

FLOW CHART FOR APPRAISAL ORDERING

SUBMISSION

- Broker submits credit package
- Package must contain signed credit card authorization – see forms section in www.mimbroker.com

REGISTRATION

- MIM registers the loan and assigns a loan number
- MIM sends Truth in Lending and Disclosures in compliance with Reg Z, RESPA, and Reg X
- MIM sends registration e-mail to Broker
- Broker may order appraisal 3 business days from registration e-mail. Please note that registration is not an approval. Appraisals ordered by the Broker can be ordered any time after the 3 business day TIL requirement has been met at the sole discretion of the Broker.

APPRAISAL ORDER

- Go to www.mimbroker.com
- Click on new link “Order An Online Appraisal”
- Click on “New Web Order” – the first time you do this you must create a user name and password
- Enter ALL fields
- Click on next and your order has been placed

FHA CASE NUMBER

FHA will be issuing a Mortgagee Letter advising that the Appraiser’s name and ID will no longer be needed to obtain an FHA case #. MIM will complete this information in FHA connection upon receipt of the appraisal.

PAYMENT OF APPRAISAL

Appraisal bills will be paid by MIM via the credit card authorization form you supplied at submission

TRACKING APPRAISALS

Status of appraisal can be viewed via www.mimbroker.com – “Order An Online Appraisal”

DELIVERY

Appraisal will be delivered to you and your account manager via e-mail

CONTACTS FOR QUESTIONS

Appraisals not ordered through the support site will require a signed affirmation from the Appraiser indicating that the appraisal was not ordered directly from them by the Broker. Mid-Island Mortgage Corp. must obtain this affirmation directly from the Appraiser.

Please feel free to contact your Account Executive or by e-mailing wholesaleappraisals@mortgagecorp.com