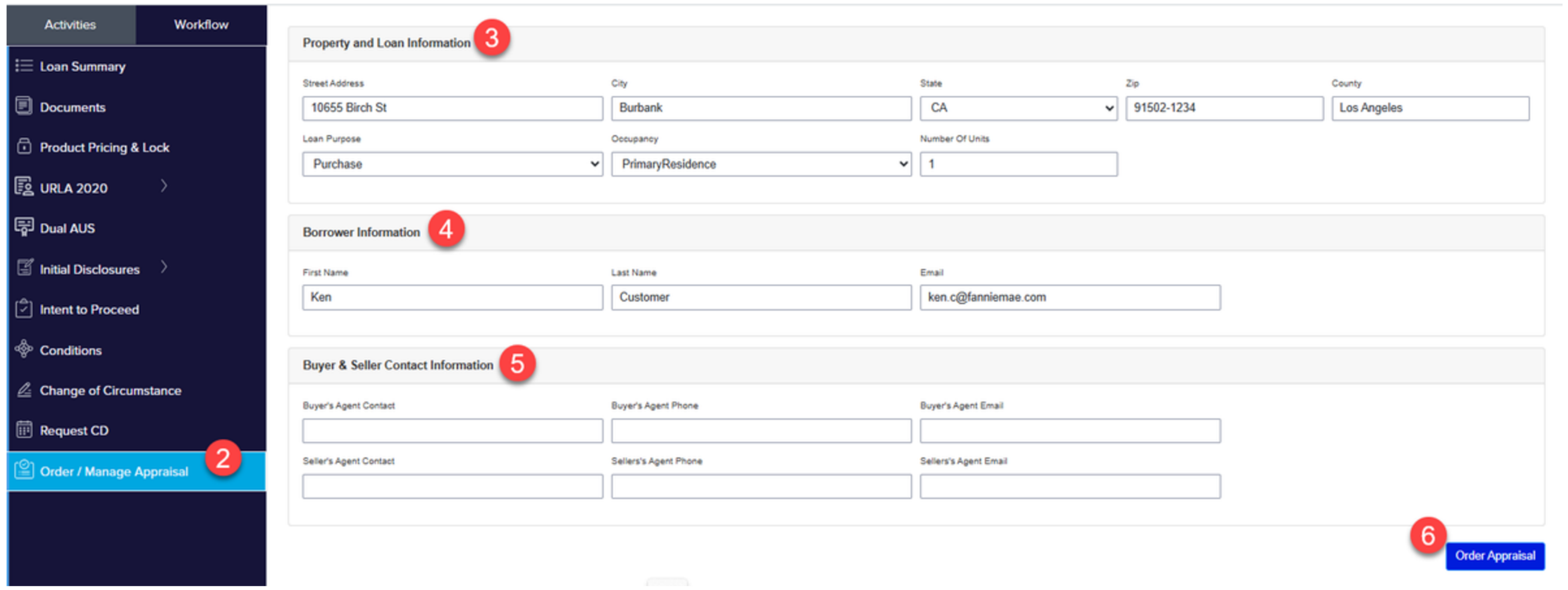
Appraisal Management

- **Appraisals should not be ordered until the Intent to Proceed has been provided by your borrower(s).**
- **FHA Appraisals:** FHA Case Number must be ordered prior to the appraisal order.
- **VA Appraisals:** Must be ordered in WebLGY.
- **PwrTPO will accept transferred appraisals that meet our guidelines.**

Orders Completed in the PwrTPO Portal / Non-VA Appraisals

Order Appraisal

Step 1: Log into the PwrTPO portal and go into your loan
Step 2: Click on “Order / Manage Appraisal”
Step 3: Review the “Property and Loan Information” for accuracy
Step 4: Confirm the “Borrower Information” is correct
Step 5: Enter the “Buyer & Seller Contact Information” (Purchases only)
Step 6: Click “Order Appraisal”



Purchase Transactions

PWR PLAY

To prevent possible delays, **upload a copy of the sales contract prior to ordering the appraisal.**
The sales contract may be uploaded to Documents > *TPO - Initial Submission if the loan has not been underwritten yet; *OR* if the loan has been underwritten, upload it directly to the condition or to Documents > **TPO - Conditions for UW Review

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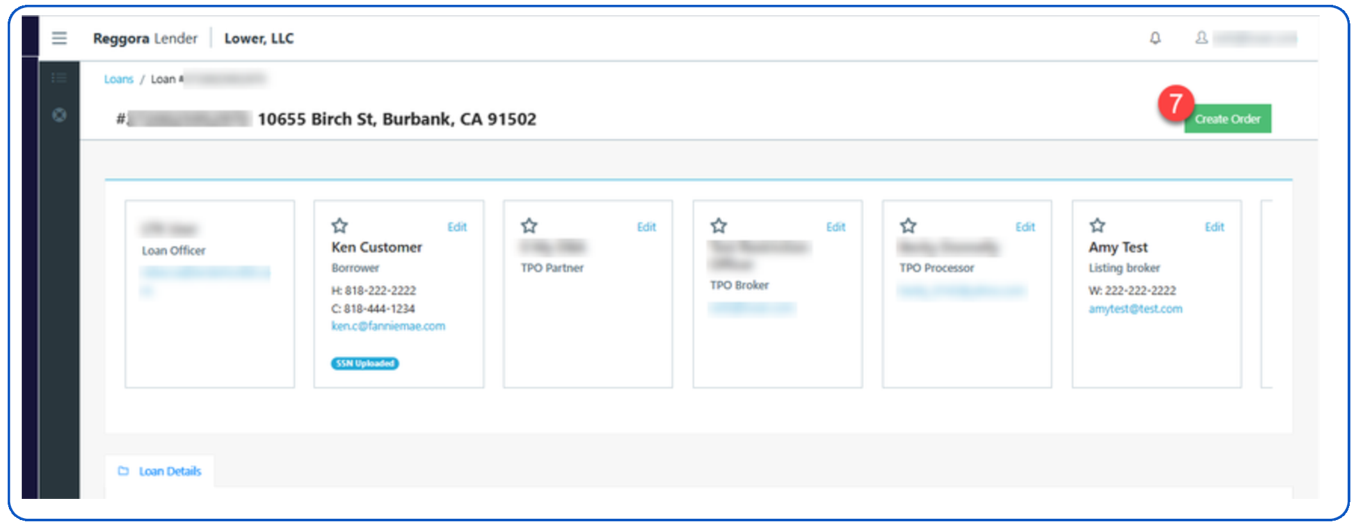
Appraisal Management

