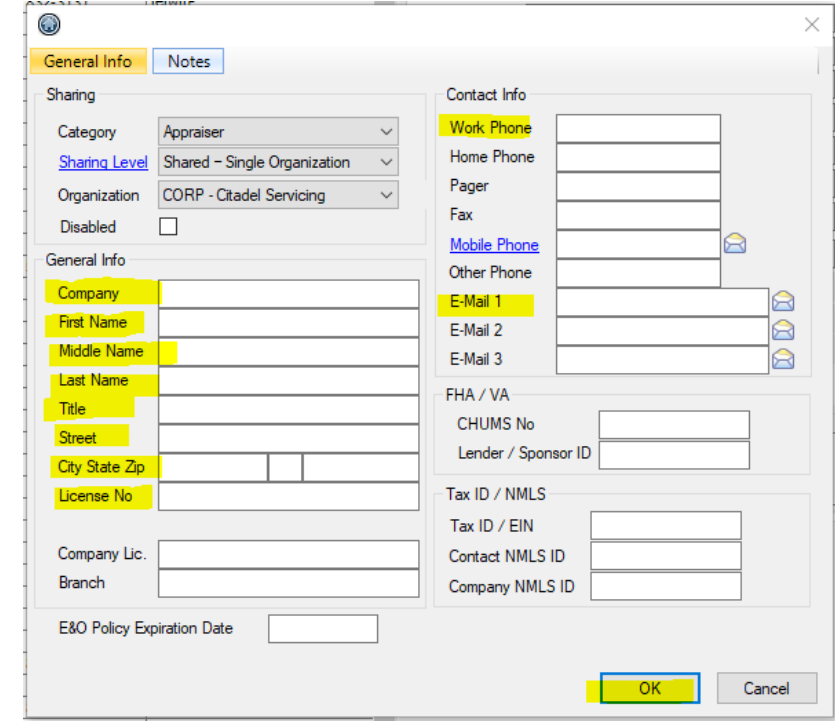
Appraiser

General Additional Info Order Out

Company [dropdown]

Name (F, M, L) [dropdown]

Title



Appraiser

General Info Notes

Sharing

Category Appraiser

Sharing Level Shared - Single Organization

Organization CORP - Citadel Servicing

Disabled ☐

General Info

Company

First Name

Middle Name

Last Name

Title

Street

City State Zip

License No

Company Lic.

Branch

E&O Policy Expiration Date

Contact Info

Work Phone

Home Phone

Pager

Fax

Mobile Phone

Other Phone

E-Mail 1

E-Mail 2

E-Mail 3

FHA / VA

CHUMS No

Lender / Sponsor ID

Tax ID / NMLS

Tax ID / EIN

Contact NMLS ID

Company NMLS ID

OK Cancel

# Completing the 1008/Appraiser Info

- Once you have entered the information, it should look like the screenshot to the right
- Per the previous slide:
  - Company Name can be found on either the Appraisal or the Invoice
  - FN, MN & LN can be found on the Appraisal
  - Address can be found on the Invoice
  - License, Contact Information can be found on the Appraisal
- Once completed click OK

The screenshot shows a software window titled "1008/Appraiser Info" with a close button (X) in the top right corner. The window has two tabs: "General Info" (selected) and "Notes".

**Sharing Section:**

- Category: Appraiser (dropdown)
- Sharing Level: Shared - Single Organization (dropdown)
- Organization: CORP - Citadel Servicing (dropdown)
- Disabled: ☐

**General Info Section:**

- Company: Appraisal Managemnt Resources LLC
- First Name: Nicholas
- Middle Name: C
- Last Name: Leggio
- Title: Appraiser
- Street: 2307 Hickory Ridge Dr
- City State Zip: Bossier City LA 71111
- License No: 1640
- Company Lic.:
- Branch:
- E&O Policy Expiration Date:

**Contact Info Section:**

- Work Phone: (504) 258-8731
- Home Phone:
- Pager:
- Fax:
- Mobile Phone:  (with envelope icon)
- Other Phone:
- E-Mail 1: n\_leggio@yahoo.com (with envelope icon)
- E-Mail 2:  (with envelope icon)
- E-Mail 3:  (with envelope icon)

**FHA / VA Section:**

- CHUMS No:
- Lender / Sponsor ID:

**Tax ID / NMLS Section:**

- Tax ID / EIN:
- Contact NMLS ID:
- Company NMLS ID:

At the bottom right, there are "OK" and "Cancel" buttons.



# Completing the 1008/Appraiser Info

- Once the information has been registered on Cardex, type the Appraiser's LN in the field. The information should come up now as the Appraiser is registered in Cardex

General		Additional Info		Order Out	
Company	Appraisal Managemnt Resources LLC				
Name (F, M, L)	Nicholas	C	Leggio		
Title	Appraiser				
Street	2307 Hickory Ridge Dr				
City State Zip	Bossier City	LA	71111		
License No	1640	Company Lic.			
NMLS ID		Company NMLS			
Tax ID/ EIN		Branch			
Home		Other			
Pager		Work	(504) 258-8731		
Mobile		Fax			
E-Mail 1	n_leggio@yahoo.com				

# Completing the 1008/Appraiser Info

- Confirm the information is correct
- Once confirmed, in the Conversation Log notate the following:
  - Talked to: 1008
  - Appended Notes: Appraiser's Info/1008 Completed
- Click OK & exit the file

**Edit Conversation**

Date / Time: 08/15/2019 11:06 AM

Talked To: 1008

Follow Up Flag: [Dropdown]

Alert: [Dropdown]

Append Notes: Previously entered notes cannot be edited. [Click here](#) for options.

**New Notes To Be Appended** | Previously Entered Notes

Appraisers Info/1008 Completed