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# Welcome Packet

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## Appraisers

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The Data Facts Appraisal Firewall appraisal routing and communication system offers unique features that empower appraisers to have better control over their appraisal compliance processes than with using a national AMC and provides HVCC compliance.

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## Your Data Facts Team

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Compliance Manager

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## How to get Signed Up

To sign up, go to our webpage: [www.datafacts.com](http://www.datafacts.com). Click on products & Services from the top menu bar – Then choose Mortgage, Appraisal Firewall.

The screenshot shows the Data Facts website header with the logo and tagline "Information You Trust". A navigation menu includes "About Us", "Products & Services", "Why Data Facts", "Client Resources", "News & Events", "Contact Us", and "Login". The "Products & Services" dropdown menu is open, listing various services such as Mortgage, Appraisal Firewall, Employment Screening, AVM, Business Credit, Bankruptcy Papers, Tenant Screening, Credit Reports, Consumer Resources, Credit Check-Up, Credit Pulse, CreditXpert, Rescore & File Maintenance, RMCR, Soft Inquiries, Flood Certifications, Guaranteed Products, Inquiry Verification, and Employer ID Report. Below the menu, there are sections for "MORTGAGE" and "BUSINESS" with corresponding icons.

Click on the link for the **Appraiser login**.

The screenshot shows the Data Facts website with the "Appraisal Firewall" section highlighted. The section features a photo of a diverse group of business professionals. The text reads: "Close MORE, Close FASTER, Close EASIER. The Appraisal Firewall online appraisal system lets you keep your local relationships while maintaining the highest level of HVCC/FHA compliance." Below this text are two links: "Click here for a Lender Welcome Packet" and "Click here for an Appraiser Welcome Packet". A "Lender Login" link is also present, and the "Appraiser Login" link is circled in red. To the right, a list of services is displayed, including Appraisal Firewall, AVMs, Bankruptcy Papers, Credit Reports, Credit Check-Up, Credit Pulse, CreditXpert, Rescore & File Maintenance, RMCRs, Soft Inquiries, Flood Certifications, Guaranteed Products, Inquiry Verification, Mortgage Fraud Report, Employer ID Report, ID Validation Report, and MERS. The "APPRAISAL FIREWALL" section is also visible at the bottom left.

Once you have clicked on the link from our Data Facts page, you will be directed to the page below. Simply click the *I'm new sign me up* button to begin.

The screenshot shows the 'Solutions For Appraisers' login page. On the left is a 'Login' sidebar with a 'Welcome to Appraisal Firewall' message, email and password input fields, a 'Login' button, and checkboxes for 'Remember me on this machine' and 'Log me in automatically'. Below these are buttons for 'I'm new - sign me up' and 'I forgot my password... email it to me'. The main content area features the title 'Solutions For Appraisers' and a descriptive paragraph. Below this are five blue play-button icons with corresponding text: 'SAVE YOUR LENDER RELATIONSHIPS', 'HELP YOUR LENDERS COMPLY WITH HVCC AND FHA APPRAISAL REGULATIONS', 'FAST, FREE SIGNUP @ www.AppraisalFirewall.com', 'APPRAISAL FIREWALL KEEPS YOU CONNECTED', and 'FULL FEES FOR APPRAISERS'. At the bottom are links for 'DataSheet' and 'Appraisal Firewall Tours'. A footer contains 'More about the 2009 Rules' and 'Appraisal Firewall for Appraisers'.

You will be directed to a page that prompts you to fill in information. Choose a password and confirm it. Your password can be emailed to you if you ever forget it. Make sure you check the box next to *I agree to the legal stuff*, then click *Next*.

The screenshot shows the 'My Profile' registration form. It includes a 'Cancel' button and a 'Done' button. The form is titled 'Your Contact Information' and has a 'Status' dropdown menu set to 'Active'. The fields are filled with: Name: 'Sally Appriaser', Email: 'SallyAppr@RealEstate.com', Password: '\*\*\*\*\*', Password confirmed: '\*\*\*\*\*', Phone: '(555)555-5555', Cell: (empty), Company Name: 'Sally's Company', Address: '555 Main St.', City: 'Spokane', State: 'WA', and Zip: '99203'. A disclaimer about transaction fees is present. At the bottom, there is a 'View Contract' button, a checked checkbox for 'I agree to the terms', and a 'Next' button. A footer contains 'More about the 2009 Rules' and 'Appraisal Firewall for Appraisers'.

Now you need to select your service area counties. You also have the option to enter a specific zip code for each county if you choose. Click *Save* when you are done.

The screenshot shows the 'My Profile' window with a 'Service Area' dialog box open. The dialog box contains the following fields:

State	County	Zip (blank for all)
WA	Spokane	

Buttons for 'Cancel' and 'Save' are visible at the top of the dialog box. A blue arrow points from the text above to the 'Save' button.

Enter pricing for the county and add any additional counties of coverage. Click *Next*.

The screenshot shows the 'My Profile' window with a table of pricing for Spokane, WA - (99203). The table has the following columns: Description and Amount. A yellow callout box points to the 'Add another service area' button.

Description	Amount
1004 - URAR - Uniform Residential A...	400
1004MC - URAR w/Market Condition...	
1004C - Manufactured Home Apprais...	
1004D - Appraisal Update and/or Co...	
2055 - Exterior Only Inspection Resid...	
1073 - Individual Condominium Unit ...	
1073A - Analysis of Annual Income a...	
1075 - Exterior Only Inspection Individ...	
1025 - Small Residential Income Pro...	
1007 - Single Family Comparable Re...	
1081 - Final Certification of Substanti...	
2000 - One Unit Residential Appraisal...	
2000A - Two to Four Unit Residential ...	



Select which state you are licensed in. Click *Save*.