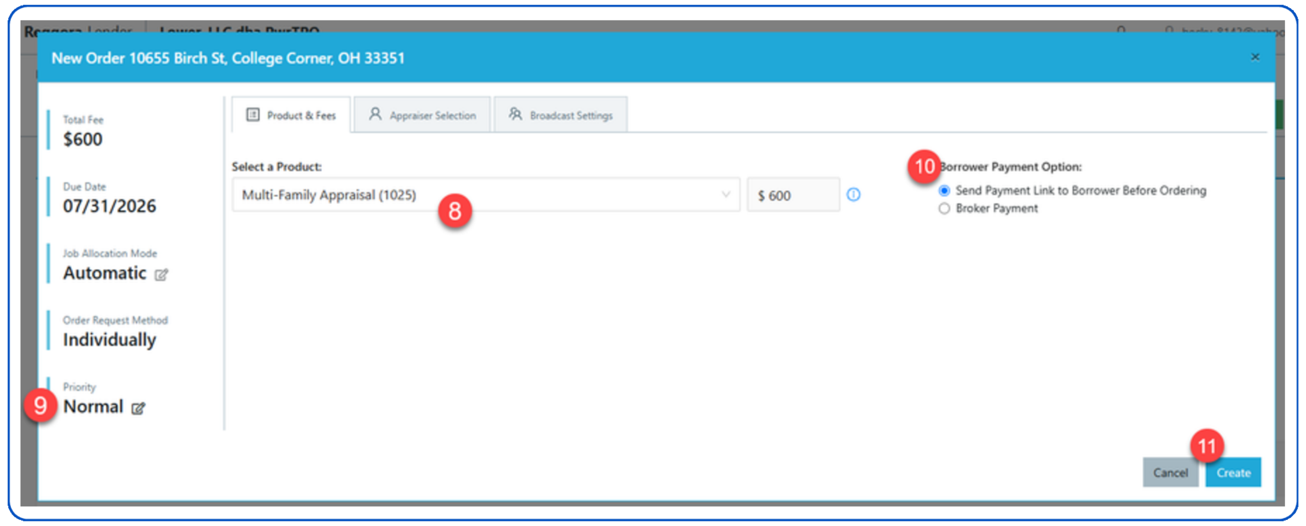
Orders Completed in the PwrTPO Portal / Non-VA Appraisals

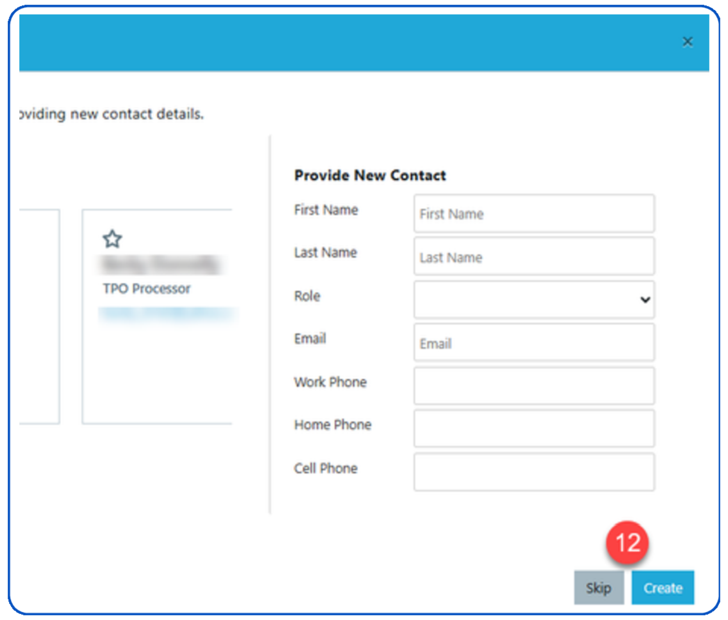
Order Appraisal *(continued)*

Step 7: You will be taken to the order screen for Reggora, click “Create Order”
Step 8: The appraisal product will default based on the loan criteria; once reviewed if you need to change it, click on the “Select a Product” drop down and change the product
Step 9: Priority - If a “Rush” is needed, click on the pencil icon next to “Priority” and select “Rush”
Step 10: Borrower Payment Options - the “Total Fee” is subject to change and will be confirmed when the order is approved by PwrTPO; ***payment is required prior to the assignment of the order***
a. “Send Payment Link to Borrower Before Ordering” - once the order has been approved by PwrTPO, your borrower will receive the payment link to enter their credit card information
b. “Broker Payment” - will allow you to complete the payment information in the portal once PwrTPO has approved the order
Step 11: Click “Create”
Step 12: You can add a new contact or click on “skip” to proceed

The appraisal order will be moved to “Waiting for Payment”. If the any of the following apply to the appraisal order (1) Product type is ACE+PDR, (2) FHA Condo property type, (3) FHA Appraisal orders without a case number, or (4) PwrTPO has not received your recommended AMCs; then order will move to “Pending Approval”. Once approved by PwrTPO, the order will move to “Waiting for Payment”.







