



Kirchmeyer & Associates, Inc.
Online Appraisal Order Guide

Welcome to Kirchmeyer & Associates

We would like to take this moment to thank you for being a part of the Kirchmeyer Network. Our mission is to be recognized as a leader in the appraisal industry. We will accomplish this with the utmost integrity, quality, service and use of cutting edge technology. By optimizing our products and employee training, we can consistently offer the highest quality product and service to our current and new customers. We know that as you work with us, you will find that we are successful in our mission.

Getting Started

You can order appraisals 24 hours a day by going to <http://order.kirchmeyer.com>. Feel free to put this web address in your browser's favorites for quick and easy access to our website.

New and Existing Users



Once the Online Appraisal Order page loads, you will be presented with a login box (pictured above). If you already have login credentials with us, you can enter your login information in the Existing Users section. To log in, click the Continue button.

New Users must click the [Click here to start entering your new order](#) link. This will allow you to fill out your company information on the Online Appraisal Order form. Once you have submitted your order to Kirchmeyer & Associates, our Order Entry department will create a client account for you and forward you, via email, your new username and password.

Referral Code Section

The image shows a screenshot of the Referral Code section of the Online Appraisal Order Form. It is a white box with a dark red border. At the top, it says 'Referral Code'. Below that is a text prompt: 'If you were provided a referral code, enter it in the box below and click Apply. If not, you may continue filling out the form below to submit your appraisal request.' Below the text is an input field for the referral code and an 'Apply' button. To the right of the button, there is a note in parentheses: '(This page will refresh after applying referral code)'. The background of the page is a light gray.

The Referral Code section (pictured above) allows you to enter a referral code provided to you by another lender. You must enter the Referral Code in the box provided and click the Apply button. Applying a referral code will refresh the Online Appraisal Order page and apply the appropriate products and fees for that lender.

PLEASE NOTE: By using a Referral Code, you are giving the referrer permission to access the completed appraisal report. If you do not intend the referrer to have access to the completed report, do not enter their referral code.

If you entered a referral code, you can clear that code by clicking the [click here to start over link](#), or clicking the Start Over button at the bottom of the page.

Client/Lender Information Section

Client/Lender Information [Already have a user account with us? Click here to log into your account.](#)

Company Name: (If applicable)

Your Name: Your Email Address:

Address: City:

State: Zip Code:

Telephone: Fax:

If broker, indicate most probable mortgage bank:

The Client/Lender Information section (pictured above) allows you to enter information about yourself and your company/organization. If you already have an account with us and previously logged in, your information will already be populated. All fields marked with a red asterisk (*) are required.

Property to be Appraised Section

Property to be Appraised

Borrower First Name: Borrower Last Name:

Property Address: City:

State: Zip Code:

County: Property Type:

Loan Type: Loan Number:

Loan Amount: Estimated Value:

Sale Price: LTV %:

The Property to be Appraised section (pictured above) is where you will provide information about the property that needs to be appraised. This includes borrower/owner information, property address and loan information. Estimated Value, Sale Price, and LTV% are not required, but if entered, are not provided to the appraiser completing the appraisal. All fields marked with a red asterisk (*) are required fields.

Contact to Gain Access Section

Contact to Gain Access

Check here if contact is same as borrower

Contact First Name: * Contact Last Name: *

Primary Home Phone: * Secondary/Work Phone:

The Contact to Gain Access section allows you to enter the name and contact number of the person that should be contacted by the appraiser to gain access to the property for an inspection. The contact first and last name, as well as at least one phone number (Home or Secondary) are required.

Type of Appraisal Requested Section

Type of Appraisal Requested*

Full Description	Int\Ext	Version
<input type="radio"/> SINGLE FAMILY FULL RESIDENTIAL APPRAISAL	INTERIOR	1004_05
<input type="radio"/> SINGLE FAMILY FULL RESIDENTIAL APPRAISAL W/ 1004MC	INTERIOR	1004_05/1004MC
<input type="radio"/> SINGLE FAMILY FULL RESIDENTIAL FHA APPRAISAL	INTERIOR	1004_05
<input type="radio"/> SINGLE FAMILY FULL RESIDENTIAL FHA APPRAISAL W/ 1004MC	INTERIOR	1004_05/1004MC
<input type="radio"/> 2 - 4 FAMILY FULL RESIDENTIAL APPRAISAL	INTERIOR	1025_05
<input type="radio"/> 2 - 4 FAMILY FULL RESIDENTIAL APPRAISAL W/ 1004MC	INTERIOR	1025_05/1004MC
<input type="radio"/> 2 - 4 FAMILY FULL RESIDENTIAL FHA APPRAISAL	INTERIOR	1025_05
<input type="radio"/> 2 - 4 FAMILY FULL RESIDENTIAL FHA APPRAISAL W/ 1004MC	INTERIOR	1025_05/1004MC

* * * Depending on if you have logged in or are using a referral code, some options may not be available * * *

The Type of Appraisal Requested section (pictured above) allows you to select the type of appraisal you would like to order. Only one option may be selected.