The screenshot shows the 'My Profile' form with a modal dialog titled 'License' open. The dialog has a 'State' dropdown menu with 'WA' selected. The background form includes sections for 'Appraiser Profile', 'Licenses', 'License information for:', 'E&O', 'Appraisal Types', and 'Resume PDF'. The 'Licenses' section has a table with columns for State, Number, and Expiration. The 'License information for:' section has fields for License #, Expiration, Certification #, and Expiration. The 'E&O' section has fields for Policy # and E&O Expiration. The 'Appraisal Types' section has checkboxes for Residential and FHA. The 'Resume PDF' section has fields for License PDF, E&O PDF, and Resume PDF, each with an 'Upload' and 'View' button. The 'License' modal dialog has 'Cancel' and 'Save' buttons.

Enter your license number and expiration date. Certified appraisers will enter license and date information in the second row of boxes. Then click *Browse to upload a file* to upload your license/certification PDFs. You also have the option to add additional state licenses.

The screenshot shows the 'My Profile' form with license information entered. The 'Licenses' table has one row with State 'WA', Number '12345', and Expiration '05/31/2010'. The 'License information for:' section has 'WA' selected, License # '12345', Expiration '05/31/2010', Certification # '555123', and Expiration '05/31/2010'. The 'License PDF' section has an 'Upload' button. The 'E&O' section has 'E&O PDF' with an 'Upload' button. The 'Resume PDF' section has 'Resume PDF' with an 'Upload' button. The 'License' modal dialog is no longer visible.

Select the appropriate appraisal types at the bottom of the screen and enter E&O information. Click *Done*.

**My Profile** [Cancel] [Done]

**Appraiser Profile**

Licenses [Add] [Remove]

State	Number	Expiration
WA	12345	05/31/2010

License information for: **WA**

License #  Expiration

Certification #  Expiration

License PDF [Upload] [View]

**E&O**

Policy #  E&O Expiration

E&O PDF [Upload] [View]

**Appraisal Types**

Residential  FHA

Resume PDF [Upload] [View]

[Back] [Next]

Once you have finished, you are ready to start using. Go to the My Lenders tab at the top of your screen.

Appraisal Firewall | My Profile | **My Lenders** | Logged in User: smccullah@msn.com | Help | Logout

Order List [View] [Cards] [List] Search: All

Sara Test assigned 123 Test St. Chattanooga TN	tee test done 111 lucky Chattanooga TN	demo broker appraiser accepted 1122 Chattanooga TN	broker test appraiser accepted 111 demo Chattanooga TN	Zee Roe done 777 Demo Ave Chattanooga TN
Tee Test done 111 St Chattanooga TN	ra test done sdf Chattanooga TN	Mister Demo done 888 Test St Chattanooga TN	Dee Demo done 333 Test St Chattanooga TN	Dave Demo done 444 Lucky St Chattanooga TN

Make sure that at least one billing method is checked under *Authorized billing methods*.

**My Lenders** Show [Active] [Invites] Recheck [Done]

Data Facts-Test  
Susan McCullah  
112 Test City  
Knoxville TN 37919

Authorized billing methods

- Billing
- Credit Card
- COD

[Profile] [Notes] [Remove]

## Logging Onto the Website

To Login, go to our webpage: To sign up, go to our webpage: [www.datafacts.com](http://www.datafacts.com). Click on Products & Services from the top menu bar – Then choose Mortgage, Appraisal Firewall.

The screenshot shows the Data Facts website header with the logo and tagline "Information You Trust". A search bar is located in the top right. The navigation menu includes "About Us", "Products & Services", "Why Data Facts", "Client Resources", "News & Events", "Contact Us", and "Login". The "Products & Services" dropdown menu is open, listing various services such as "Mortgage", "Appraisal Firewall", "Employment Screening", "AVM", "Business Credit", "Bankruptcy Papers", "Tenant Screening", "Credit Reports", "Consumer Resources", "Credit Check-Up", "Credit Pulse", "CreditXpert", "Rescore & File Maintenance", "RMCR", "Soft Inquiries", "Flood Certifications", "Guaranteed Products", "Inquiry Verification", and "Employer ID Report". Below the menu, there are sections for "SOLUTIONS FOR YOUR CONSUMER AND BUSINESS NEEDS" with icons for "MORTGAGE" and "BUSINESS".

Click on the link for the **Appraiser login**.

The screenshot shows the Data Facts website header with the logo and tagline "Information You Trust". A search bar is located in the top right. The navigation menu includes "About Us", "Products & Services", "Why Data Facts", "Client Resources", "News & Events", "Contact Us", "Login", and "Home". The "Appraisal Firewall" section is highlighted, featuring a photo of a diverse group of business professionals. The text reads: "Close MORE, Close FASTER, Close EASIER. The Appraisal Firewall online appraisal system lets you keep your local relationships while maintaining the highest level of HVCC/FHA compliance." Below this, there are links for "Click here for a Lender Welcome Packet", "Click here for an Appraiser Welcome Packet", "Lender Login", and "Appraiser Login" (which is circled). A list of services is provided on the right, including "Appraisal Firewall", "AVMs", "Bankruptcy Papers", "Credit Reports", "Credit Check-Up", "Credit Pulse", "CreditXpert", "Rescore & File Maintenance", "RMCRs", "Soft Inquiries", "Flood Certifications", "Guaranteed Products", "Inquiry Verification", "Mortgage Fraud Report", "Employer ID Report", "ID Validation Report", and "MERS".



Once you have clicked on the link from our Data Facts page, you will be directed to the page below. Simply enter your email and password and click *Login*.

**Login**

Welcome to Appraisal Firewall

Email name

Password

**Login**

Remember me on this machine  
 Log me in automatically

**I'm new - sign me up**

[I forgot my password...](#)  
...email it to me

**About Appraisal Firewall**  
The Appraisal Firewall allows you to process appraisal orders in a Fannie Mae and Freddie Mac 2009 compliant manner and in accordance with the OFHEO Home Valuation Code of Conduct.

[More about the 2009 Rules](#)  
Appraisal Firewall for Appraisers

## Solutions For Appraisers

The Appraisal Firewall appraisal routing and communication system lets you continue to do business with your same lenders while complying with HVCC. Your relationships don't have to go to an AMC. Learn more about Appraisal Firewall and signup for free. Then, tell your lenders that Appraisal Firewall makes their established relationships compliant.