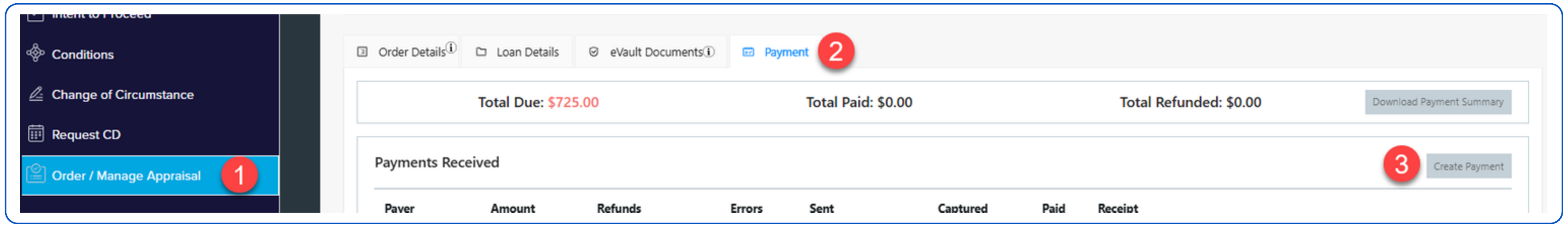
Appraisal Management

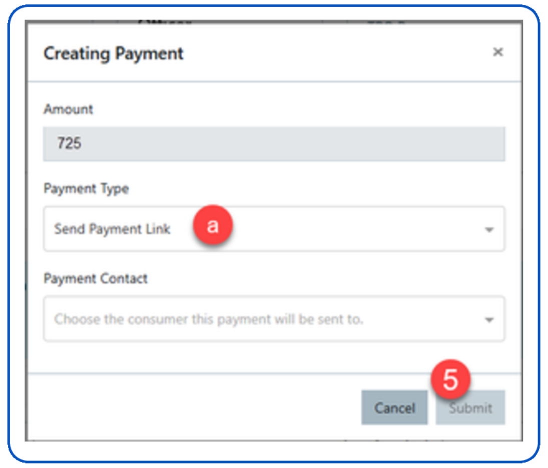
Orders Completed in the PwrTPO Portal / Non-VA Appraisals

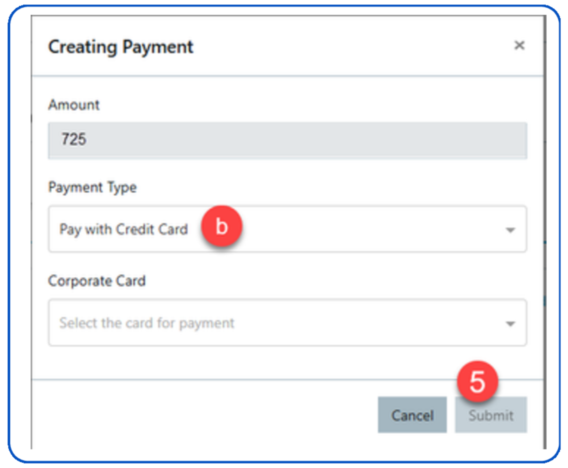
Payment is due prior to appraisal assignment.
The appraisal status will show “Waiting for Payment” if the order has been approved by PwrTPO and the payment has not been made.

Appraisal Payment - Broker Payment

Step 1: Navigate to “Order / Manage Appraisal” in the PwrTPO portal
Step 2: Go to the “Payment” tab
Step 3: Select “Create Payment”
Step 4: Choose the “Payment Type”
a. If you are sending the payment link, pick the “Payment Contact” or click on “+ Create Custom Contact” in the “Payment Contact” drop down to add a new contact for the payment
b. If you are paying it with a credit card, pick the corporate card on file OR click on “+ Corporate Card”
Step 5: Click “Submit”
Step 6: Complete the payment information (all credit card information and payment processing is managed by Reggora)