Fee Quote Section

Fee Quote

Appraisal Fee Quote

*Fee subject to change based on complexity and uniqueness of property area.

If the Appraisal fee is changed, we will contact you before we proceed with the appraisal.

The Fee Quote section (pictured above) will display the appropriate fee for the product you selected. As noted, this fee is subject to change based on the complexity and uniqueness of the property or area. If the appraisal fee is changed, Kirchmeyer & Associates will contact you before we proceed with the appraisal.

Payment Information Section

Payment Information*

How will you be paying for this appraisal?

The payment information section (pictured above) lists options on how you would like to pay for your appraisal. The payment options in this section may be different depending on if you are logged in or are using a Referral Code.

If paying via Credit Card, you must enter your billing and credit card information in the space provided, as well as agree to the Credit Card Terms and Conditions (pictured below).

Payment Information*

How will you be paying for this appraisal?

Credit Card Payment

Billing Information	Credit Card information
Address <input type="text"/>	First & Last Name (as appears on card) <input type="text"/>
Address 2 <input type="text"/>	Credit Card Type <input type="text" value="(Select One)"/>
City <input type="text"/>	Credit Card Number <input type="text"/>
State <input type="text"/>	Expiration Date <input type="text" value="01"/> <input type="text" value="2008"/>
Zip Code <input type="text"/>	CV2 Number <input type="text"/> What is CCV2?

Credit Card Terms and Conditions

Your Credit Card will be processed for the amount indicated because you have requested Kirchmeyer & Associates, Inc. to complete a Real Estate Appraisal. By submitting your order you are accepting the terms under which an appraisal will be completed. It is understood that K&A cannot guarantee or complete an appraisal assignment on a predetermined value. An Opinion of Market Value will be established once the property inspection has been performed and data has been collected, analyzed and the report completed.

I agree to the Credit Card Terms and Conditions and wish to pay by Credit Card.

Delivery Instructions Section

Delivery Instructions*

Client Delivery: How would you like to receive the completed appraisal report?

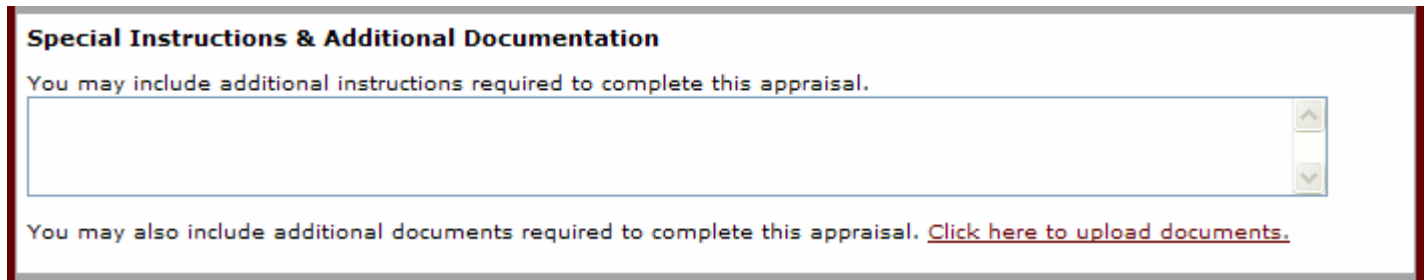
Where would you like the report delivered to?

Borrower Delivery (if applicable): How would the borrower like to receive the completed appraisal report?

Where would the borrower like the report delivered to?

The Delivery Instructions section (pictured above) allows you to specify how you would like to receive your appraisal report. You may receive your reports via email in PDF format, fax, or via regular mail. You are also able to specify how the borrower would like to receive their appraisal report (if applicable). Additionally, if you have a username and password, you may log into our website to download your completed appraisal report.