- ▶ SAVE YOUR LENDER RELATIONSHIPS**
- ▶ HELP YOUR LENDERS COMPLY WITH HVCC AND FHA APPRAISAL REGULATIONS**
- ▶ FAST, FREE SIGNUP @ [www.AppraisalFirewall.com](http://www.AppraisalFirewall.com)**
- ▶ APPRAISAL FIREWALL KEEPS YOU CONNECTED**
- ▶ FULL FEES FOR APPRAISERS**

**DataSheet** **Appraisal Firewall Tours**

Note: If you have trouble logging in, click the *I Forgot My Password...Email it to me* link to make sure you have the correct password.

**Login**

Welcome to Appraisal Firewall

Email name

Password

**Login**

Remember me on this machine  
 Log me in automatically

**I'm new - sign me up**

[I forgot my password...](#)  
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- ▶ SAVE YOUR LENDER RELATIONSHIPS**
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- ▶ APPRAISAL FIREWALL KEEPS YOU CONNECTED**
- ▶ FULL FEES FOR APPRAISERS**

**DataSheet** **Appraisal Firewall Tours**

**\*Remember:** You can also take a tour on this site. Simply click the *Appraisal Firewall Tours* button on the lower right hand side of your screen.

## How to Accept or Decline orders

Open the request you want to work on.

\*Note: You must have an updated license uploaded in the platform.

Order List				
Order List	View	Cards	List	Search
<b>Unread Messages</b>	Sara Test <span style="background-color: yellow;">New</span>	tee test	demo broker	broker test
<b>Reporting</b>	assigned 123 Test St. Chattanooga TN	done 111 luxky Chattanooga TN	appraiser accepted 1122 Chattanooga TN	appraiser accepted 111 demo Chattanooga TN
	Zee Roe done 777 Demo Ave Chattanooga TN			
	Tee Test done 111 St Chattanooga TN	ra test done sdf Chattanooga TN	Mister Demo done 888 Test St Chattanooga TN	Dee Demo done 333 Test St Chattanooga TN
			Dave Demo done 444 Lucky St Chattanooga TN	
	Tee Test done 777 Demo Ave Chattanooga TN	zee demo done 99 test Chattanooga TN	Deb Demo done 877 test st Chattanooga TN	bee three done 99 tree st Chattanooga TN
				dee two cancelled 44 test Chattanooga TN

Under Order, at the top, you can accept, decline, print or change the price.

**Details - Sara Test at 123 Test St. Chattanooga TN 37421**
Price \$425.00
Done

Order
Communicate
View

Accept  
Decline  
Print  
Change Price

Communications
Status: **assigned** | Reference Number: 94155

Borrower Email  
**skellum@datafacts.com**

---

Property Address  
**123 Test St.**

**Chattanooga TN 37421; Hamilton County**

Property Is

Waterfront

Acreage

Non-Owner Occupied

Manufactured

Rural

Condo/Co-Op

Oversized

Construction

2-4 Units

Addendums

**MC - Market Condition Addendum**

Loan Purpose  
**Purchase**

Loan Type  
 FHA  USDA  Jumbo

Date Requested  
**1/18/2011**

FHA Case #

Date Required  
**1/20/2011**

Loan Number  
**1234567**

Date Completed

Special Requirements  
 Certified Appr

---

Contact Information

Name  
**Sara Test**

Contact Type  
**Owner**

Phone  
**(123)456-7890**

Cell

Contact Email

If you accept, you need to set the fee. The standard price you entered in your profile can also be adjusted.

**Details - Sara Test at 123 Test St. Chattanooga TN 37421** Price \$425.00 Done

Order Communicate View

Property Communicate **Accept** Cancel Send Reference Number: 94155

**Borrower(s)**  
Sara Test

**Property Address**  
123 Test St.  
Chattanooga TN 37421

**Property Is**  
 Waterfront   
 Manufactured   
 Oversized

**Appraisal Type**  
1004 - URAR - Uniform

**Loan Purpose** Data  
Purchase 1/1

**Loan Type**  
 FHA  USDA

**Price**  
\$425.00

**Appraiser** \$382.50  
**Service** \$42.50  
**Standard Price**

Service fee includes any lender selected

**Disclosures**  
 Previously appraised  
I have rendered appraisal services on the subject property within  
Other

**Lender and Payment Terms**  
Data Facts-Test  
Appraiser bills lender directly  
(Additional details available on the Order Form)  
By clicking the Send button, I agree to the [Payment Terms and Conditions](#)

**Contact Information**

Name	Contact Type	Phone	Cell	Contact Email
Sara Test	Owner	(123)456-7890		

## How to message and send status updates:

First Login.

### Login

Welcome to Appraisal Firewall

Email name

Password

**Login**

Remember me on this machine  
 Log me in automatically

**I'm new - sign me up**  
[I forgot my password...](#)  
...email it to me

---

**About Appraisal Firewall**  
The Appraisal Firewall allows you to process appraisal orders in a Fannie Mae and Freddie Mac 2009 compliant manner and in accordance with the OFHEO Home Valuation Code of Conduct.

[More about the 2009 Rules](#)  
Appraisal Firewall for Appraisers

Double click who you want to send your message to when on the Unread Messages tab on the left.

