

Property Sciences Appraisal Request Process

After logging in at <http://impac.amctrak.com?rid=2> , click on **New Request > New Appraisal Request**

There are 4 steps to the Appraisal Request Process, illustrated below:

STEP 1 – ORDER DETAILS

Product

Property Type:

Report Type: ♦

For FHA loans, please select the appropriate FHA Report Type above. (Example: 1004 FHA)

Address Info

Address: ♦

City, State:

Zip Code: ♦

Property Info

Property Use: ♦

Additional Description:

Loan Info

Loan Number: ♦

Loan Purpose: Purchase Refinance ♦

GFE Appraisal Fee: [What's This?](#)

Estimate of Value: [Is This HVCC Compliant?](#)

Borrower: ♦

Borrower Email: ♦

Address: ♦

City, State: , ♦

Zip Code: ♦

Additional Loan Info:

STEP 2 – CONTACT INFO

Property Inspection Contacts

Please provide contact information for at least one person we may call to schedule an inspection.

Inspection Contacts

Relation:

Contact Name:

Day Phone:

Eve. Phone:

Other Phone:

Email:

Relation	Name	Phone#	Email
Property Owner	John Doe	(999) 999-9999	✖

STEP 3 – DOCUMENT UPLOAD

Document Upload

To upload documents, complete the following steps:

1. Select a document type from the list below.
2. Click "Browse..." and locate the file on your computer.
3. Click "Upload." A progress indicator will appear.
4. Confirm the uploaded document is indicated in the bottom panel.
5. To remove a document, select the appropriate checkbox and click "Remove."
6. Repeat this process until all relevant documents are uploaded, then click "Next".

Order Document Upload

Document Type:

Select File:

File Name	Document Type	Uploaded On
<input type="checkbox"/> Purchase Agreement v1.pdf	Purchase Agreement	12/09/11 10:45 AM

STEP 4 – PAYMENT INFORMATION

Payment Information

Payment by credit card required. You may enter your card information or you may enter your borrower's card number and information if you have received authorization to do so.

Payment Info	
Payment Method:	-- SELECT --
	<ul style="list-style-type: none"> -- SELECT -- Loan Agent Credit Card Borrower Credit Card Bill Account

The Appraisal Fee Estimate generated based on information you have provided fees in the area. Unique property characteristics or market conditions may result in a higher fee.

The estimated fee for this appraisal assignment will not exceed **\$435.00** without your further approval.

Once your appraisal request has been submitted, it will be assigned to an appraisal company that will finalize the appraisal quote and notify you for approval.

[Create Order Request](#)

The appraisal request process will conclude with a Confirmation screen:

Order Details	Contact Info	Upload Docs	Payment Info	Confirmation																		
Print																						
<p>Thank You!</p> <p>Thank you for your appraisal request. A customer representative will review the details of the order as shown below and assess a fee shortly. An email verification with the fee will be sent at that time.</p>																						
<p>Order #: 295375</p> <p>Order Date: 12/9/2011 10:43 AM</p>																						
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