Special Instructions & Additional Information Section



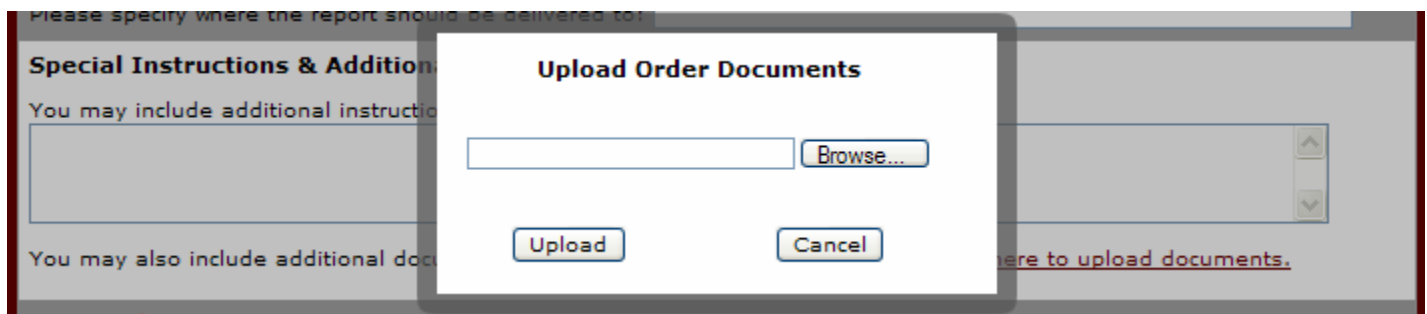
Special Instructions & Additional Documentation

You may include additional instructions required to complete this appraisal.

You may also include additional documents required to complete this appraisal. [Click here to upload documents.](#)

The Special Instructions section (pictured above) gives you the ability to provide additional information pertaining to the appraisal order.

Additionally, you may upload documents that are relevant to your order. To upload a document, click the [Click here to upload documents](#) link. A pop-up will be displayed (pictured below), allowing you to browse your computer for documents to upload. Once uploaded, your document will be listed on the appraisal order page, confirming the document was uploaded.



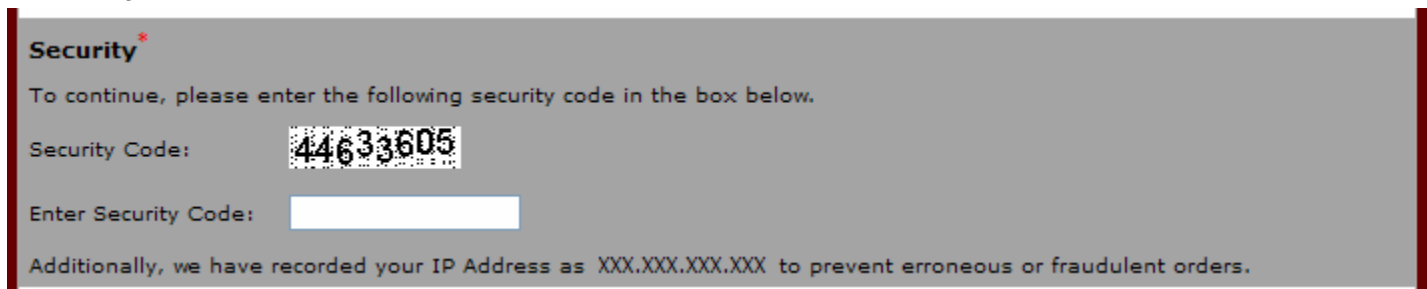
Upload Order Documents

Browse...

Upload Cancel

If you have additional documentation you are unable to upload to our website, you may fax it to 716-558-2815.

Security Section



Security*

To continue, please enter the following security code in the box below.

Security Code: **44633605**

Enter Security Code:

Additionally, we have recorded your IP Address as XXX.XXX.XXX.XXX to prevent erroneous or fraudulent orders.

To prevent against erroneous and fraudulent orders, Kirchmeyer & Associates requests you re-type the Security Code listed in the Security section (pictured above). Additionally, we will log your IP address. This information is recorded for security purposes only.

Confirming Your Order

Once you have completed filling out the Appraisal Order form, click the Confirm Order button at the bottom of the page. You may receive an pop up message informing you some information is missing or invalid. Simply correct the information and click the Confirm Order button again to continue.

The Order Confirmation page will display all the information you entered, giving you a chance to confirm the information you entered is correct. If you would like to change some information, you may do so by clicking

the Edit Order button at the bottom of the page. If no changes are required, you may click the Place Order button to submit your order.

Your order is sent to our Order Entry department for review. All orders received before 4 PM Eastern Standard time will be entered that day. Orders received after 4pm may not be entered until the the next business day.

What's next?

Once your orders are entered by our Order Entry department, you will be able to manage them via our Secure Order Management System. Simply go to <https://secure.kirchmeyer.com> and log in with your username and password.

For information on how to use our Secure Online Order Management System, click the [Client Website Guide](#) link located on your sidebar of the Order Search page once you've logged in.