Appraisal Firewall My Profile | My Lenders Logged in User: smccullah@msn.com | Help | Logout

Order List  
Unread Messages  
Reporting

Unread Messages Clean

Date/Time	From	Type	Borrower	Street	Comment
2/2/2010 12:47:20 PM	Customer Service	Assignment	dee cee	test	Assigned to Demo File
2/2/2010 11:48:46 AM	Rotation Manager	Dispute	ten test	8989 demo	Dispute: Comp1: 9 main st; Comment: Underwriter is requesting 2 additional comps within 6 months.
1/21/2010 7:33:25 AM	Customer Service	Assignment	Bee Cee	9 demo st	Assigned to Demo File
1/15/2010 11:06:35 AM	Originator	FHA Case#	Bee Demo	99 Test Blvd	FHA Case #556677
1/13/2010 12:06:02 PM	Originator	FHA Case#	See Demo	555 demo st	FHA Case #55443333
1/13/2010 8:34:01 AM	Originator	Dispute	Zee Roe	99 test lane	Dispute: Comp1: 123; Comp2: 123; Comp3: 123; Comment: Please consider additional comps. Underwriter needs 2 more.
12/21/2009 11:25:06 AM	Originator	Message	ty test	11 test st	Cell phone is 423-5555-4444
12/21/2009 11:21:52 AM	Customer Service	Assignment	ty test	11 test st	Assigned to Demo File
12/16/2009 8:18:52 AM	Customer Service	Assignment	Eli Emm	99 demo ln	Assigned to Demo File
12/15/2009 1:08:18 PM	Customer Service	Assignment	Test Test	Test Drive	Assigned to Demo File
12/3/2009 8:24:05 AM	Originator	Dispute	The Dave	99 Demo Lane	Dispute: Comp1: 8 second st;
11/24/2009 12:19:35 PM	Originator	Message	Ann Test	55 Test Ave	Watch out for the dog.
11/5/2009 7:35:49 AM	Originator	Cancellation	David Test	999	Request Cancelled
11/5/2009 7:14:06 AM	Customer Service	Assignment	David Test	999	Assigned to Demo File

Under the communications tab, click on the first option, send Message.

**Order List** Search **All**

**Order List**  
Unread Messages  
Reporting

**Details - BEE TESTER at 77 STREET CHATTANOOGA** Price \$1.00 **Done**

Order Communicate View

Property **Send Message** Status/History Reference Number: 28327

Address: 77 STREET  
City: CHATTANOOGA TN Zip: 37421  
County: Hamilton

Property Description/Instructions

Appraisal Type: 1004 - URAR - Uniform Residential Appraisal Ref  
Date Requested: 2/24/2010 7:41:23 AM  
Date Required:   
Loan Number:   
FHA Case Number:   
Loan Purpose: Refinance  
Date Completed:   
Originating Reference Number:   
Contact Information  
Name: BEE TESTER Contact Type: Owner Phone: (901)339-3333  
Contact Email:   
Borrower Email:   
Identifying yourself to the lender prior to completion may cause this order to be cancelled

A message box will appear and you can type in whatever you would like, as well as choose to send a message to customer service. When you are finished, click *Send*.

**Details - BEE TESTER at 77 STREET CHATTANOOGA** Price \$1.00 **Done**

Order Communicate View

Property **Communications** Status/History Reference Number: 28327

Address: 77 STREET  
City: CHATTANOOGA  
County: Hamilton

Appraisal Type: 1004 - URAR - Uniform  
Loan Number:   
Originating Reference Number:   
Contact Information  
Name: BEE TESTER Contact Type: Owner Phone: (901)339-3333  
Contact Email:   
Borrower Email:   
Identifying yourself to the lender prior to completion may cause this order to be cancelled

