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## FINANCIAL INSTITUTION ARD AND ARD STAFF TRAINING

### Basic System Understanding

#### FICRAS Goal

Manage the Appraisal order/receipt/review process efficiently  
-and-

Promote Regulatory Compliant Practices and Risk Management in Real Estate Secured Lending

### FICRAS = Financial Institution Complete Risk Aversion Solution

EASE OF FUNCTION and EASE OF COMPLIANCE! FICRAS is a user-friendly and efficient valuation management system that provides financial institutions with a means of complying with the Interagency Appraisal and Evaluation Guidelines and financial institution specific policy & procedures. Use of this system and the compliance component will help the financial institution client reduce real estate lending risk and please examiners. The FICRAS system offers a way for financial institutions to manage the "independence" requirement and still demonstrate quality control over the valuation product.

Web Based System (Management Component)	Trained Compliance Officers (Compliance Component)
<ul style="list-style-type: none"> <li>• Management of Approved Appraiser Lists</li> <li>• Management of Appraisal Function by loan officer, appraisal review department and the contract appraiser: <ul style="list-style-type: none"> <li>◦ Appraiser Bid Process</li> <li>◦ Appraiser Engagement</li> <li>◦ Receipt of Appraisal Report</li> <li>◦ Review of Appraisal Report</li> <li>◦ Report Finalization &amp; Delivery</li> <li>◦ Rating of Appraisal Product</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Policy and Procedure Formulation</li> <li>• USPAP, Interagency A&amp;E Guidelines and bank specific policy &amp; procedure compliant forms: <ul style="list-style-type: none"> <li>◦ Engagement letters</li> <li>◦ Review Forms</li> <li>◦ Validity Check/Evaluation Forms</li> <li>◦ Final Inspection Forms</li> </ul> </li> <li>• Appraiser Approval Process including: <ul style="list-style-type: none"> <li>◦ Appraiser application</li> <li>◦ Tiered panel risk classification</li> <li>◦ Appraiser rating system</li> </ul> </li> </ul>

### **ARD = Appraisal Review Department**

ARD is comprised of the credit member side of the appraisal function: Credit Officers, Appraisal Department Members, Underwriters, Loan Operations, or other personnel involved in the ordering, processing, and reviewing of appraisals and evaluations. Such members are designated as “Order Processor (ARD)” members of the system.

Order Processors have two authority levels: Team Leader and Team Member. An ARD can have multiple Team Leaders, who can participate actively in the assignment process or serve as system oversight. Team Members can support the processing function anywhere on the continuum, be it ordering or reviewing, but do not handle the management of the appraiser list. Re-assignment to another Team Member is possible throughout the process.

#### **Order Processor (ARD)**

- Team Leader – ability to receive orders and assign to self or team member, ability to view all team member projects, ability to create and manage appraisers and create and manage appraiser panels
- Team Member – ability to work assignments received from Team Leader or re-assign to another member or back to a Team Leader

**SEE PAGE 3, TABLE OF CONTENTS, FOR TOPICS COVERED IN THIS TRAINING DOCUMENT**

## **ARD AND ARD STAFF REFERENCE MATERIAL**

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## PART I: SYSTEM LOG-IN

[www.FICRAS.com](http://www.FICRAS.com)

The system is set up for two separate user types:

- 1) In-House Users (Lender/ARD)
  - a. Loan Officer/Relationship Manager and Assistants (Lender)
  - b. Appraisal Review Department (ARD) = Credit Side
  - c. Credit Analyst (ability to view appraisals and orders, not process)
- 2) Appraiser
  - a. Contractor outside of Financial Institution

### ARD/Credit Officer LOG-IN

Log Into the System: [www.FICRAS.com](http://www.FICRAS.com)

Click: “Lender/ARD” radio button

Type: your e-mail

Type: your password



**FICRAS Login**

Login Type: ☒ Lender/ARD ☐ Appraiser

Login Email:

Password:

**Login**

Can't remember your password? [Click Here](#)

## PART II: MAIN MENU / YOUR PROFILE

Click: Your Profile



View your account information. To complete the necessary information and enter your digital signature, click the “Edit Profile” button.



You can also choose to “Change Password” from this view.

**Password Rules:** minimum 8 total characters with 1 special character, 1 upper case and 1 number (e.g.: P@ssword1)

### **Your Profile: “License / Certification” tab**

The ARD includes a “License / Certification” tab as part of “Your Profile”. Click “Edit Profile” and notice the second tab. If an ARD member is a State Certified Appraiser, certification information would be entered, and licenses uploaded in this section. If the employee is not a certified appraiser, this tab remains blank. This area also includes information regarding any appraisal designation.