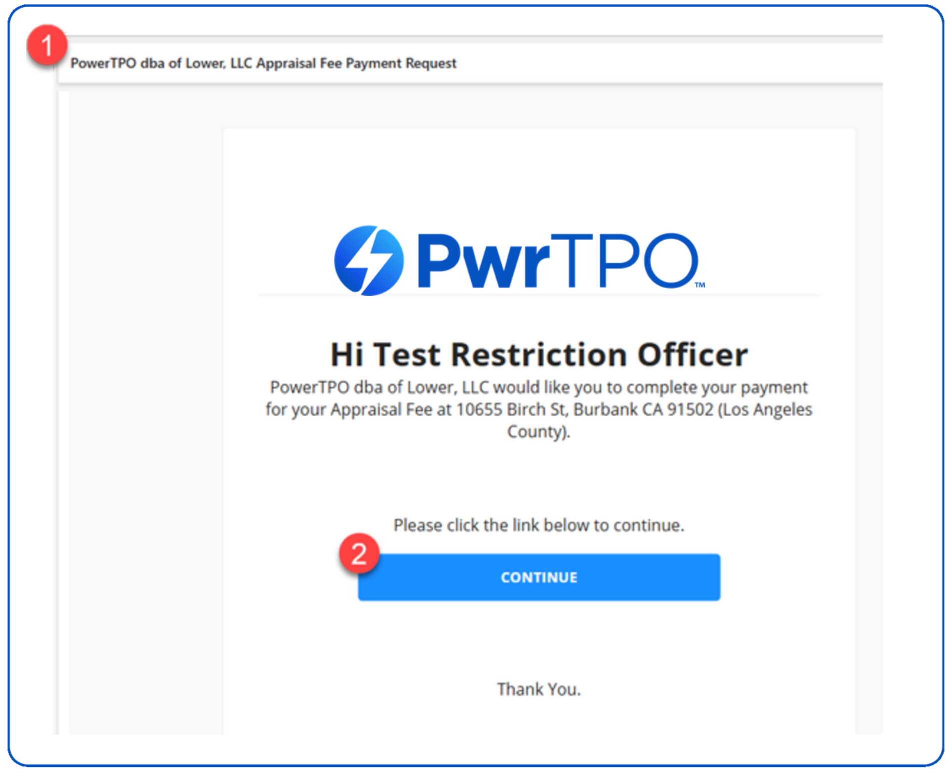
Appraisal Management

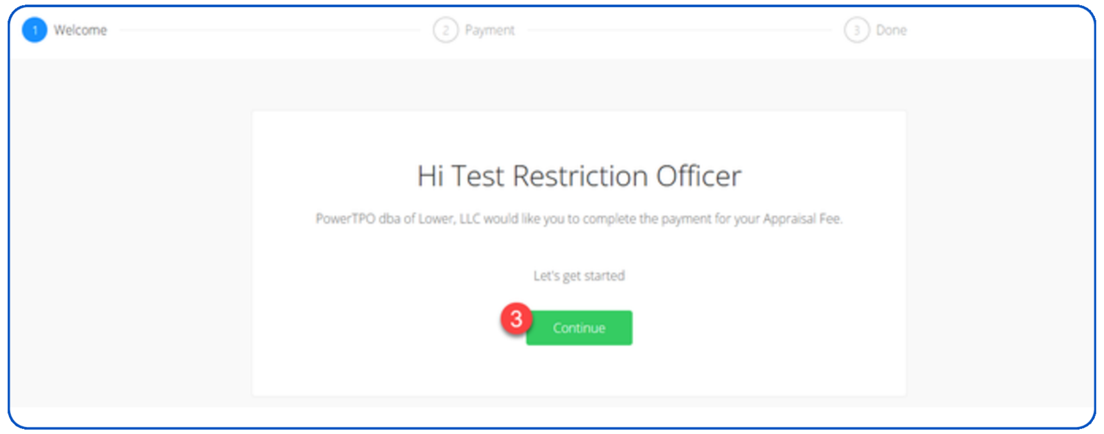
Orders Completed in the PwrTPO Portal / Non-VA Appraisals

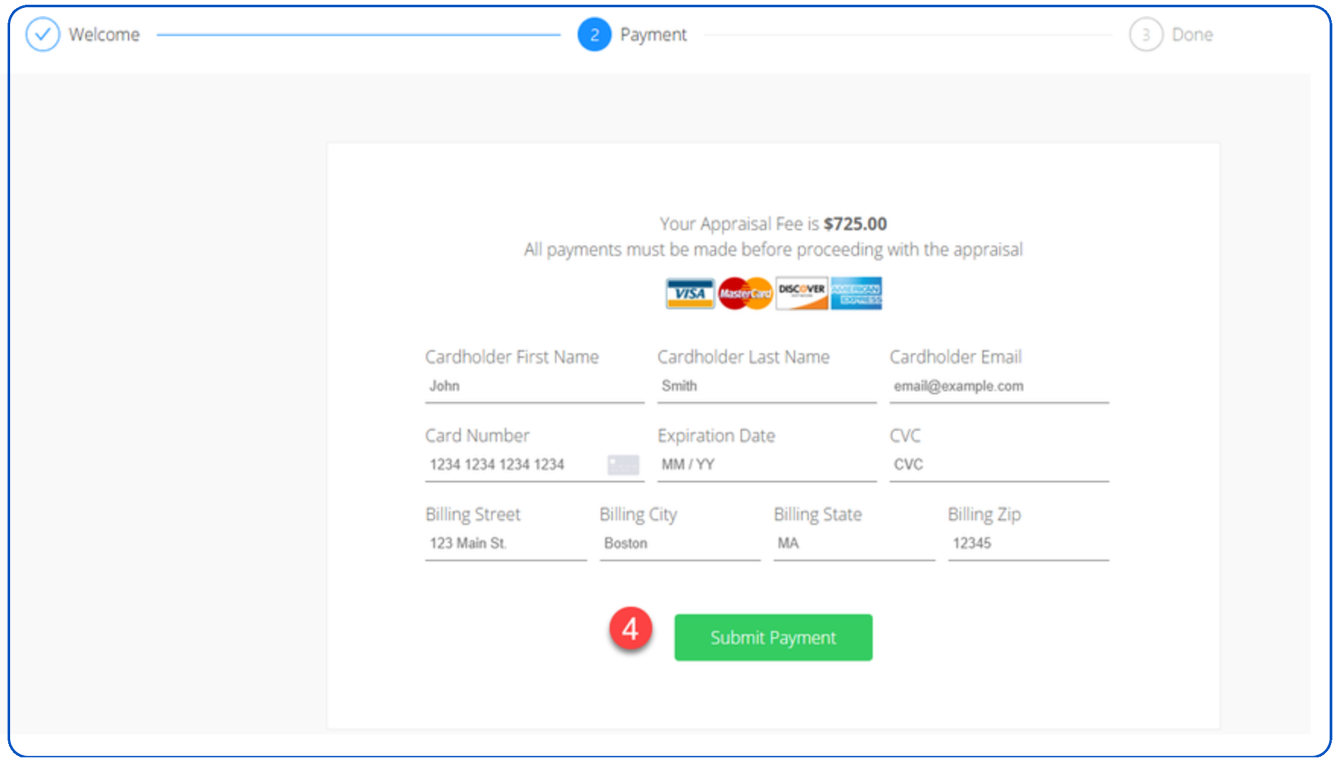
Payment is due prior to appraisal assignment.
The appraisal status will show “Waiting for Payment” if the order has been approved by PwrTPO and the payment has not been made.