**New Message** **Cancel** **Send**

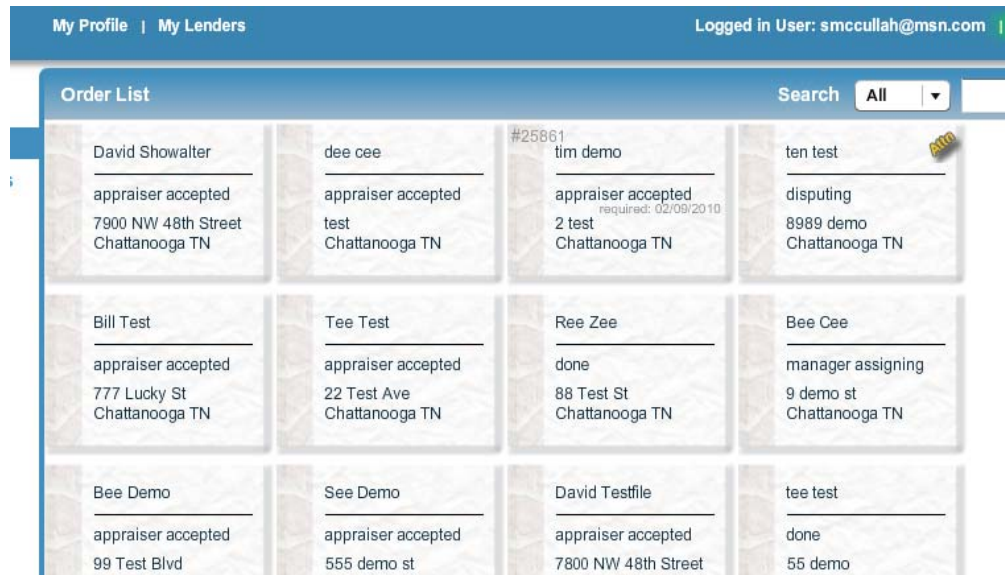
Message To: **Originator**

Originator  
Customer Service

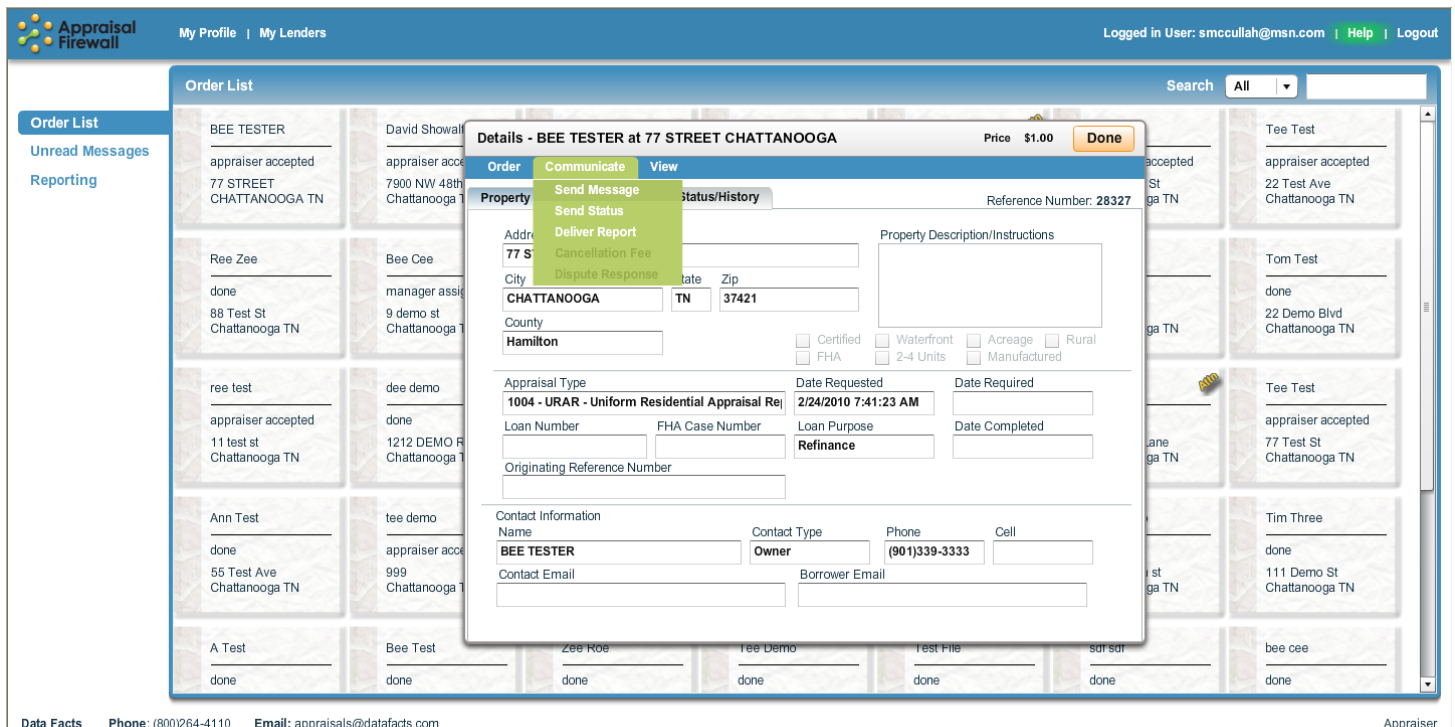


# How to Send a Status:

Open the request you want to work on.



Under the communications tab, click the second option, send status.



Set the status for the order and click send.

The screenshot displays a web application interface for managing an order. The main window is titled "Details - BEE TESTER at 77 STREET CHATTANOOGA" and includes a "Price \$1.00" and a "Done" button. The interface is divided into tabs: "Order", "Communicate", and "View". The "Order" tab is active, showing fields for "Address" (77 STREET), "City" (CHATTANOOGA), "County" (Hamilton), "Appraisal Type" (1004 - URAR - Un...), "Loan Number", and "Originating Reference". A "Property Description/Instructions" field is also present. A "Status/History" tab is also visible, with a "Reference Number: 28327".

An "Order Status" dialog box is open in the foreground, titled "Set status for this order". It contains four radio button options: "Attempting to schedule inspection", "Scheduled inspection", "Completed site inspection", and "Completing final report". The dialog box has "Cancel" and "Send" buttons.

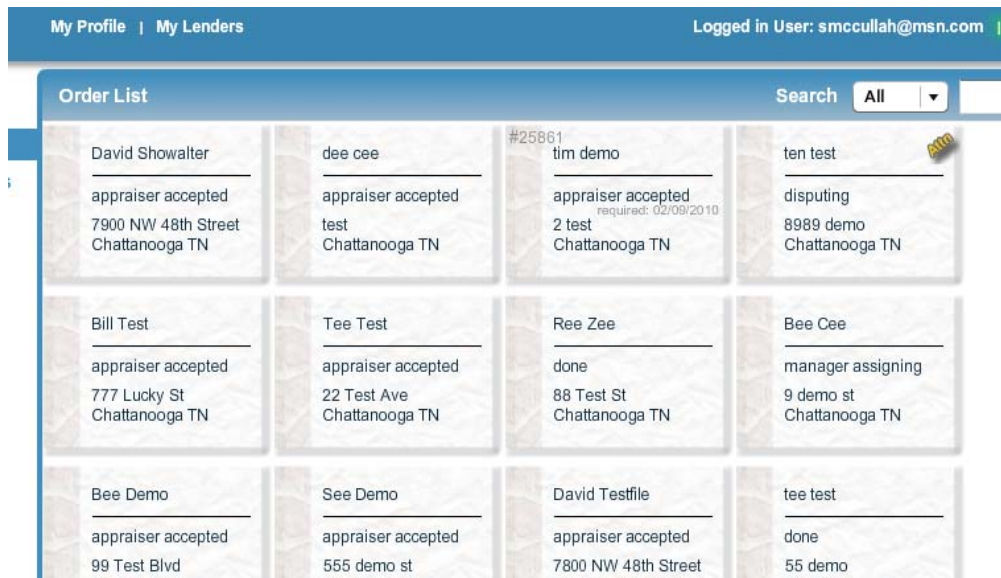
Below the main form, there is a "Contact Information" section with fields for "Name" (BEE TESTER), "Contact Type" (Owner), "Phone" ((901)339-3333), "Cell", "Contact Email", and "Borrower Email".