[Contact Information](#)   **[License and Cert. / Designation\(s\)](#)**   [Your Signature](#)

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**Primary License / Certification:**

This is your primary license only.

License Type:   ☐ General   ☐ Residential   ☐ Other  
 License State:     
 License Title:     
 License Number:     
 License Expires:     
 Digital Copy:    Choose file

### **Your Profile: “Your Signature” tab**

The ARD includes a Signature as part of “Your Profile”. Your signature can be either drawn using your mouse, typed with a font applied, or uploaded. It is this signature that will be included on your review and evaluation documents.

[Contact Information](#)   [License and Cert. / Designation\(s\)](#)   **[Your Signature](#)**

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**Use the section below to add/update your signature.**

Please type your name (it can also be used as your Signature) Type Your Name Here

ARD

You can use one of the below option to add/update your Signature.

☐ Upload a digital copy   
 ☐ Hand drawn Signature   
 ☒ Use your Name as Signature Select you signature type here



You will be prompted to "browse" and upload if you choose to upload a digital copy

← Back   SAVE and EXIT

If you select “Hand drawn Signature”, you can “Clear” your signature and choose another by selecting the “Clear” button that will appear on the right.

To “Upload It”, your signature must be in a .jpg, .tif or .png format.

**Click: save and exit**

Your Profile is now complete, however, can be edited at any time.

## **PART III: ARD REFERENCE AND TRAINING DOCUMENTS**

### **Notice the Reference Documents on ARD Side**

#### **Reference Docs**

Policies & Procedures  
Regulatory Guidelines  
National Registry

#### **Training Documents**

ARD and ARD Staff Training  
Loan Officer Training (PDF)  
Analyst Training (PDF)  
Appraiser Training (PDF)  
IT Training (PDF)  
Environmental Orders  
Procedure Training (PDF)  
Status Settings in FICRAS

Policies and Procedures: Viewing will be possible once uploaded by ARD

Regulatory Guidelines: Quick access to pertinent guidelines

National Registry: Quick access to the national appraiser registry to research appraisers around the nation. Check current “active” state certification of appraisers around the nation by searching the Appraisal Subcommittee registry. This quick reference is also available in the Review Documents.

Click: National Registry and let’s search Bella and you can view the appraiser and check state licensing.

Click: Close current tab

**Training Documents – ARD has access to the training documents for all FICRAS interfaces, including Environmental Orders Procedure Training.**

## PART IV: PROCESSING AN APPRAISAL REQUEST

Click: Current Orders



**“Current Orders” maintains all orders “in process”, until moved by the ARD to “Archived Orders”.** The **Team Leader** can view their own projects on the main view, along with all assigned team projects by clicking “Staff Projects” to the left or the “All Projects” button at the top. **Archived Projects** are visible by clicking “Archived Projects” at the top of the main view screen or selecting a search on the left sidebar.

### Steps to process an Appraisal Order (each will be detailed after the summary)

1. **View/Assign “New Requests – Awaiting Assignment”.** ARD must assign the project to self or another ARD. This moves the project into active order.
2. Review loan officer’s project information and complete additional information. You could edit loan officer’s information and include additional data and uploads. In the edit mode you can also search and fill using the ED/CARS data search button.
  - a. Assign Order to yourself or another ARD.
  - b. Reject Order – ARD can reject an order and return it to the loan officer. There is a text box to explain the reason for rejection. The loan officer can then resubmit the order.
3. Choose to either bid or engage the project.
4. Complete either the bid or engagement documents providing pertinent risk parameters regarding appraiser inspection and analysis. Choose Appraisers and invite them to bid. May request “Supervisor Approval” prior to bid completion. Once completed, the “Report Status” changes to “RFPs Requested” for bids and “Services Engaged” if directly engaged.
5. The Engagement Status is “Engagement Sent” until the engaged party accepts the engagement. At that point it changes to “Engagement Accepted”.
6. If engaged, wait for report delivery.
7. If bidding on the project, an e-mail notification informs ARD when each bid is received. ARD may close the bid at any time from the “Request/Manage Bids” tab (bids auto close when project is engaged)
8. To obtain loan officer approval of fee and turnaround on received bids, click on related button on the “Request/Manage Bids” tab. The loan officer will receive an e-mail to sign into FICRAS and choose a bid.
9. Upon receipt of e-mail indicating loan officer’s selection, click “view” and “Request/Manage Bids”. View selection. ARD can send decline directly to the “unchosen” appraisers with a message.
10. Click “Engage” button located next to chosen appraiser’s name. The engagement letter will appear based upon the terms in the bid. Other bidding appraisers will be notified they were not awarded the project.

