

How to Order a Residential AppraisalX Within Xactus360

1. Start by logging into Xactus360 and from the home page, click Order AppraisalX.

xactus360								La	og Out
Home Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID	0
Credit		Verificati	on	Pro	perty	Data	Fraud	Detection	
Order Credit ReportX		Order Undisclosed Debt	VerificationX	Orde	r Flood Rep	portX	Order Loa	anShieldX	
Order Business ReportX		Order Tax TranscriptX		Orde	r Valuation	ModelX			
		Order Income Verification	nX	Orde	r Appraisal	х			
		Order Asset Verification>	(
		Order Undisclosed Debt	MonitoringX						

2. Under 'Choose Order Type', select Residential.

		Choose O	rder Type	9	
		Please choose	an order type.		
\rightarrow	Residential	Commercial	Verisite	Import VA	

3. Start by completing the LOAN section with the borrower's First and Last Name, Email Address, and Loan Type and Loan Purpose. A Co-Borrower can be added as well. If the Borrower is a Company, check the applicable box. Then, add as many details about the loan as you'd like. When a green checkmark appears at the upper right of the section, all required information has been input, and you can move onto the next portion.

- LOAN		Z
	Borrower Is a Company Borrower(s) First Name*	Last Name*
Available Users*:	Nickie	Green
🔲 🔔 Xactus Demo	Borrower's Email	
🔲 🚨 Xactus Demo		
🔲 🔔 Xactus Demo	Conv FHA Flip Loan Purpose* Loan Number	VA USDA Jumbo FHA Number
🔲 🔔 Xactus Demo	Refinance	
🔲 💄 Xactus Demo	Intent to Proceed Date Estimated Value	Estimated Closing Date
🔲 💄 Xactus Demo 🕨 🗸	Investor Federally Relate	ed Transaction

4. The PROPERTY section will drop down to add the Address and Contact to Access Property. You also have the option to input any special selections or criteria that will help identify the property to the appraiser (waterfront, manufactured, oversized, acreage, rural, construction, condo co-op, non-owner occupied, and/or 2-4 unit), and add any additional property descriptions or instructions. When a green checkmark appears at the upper right of the section, all required information has been input.

City*	State* CT	Zip* 06516	County*	Select property classifications Parcel Number
CONTACT TO ACCE	SS PROPERTY			Property Description/Instruction
Contact Name* (blank = borrower)		Contact is*		
Nickle Green	0.1		Email*	

5. Lastly, the ORDER section will drop down to select the type of appraisal product to order, identify any addendums, select the Date Required, enter any special instructions that the appraiser should know about, select any Special Requirements, and choose how you would like to pay for the appraisal. You can also add attachments here before placing your order. When a green checkmark appears at the upper right of the section, all required information has been input, you can select the Order button at the bottom of the screen.

Appraisal Type* 1004 - URAR - Uniform Residential Appraisal Report	■ Date Required 07/15/2023
Addendums	Special Requirements
1007 - Single Family Comparable Rent Schedule	Certified Appraiser Required
1073A - Analysis of Annual Income and Expenses - Operating Budget	Manual Assignment
216 - Operating Income Statement	
MC - Market Condition Addendum	+ ADD ATTACHMENT OF Drag File(s) Here
	Purchase Contract.pdf
Lender Fees (To Borrower)	
\$1 - Credit Rept Fee Joint	
	_
Payment Method*	

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.