At the bottom of the page, there is a table with four columns and two rows of data:

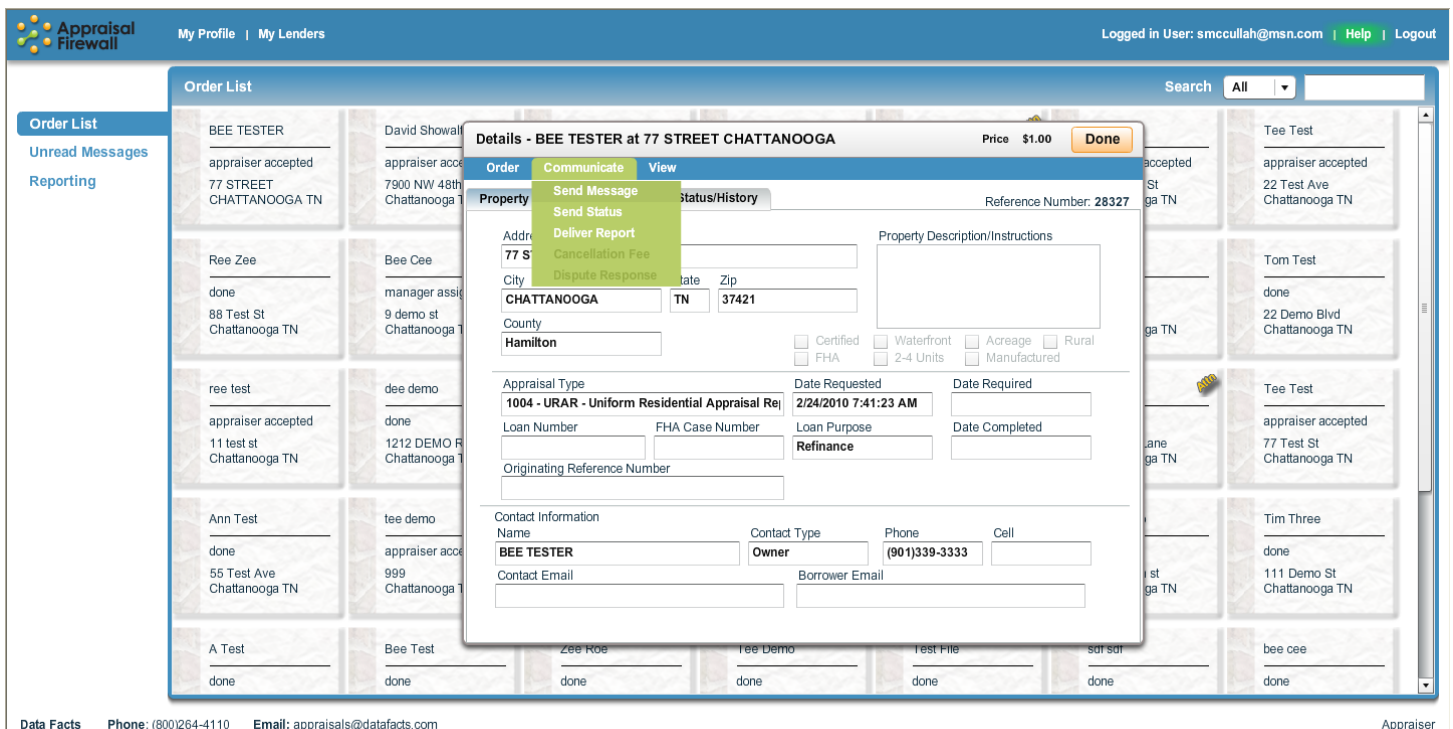
st	Zee Roe	Lee Demo	Test File	sd1 sd1
	done	done	done	done

# How to Deliver Orders:

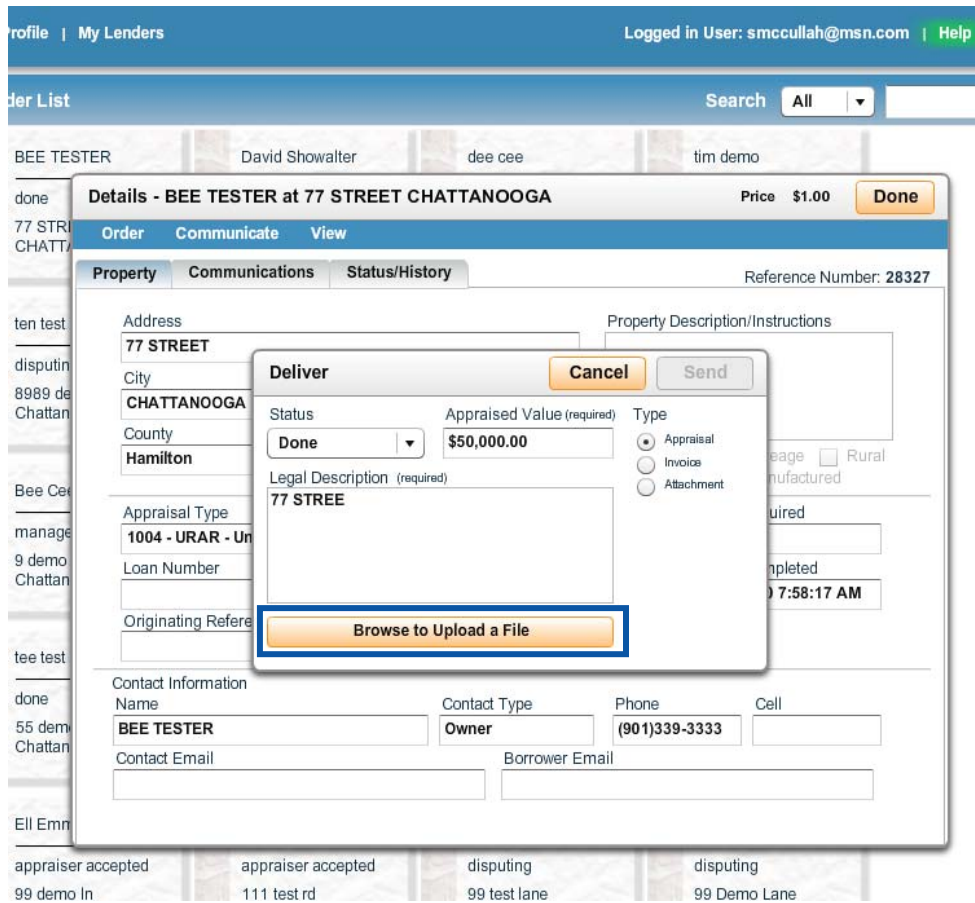
Open the request you want to work on.



