



ORDERING A NEW APPRAISAL


1

Go to www.propertyrate.com

2

Click on "Login", enter Email and Password, then click on "  "

3

Click on "  "

Please fill out the required fields with a "  "

- Lender Name (Lender name as it will be shown on report)
- Borrower Name (item #7)
- Borrower Street (item #7)
- Borrower City (item #7)
- Borrower State (item #7)
- Borrower 5-digit Zip code (item #7)
- Property Type (item #9)
- Loan Type (item #11)
- Loan Purpose (Item #12)
-For "Purchase", please enter Sales price (Item #13)
- Property Address (Item #14)
- Property City (Item #14)
- Property State (Item #14)

Payment Information Options:

For Credit Card payment (Preferred), please provide the following:

- Name on Credit Card (Cardholder)
- Valid Credit Card Number
- Credit Card Expiration Month
- Credit Card Billing Zip Code

For Check payment, please provide the following:

- Name on Check
- 9-digit Routing Number
- Account Number on check

For Collect From Company option:

- PropertyRate will send a statement NET 30 to the lender for all unpaid appraisal orders from the previous month. PropertyRate will charge the lender's corporate credit card if the statement is not paid within 30 days. If PropertyRate receives payment for any appraisal orders found on the statement, PropertyRate will issue a check to the lender for the balance of the amount that was received.

For Collect from Borrower option:

- We will email a payment authorization link to the borrower and will notify you once payment has been received.

4

Click "  "

*For purchase order, the next page will prompt you to upload the Purchase Contract (if available)