Appraisal Payment - Borrower Payment

Step 1: Borrower will receive an email from ***delivery@reggora.com*** with the subject line “Lower, LLC dba PwrTPO Appraisal Fee Payment Request”
Step 2: Borrower will click on “Continue”
Step 3: Borrower receives a welcome prompt and clicks “continue”
Step 4: Borrower completes the payment information (all credit card information and payment processing is managed by Reggora) and submits payment







Appraisal Management

Orders Completed in the PwrTPO Portal / Non-VA Appraisals

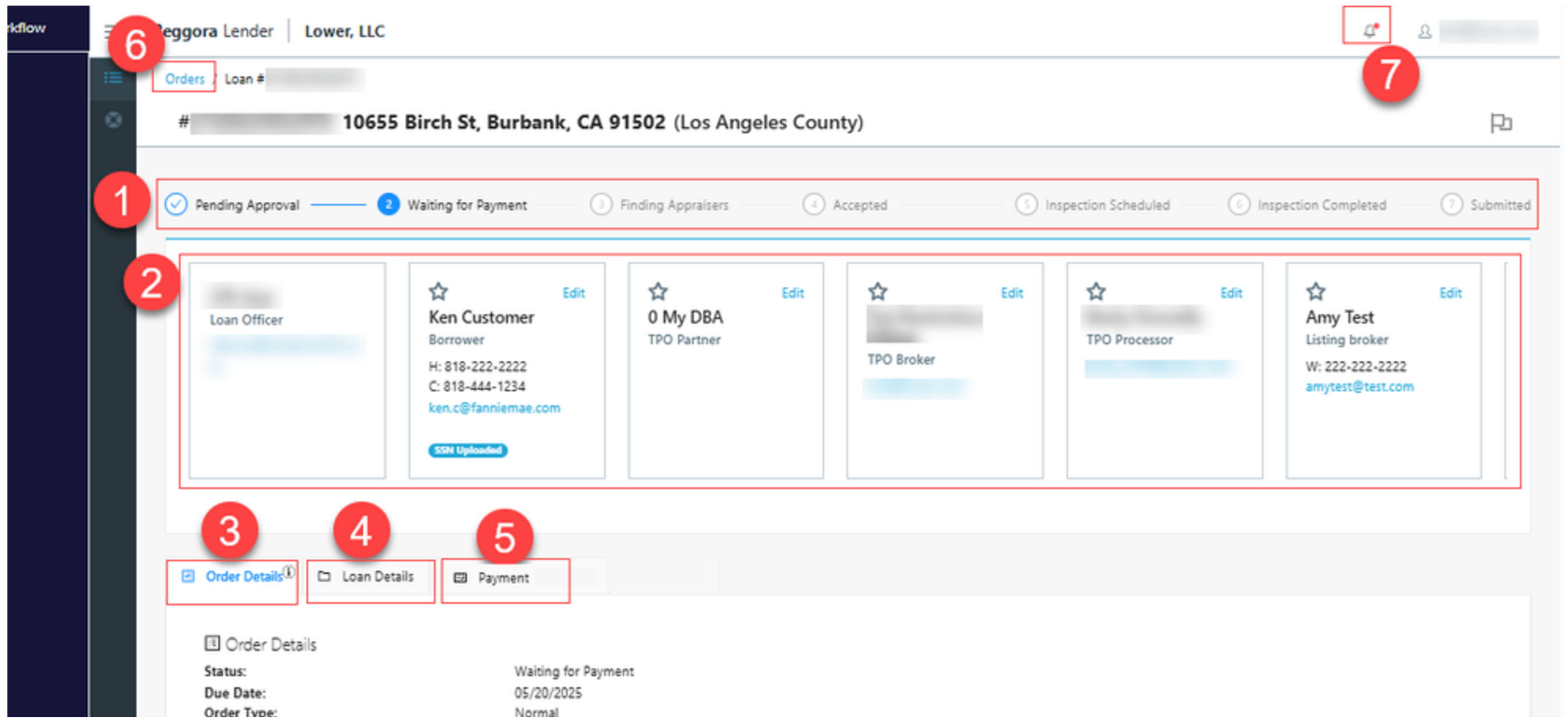
All communication to the AMC must come through PwrTPO.

Appraisal Management

All inspections and additional appraisal orders will be placed by PwrTPO.

To manage any appraisal you are assigned to, go to “Order / Manage Appraisal” within the loan. If you are not assigned to the appraisal, you will not be able to view the appraisal order. **Contact *appraisals@PwrTPO.com* if you need to be assigned to the appraisal order or questions about the appraisal order.**

1. Status - Each order will show a real time status tracker
2. Contacts - View and add additional contacts
3. Order Details - View basic appraisal information along with the order time that includes status and any communication to and from the AMC
4. Loan Details - Offers specifics regarding the loan itself
5. Payment - Refer to the “Appraisal Payment” section
6. You can access all of your appraisal orders by clicking on “Orders” at the top left of the page
7. Notifications - along with the emails you will receive, the notification icon at the top right of the page will show a red dot if you have any outstanding notifications to view for any of your appraisal orders



Appraisal Updates/Notifications

PWR PLAY

If you have not received a status email *OR* this is the first appraisal order your team has made, navigate to “Order / Manage Appraisal” and open the order. You should not need to take any additional steps to receive status emails as long as you are already on the appraisal order.