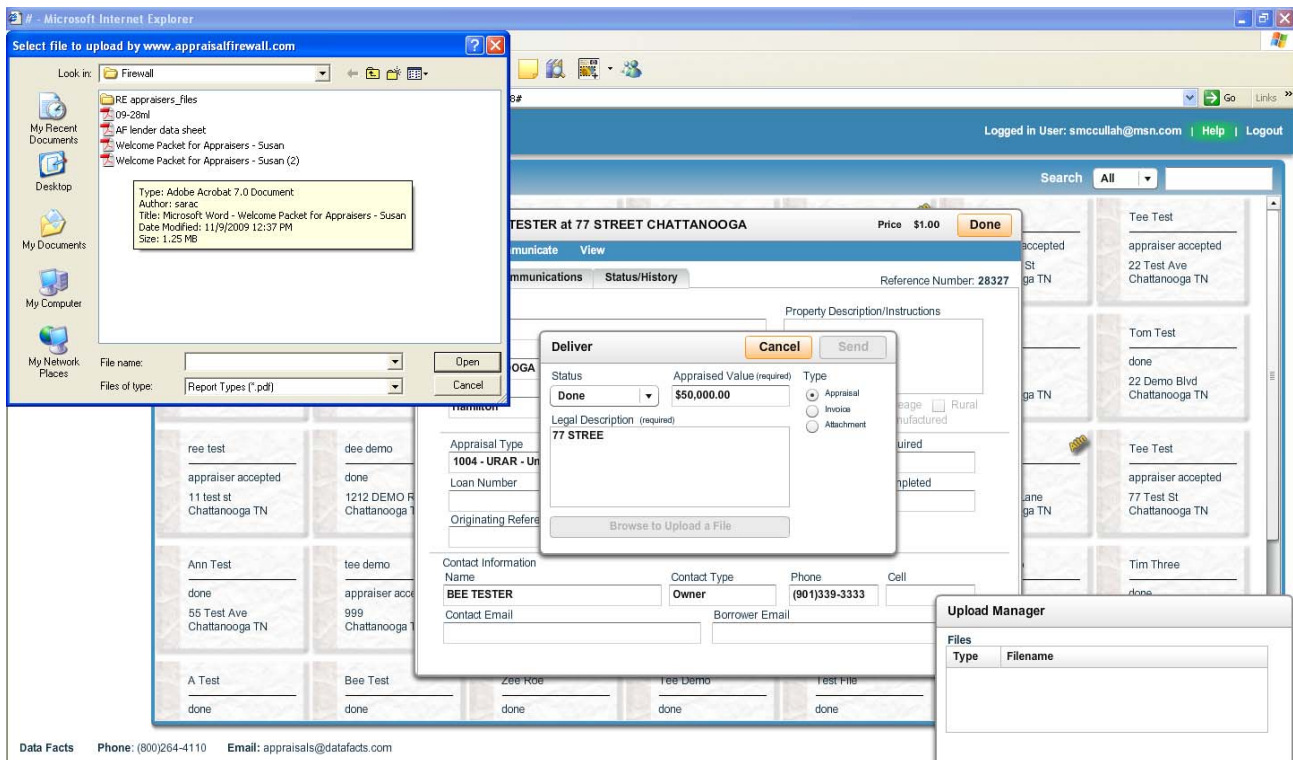
Select the third option under the communicate tab at the top, *Deliver Report*.



Enter in the Appraised Value and Legal Description. Click the *Browse to Upload a File* Button.



Select the file you want to attach. Then click *Open*.





Wait about 10 seconds to make sure the file has completely uploaded, then click *Send*.

Logged in User: smccullah@msn.com | Help | Logout

Search All

Details - BEE TESTER at 77 STREET CHATTANOOGA Price \$1.00 Done

Order Communicate View

Property Communications Status/History Reference Number: 28327

Address: 77 STREET Property Description/Instructions

City: CHATTANOOGA

County: Hamilton

Appraisal Type: 1004 - URAR - Un

Loan Number

Originating Reference

Contact Information Name: BEE TESTER Contact Type: Owner Phone: (901)339-3333 Cell: Borrower Email:

Deliver Status: Done Appraised Value (required): \$500,000.00 Type:  Appraisal  Invoice  Attachment

Legal Description (required): 77 STREET

Upload Manager

Type	Filename
Requests	AF lender data sheet.pdf

Appraiser

Go back into the file and open it again.

My Profile | My Lenders Logged in User: smccullah@msn.com

Order List Search All

David Showalter appraiser accepted 7900 NW 48th Street Chattanooga TN	dee cee appraiser accepted test Chattanooga TN	#25861 tim demo appraiser accepted required: 02/09/2010 2 test Chattanooga TN	ten test disputing 8989 demo Chattanooga TN
Bill Test appraiser accepted 777 Lucky St Chattanooga TN	Tee Test appraiser accepted 22 Test Ave Chattanooga TN	Ree Zee done 88 Test St Chattanooga TN	Bee Cee manager assigning 9 demo st Chattanooga TN
Bee Demo appraiser accepted 99 Test Blvd	See Demo appraiser accepted 555 demo st	David Testfile appraiser accepted 7800 NW 48th Street	tee test done 55 demo



The delivery date is set if the report is done.

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2 DEMO R

ttanooga T

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ttanooga T

Test

Zee Roe

Lee Demo

Test File

sd1 sd1

Accepted

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ga TN

Details - BEE TESTER at 77 STREET CHATTANOOGA Price \$1.00 Done

Order Communicate View

Property Communications Status/History Reference Number: 28327

Address: 77 STREET

City: CHATTANOOGA State: TN Zip: 37421

County: Hamilton

Property Description/Instructions

Certified  Waterfront  Acreage  Rural  
 FHA  2-4 Units  Manufactured

Appraisal Type: 1004 - URAR - Uniform Residential Appraisal Rej Date Requested: 2/24/2010 7:41:23 AM Date Required:

Loan Number: FHA Case Number: Loan Purpose: Refinance Date Completed: 2/24/2010 7:58:17 AM

Originating Reference Number:

Contact Information

Name: BEE TESTER Contact Type: Owner Phone: (901)339-3333 Cell:

Contact Email: Borrower Email:

# Appraiser Tips

- Make sure to complete the Authorized Billing options. This WILL keep you from receiving auto-rotate orders!! Log into appraisal firewall. Once in, click on the **My Lenders** tab. Make sure both **Credit Card** and **Billing** are checked under the Authorized Billing for each lender.
- Make sure your profile is filled out completely and your license and E&O information is uploaded.
- Log into Appraisal Firewall once a day, to see if you have any orders
- Always accept or decline orders assigned to you as soon as possible
- Do not accept orders if you know you cannot meet the 'Date Required' set by the lender
- If you are too busy or are on vacation, sick, etc, go into your profile and mark yourself as "inactive". This way no appraisals will be assigned to you until you mark yourself back as "active".
- Make sure when accepting an order, that you have the correct appraisal charge in the 'fee' field, or the platform will mark it as a charge of '0'.
- Utilize the message button and the status button to keep the lender in the loop
- You should have the latest version of Adobe flash player.
- If the appraisal is a 2075, enter '0' in the appraised value line.
- When uploading the final appraisal, make sure to use the **DELIVER** tab, instead of the **MESSAGE** tab. Under 'Type', be sure to choose "Appraisal". This will mark the appraisal as DONE and will notify the Lender to pick up the completed appraisal promptly. You must put in the appraisal value, and a legal description before uploading the appraisal. Also, after uploading, wait about 10 seconds longer than usual to ensure proper delivery of the appraisal.

## Set Up Paperwork

**Please fill out this paperwork and fax it back to Michael Nichols at 888-664-9180.**

**Dear Sirs:**

The undersigned desiring to use your services at the regular prices established by you agrees that all reports will be submitted and received subject to the following conditions.

All information, whether oral or written, will be kept strictly confidential, by both parties except as required by law. No information from reports will be revealed to any other person except a person whose duty requires him to pass on the transaction in relation to which the report was ordered. No information will be requested for the use of any other person except with Data Facts' written permission. No information obtained through Data Facts will be resold to any third party.

Subscriber agrees that all services and reports ordered and received by Subscriber shall be ordered, received and used in compliance with applicable federal, state and local laws, regulations and ordinances.

Subscriber agrees to hold Data Facts, Inc and their officers, employees and independent contractors and its agents (to include but not limited to Sharper Lending) and their officers, employees and independent contractors harmless on account of any expense or damage resulting from the publishing by us, our employees or agents, report information contrary to these conditions.

Recognizing that information is secured by and through fallible human sources, that for the fee charged

Data Facts cannot be an insurer of the accuracy of the information. We understand and agree that the accuracy of any information furnished is not guaranteed by Data Facts or its agents (to include but not limited to Sharper Lending) and therefore Subscriber releases Data Facts, its officers, employees and independent contractors and their officers, employees and independent contractors from any liability or negligence in connection with the preparation of such reports and from any loss or injury to our company resulting from the obtaining or furnishing of such information, and further agree to hold Data Facts, its officers, employees and independent contractors and its agents (to include but not limited to Sharper Lending), and their officers, employees and independent contractors harmless and indemnify them from any and all claims, losses, and damages arising out of alleged liability suffered by (Subscriber) resulting directly or indirectly from your reports. Recognizing that a complete and accurate application or request is necessary for the preparation of an accurate report, the Subscriber releases Data Facts and their officers, employees, independent contractors and it's agents (to include but not limited to Sharper Lending) and their officers, employees, and independent contractors from any liability for negligence in connection with the preparation of reports and from any loss or expense suffered by the Subscriber as a result of any intentional or unintentional failure to disclose all relevant personal, public record and credit history information by the Subscriber, its officers, agents, employees, independently contractors of the consumer.

Subscriber agrees that payment for these services shall be remitted to Data Facts, Inc. no more than thirty (30) days from receipt of each monthly invoice unless other terms are agreed upon by an Officer of Data Facts, Inc. in writing. It is further agreed that if payment is not received within this designated time frame, Data Facts, Inc. may impose a late fee or finance charge of not more than 1.5% of the outstanding balance due. Should this account become more than sixty (60) days delinquent, Subscriber further agrees to pay any and all fees, including attorney and court costs, which may be incurred in the collection of this account.

As part of the consideration for the execution of the foregoing Agreement, and in order to induce the execution thereof by Data Facts, the Undersigned (if more than one, then jointly and severally), as a direct and primary obligation, absolutely and unconditionally, guarantees to Data Facts and any assignee of Data Facts (hereinafter called 'Holder'), the prompt payment of all debts to be paid and the performance of all terms, conditions, covenants and agreements of the Agreement, irrespective of any invalidity or unenforceability thereof or the security therefore. The Undersigned promises to pay all of the Holder's expenses, including reasonable attorney's fees incurred in connection with enforcing all obligations under the Agreement or incurred by Holder in connection with enforcing this guaranty.

The Undersigned waives notice of acceptance hereof, presentment, demand, protest, notice of protect or of any defaults and consents that the Holder may without affecting any obligation hereunder grant

Subscriber any extension, modification, or indulgence under the Agreement, and may proceed directly against the Undersigned without first proceeding against Subscriber or liquidating or otherwise disposing of any security afforded Holder under the Agreement.

This guaranty shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the Undersigned. For the purpose or resolving any issue pertaining to laws, this guaranty shall be deemed to be fully and solely performed and/or observed in the State of Tennessee, county of Shelby.

This Agreement for Service shall be in effect for one (1) year from the date hereunder and thereafter shall be automatic for additional one (1) year periods, unless either party notifies the other in writing at least thirty (30) days prior to a current expiration date.

Any party shall bring arising out of the transaction's occurring or contemplated under this Agreement no action, regardless of form, more than two (2) years after delivery of the service and/or report-giving rise to such cause of action.

We understand and agree that this letter constitutes all conditions of service and of reporting, present and future and applies to all reports made by you and by your affiliated companies or branches to our Company at the Home Office or to any of our branches or service offices. No changes in these conditions may be made except by consent in writing of an officer of **Data Facts, Inc.**

With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, or a material change in existing legal requirements which adversely affects this Agreement, Data Facts,

Inc. may, upon its election, discontinue serving the Subscriber and cancel this Agreement immediately.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

SS # \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Data Facts Inc.

Company: \_\_\_\_\_