Ordering Appraisals on SNL Portfolio Loans

We are having issues with appraisals being ordered incorrectly on SNL loans. If ANY loans currently in the pipeline were not ordered accurately, they must be corrected or they will not fund.

Select Appraisal Management Inc. (SAMI) must be used on all SNL Portfolio loans. When placing an order, whether it's through Encompass Services or SAMI's website, you must indicate that it is an "SNL" loan.

If ordering through Encompass Services: Go to SAMI's "Appraisal Order Form" in the services tab and in the Order Appraisal Tab select the applicable SNL product from the "Product" dropdown list.

1. SNL Direct Condo 1073 w/forms 216 and 1007
2. SNL Direct FHMA 1025 2-4 family with forms 216 and 1007 or
3. SNL Direct FHMA 1024 with forms 216 and 1007

If ordering through the Website: Go to the Appraiser Information section and select the applicable SNL product from the "Appraisal Form" dropdown list.

1. SNL Direct Condo 1073 w/forms 216 and 1007
2. SNL Direct FHMA 1025 2-4 family with forms 216 and 1007 or
3. SNL Direct FHMA 1024 with forms 216 and 1007

For any orders placed without indication that it was an SNL product, whether you have an open order (no appraisal back yet) or you already received an appraisal back, you must request corrections ASAP.

To request corrections through Encompass Services: Go to SAMI's "Appraisal Order Form" in the Services tab again.
1. Select “Existing Order” on the top-right hand corner of the screen and select the order that was placed originally. If this is not selected, the additional fields will not open up.

2. On the bottom left corner in the “Notes” section, type in your request to correct the order and select “Add Notes”.

Example:

To request corrections through the Website:

1. In the Company Dashboard, go to the applicable section (Pending Orders, Completed Orders, etc.)
2. Select the order that needs to be corrected and click on the “Send Message” button. This will open the Message type in your request to correct the order and select “Add Notes”.

Example:

How to determine if the report was completed as an SNU Appraisal Report? Refer to the appraisal invoice, which will reflect the type of appraisal completed under the “Description” section. This will help identify the type of appraisal completed and if it's not reflecting "SNU" program. The appraisal report must be corrected.

Example:

**DESCRIPTION**

SNU Direct/ FHA 1004 with forms 271 and 1007

Additional fees will apply, therefore coordinate with SAM as necessary.

Katie Wakefield - Corporate Processing Manager

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