Appraisal Management

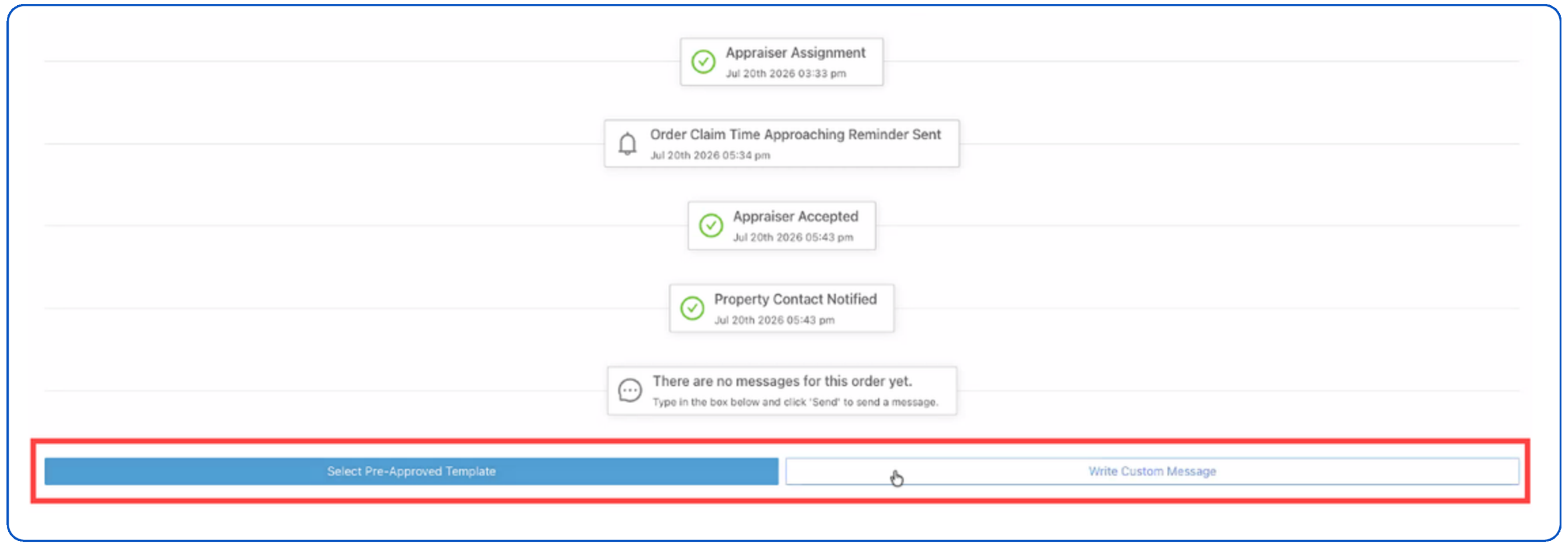
Orders Completed in the PwrTPO Portal / Non-VA Appraisals

Appraisal Management - Communication

Effective for appraisals ordered on or after 7/27/2026, **PwrTPO partners can send appraisal messages in the PwrTPO Portal or Reggora.**
On the “Order Details” tab, you have two options: 1) “Select Pre-Approved Template”, or 2) “Write Custom Message”.

“Select Pre-Approved Template”

These are message templates that have been approved by PwrTPO. If you select one of the message templates, the message will automatically be sent to all neccessary parties for the appraisal. If you select a pre-approved template and then modify it, the message will go to the PwrTPO appraisal team to review and approve. Once approved, the message will be sent to all necessary parties for the appraisal.



“Write Custom Message”

These messages will go to the PwrTPO appraisal team to review and approve. Once approved, the message will be sent to all necessary parties for the appraisal.

If there is a message template you would like to have added, please contact your Account Executive. You may also contact appraisals@pwrtpo.com with any questions.

All communication to the AMC must come through PwrTPO.

Appraisal Management

Orders Completed in the PwrTPO Portal / Non-VA Appraisals

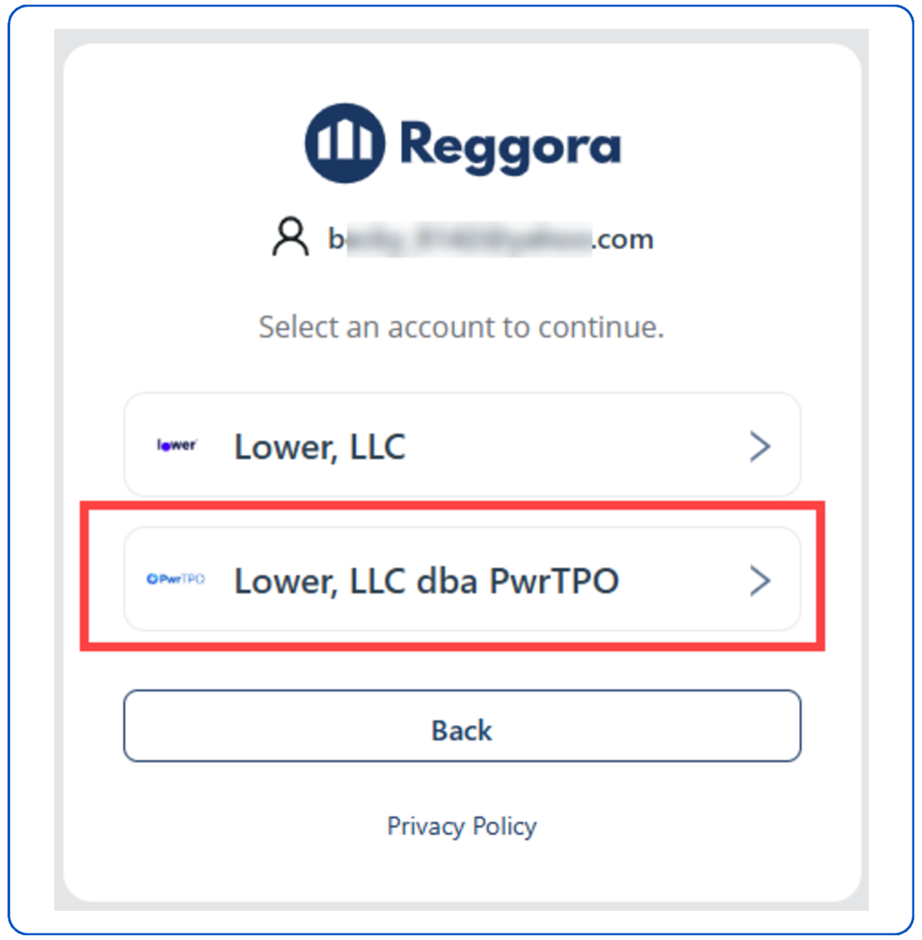
All Non-VA Appraisal must be ordered in the PwrTPO portal. Appraisals cannot be ordered in Reggora via the web.

Appraisal Management - Accessing Reggora Directly

PwrTPO partners can manage their appraisal ordered outside of the PwrTPO portal by logging in directly to Reggora. All appraisal orders must be started in the PwrTPO portal. To gain access Reggora, take the following steps.

1. Go to Lender.Reggora.com
2. Enter the email address you use to log into PwrTPO.com
3. Choose “Lower, LLC dba PwrTPO”*
4. Click “Forgot Password” and follow the steps to get your password

Next time you log in to Lender.Reggora.com, you will be able to use the password you just created to manage appraisal orders in Reggora via the web.



Appraisal Management

Orders Completed in the PwrTPO Portal / Non-VA Appraisals

Appraisal Delivery

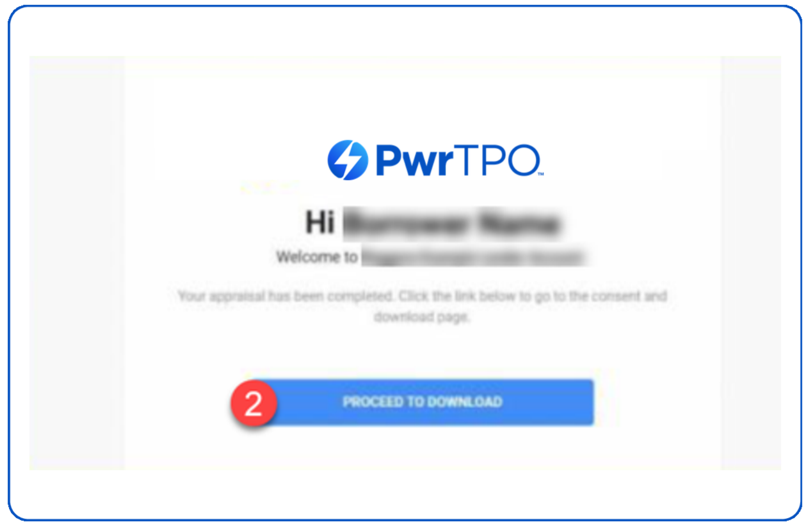
PwrTPO will send the appraisal to your borrowers electronically.

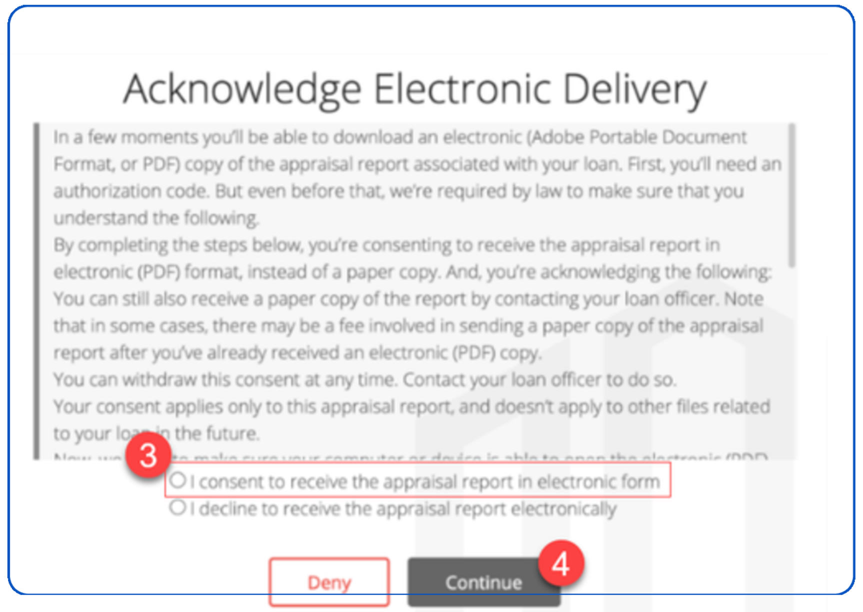
Potential Impact to Closing

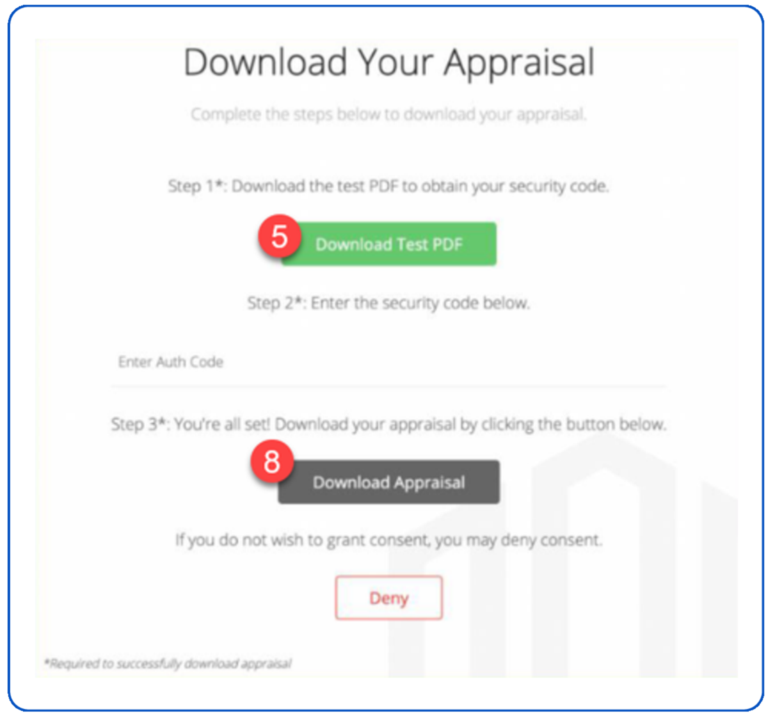
PWR PLAY

If the borrower did not waive their rights to review the appraisal three (3) days prior to closing, the delivery of the appraisal may impact the closing. Communicate any concerns with the timing of the delivery of the appraisal to your Loan Account Manger.

1. Borrower will receive an email from ***delivery@reggora.com***
2. Borrower clicks on "Proceed to Download"
3. Borrower selects the option that states "I consent to receive the appraisal report in electronic form
4. Borrower clicks on "Continue"
5. Borrower will click on "Download Test PDF"
6. Borrower will receive a security code
7. Borrower will enter the security code
8. Borrower will be able to click on "Download Appraisal" to retrieve their appraisal report







Appraisal Management

VA Appraisal Orders

- Certificate of Eligibility (COE) must be requested prior to the appraisal order
- Purchases: Fully executed purchase contract & VA Amendatory/Escape Clause must be provided
- Condo projects must be on the VA approved condo list
- A new appraisal cannot be requested if there is a valid VA value determination on the property

Step 1: Log into WebLGY
Step 2: Navigate to Request Appraisal
Step 3: Select "LAPP - Lender Appraisal Processing Loans" as the appraisal type
Step 4: Click "Submit"
Step 5: Enter PwrTPO's VA Lender ID, 659728000, for the Sponsor's Identification Number under the "Requestor Information"
Step 6: Add ***LAM@PwrTPO.com*** for the "E-mail Address" under the "Requestor Information"
Step 7: Enter PwrTPO's loan number as the "Institution Case Number" under the "Requestor Information"
Step 8: Enter in the property address and verify the property address
Step 9: Complete all other required fields
Step 10: Review and accept the terms of responsibility
Step 11: Click "Submit"
Step 12: Purchases only - upload a copy of the purchase contract to the appraisal order in WebLGY (a copy must also be uploaded to PwrTPO
Step 13: Upload a copy of the "Request for Appraisal" (VA Form 26-1805) into documents on the PwrTPO portal for your loan

Appraisal Management

Transferred Appraisals

Appraisal transfers are acceptable to PwrTPO provided they meet all the requirements outlined in this section.
Meeting these requirements solely does not constitute acceptability of the report or supported value, appraisal content and property eligibility is subject to review. PwrTPO reserves the right to reject a transferred appraisal.

PwrTPO will accept transferred appraisals for FHA, USDA, and Conventional loan products.

Appraisals transferred to PwrTPO must adhere to the AIR and HUD Appraiser Independence guidelines.

For VA loan files, the appraisal is not considered a transfer. The VA appraisal must exist in WebLGY and be completed by a VA appraiser. If so, the appraisal can be transferred to another lender within WebLGY. There are no XML files or SSR reported needed with a VA appraisal transfer.

Required transfer documentation:

- Transfer letter from original lender releasing the appraisal to PwrTPO
- Color copy of the PDF appraisal report
- Appraiser Independence Certification (AIR Cert)
- XML appraisal file (must be emailed to ***transferredappraisals@PwrTPO.com***)
- Fannie Mae and Freddie Mac SSRs for Conventional and USDA loans
- Fannie Mae and Freddie Mac SSRS for Conventional loans; FHA SSR for FHA loans
- AMC invoice submitted to original lender when appraisal was completed
- Evidence of delivery of receipt of the appraisal
  - Note: The three-day delivery requirement applies unless a waiver is provided. Appraisal must still be delivered to the Borrower.
- Borrower “Reconsideration of Value” Disclosure

Appraisal Management

Transferred Appraisals

The Appraisal Transfer Letter must include:

- Letterhead of the Original Transferring Financial Institution;
- Current Date;
- Borrower(s) Name;
- Property Address;
- A statement transferring ownership of the appraisal to:
  - The Client for Non-Delegated transactions, or
  - PwrTPO for Wholesale transactions.
- The following statement or similar: “(Original Transferring Financial Institution) certifies and warrants that the referenced appraisal was prepared in accordance with, and is compliant with, the Appraisal Independence Requirements (AIR), Truth in Lending regulations, and all applicable laws;
- Signature of a person transferring financial institution.
- Note: Loan Officers, LO assistants, etc. are not eligible to sign the transfer letter;
- Compliancy of ordering and processing according, but not limited to, Dodd Frank, FIRREA,
- Appraiser Independence Requirements, and Consumer Protection Acts; and
- Assurance of most recent complete appraisal assignment (i.e. 1004, 1025, 1073, 1004, Desktop etc., but not 1004D, 1075, 2000, 2000A, 2055, 2070, 2075, 2095, or any “Subject To” or Recertification of Value assignments).

PwrTPO will review the appraisal in the same manner as an appraisal ordered through PwrTPO’s platform. If upon review of the appraisal, the appraisal does not appear to be satisfactory due to inadequate selection of comparables, incomplete or inaccurate information, or lack of appraisal analysis to support the value, the appraisal may be rejected and a new appraisal required. The appraiser may perform an update of a transferred appraisal. Additionally, the original lender name may appear on the appraisal report.