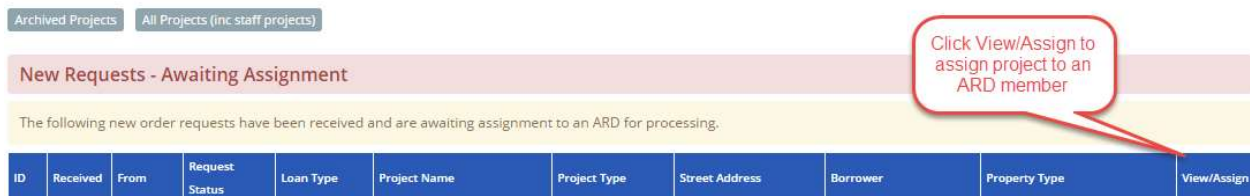
11. ARD will again view the prior data selection, including loan officer input and ARD selected Report Options & Restrictions. You can make any necessary changes. Click “Authorize Appraiser to Proceed”. Appraiser is engaged!

#### **DETAIL OF EACH “BID/ENGAGEMENT” STEP**

1. **View/Assign “New Requests – Awaiting Assignment”.** ARD Team Leader must assign the project to self or another ARD. This moves the project into an active order and displays in the “Your Current Projects” section of the assigned ARD.

ARD Team Leader receives a notification of New Order, logs into the system and selects “Current Orders”. Under the “New Requests – Awaiting Assignment” button you will see the new orders.

**Click: View/Assign**



Archived Projects All Projects (inc staff projects)

**New Requests - Awaiting Assignment**

The following new order requests have been received and are awaiting assignment to an ARD for processing.

ID	Received	From	Request Status	Loan Type	Project Name	Project Type	Street Address	Borrower	Property Type	View/Assign
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The order will open to display the loan officer’s entry data.

**Scroll to the bottom of the page, choose the ARD to handle the project and click the “Assign This Project” button.**

Prior to Assignment, you may choose to reject the order. This may be due to insufficient project information, etc.

Reject Order – select the reject order button and enter the reason for rejection. The project will then return to the initiating lender or assistant for completion/correction. You will no longer see it in your New Assignments until the lender resubmits the project.



Once the Project is assigned, it moves from “New Requests – Awaiting Assignment” to the “Your Current Projects” table on the same screen. It officially becomes a project, Identified as “New Project” in the status field. Up until that time, the lender can choose to delete the project. Once assigned, ARD now controls the project.

2. **Review loan officer’s project information and complete additional information.** You can edit loan officer’s information and include additional data and uploads.

**Click: “View” on the project line**

This will take you to the Summary tab. You will see instructions on completing information prior to sending RFP's or Engagements.

Project Summary | Request / Manage Bids | Manage Engagements / Process Received Reports

This request requires additional information prior to it being sent out... please [click here](#) to fill in the required information before sending RFP's or Engagements. If required, you may also [re-assign](#) this project for someone else to complete.

**Click: "click here" button.**

You are now viewing the lender's request in "edit" mode. ARD can edit or upload additional data at this point.

1 - Lender Request | 2 - ARD Completion

ARD Instructions: Please review/amend the following project information. Then, complete information required on the next Tab.

**Project Information**

Scroll down and view the loan officer's request. You can either:

**Click: Next or Click: "2-ARD Completion" tab at the top.**

1 - Lender Request | **2 - ARD Completion**

ARD Instructions: Please review/amend the project information contained on tab 1. Then, complete the following information required to complete the requested services.

**Services Requested:**

\* Denotes Required Field

Property Interest to be Considered\*

Value to be Considered\*

☐ Market Value - Real Estate - Required in Federally Related Transactions  
☐ Market Value - Going Concern (Business) - Segregate: R.E.; TPP; IPP  
☐ Liquidation Value  
☐ Insurable/Replacement Value  
☐ Other

Effective Appraisal Date\*

If retrospective/prospective, please select date:

Intended User(s) of Report

Report Standards

Report Type\*

Report Format ☒ Form ☐ Narrative

Report Delivery

Number of Copies

Service Requested Comments and Instructions:

**Supplemental Information**

If you have general or specific guidelines or requirements that you wish to upload for consideration by the appraiser, please do so by clicking the following "Add File" box below, locate and select the file you wish to upload, click OK and the file will be uploaded and made a part of the record for this project.

[Choose file](#)

[« Back](#) [Next/Save This Order](#)

When complete, Click: “Next/Save This Order” button

3. Choose to either bid or engage the project.

Click: “Send invitation(s) to bid on this project” or “Send An Engagement”

4. Complete either the bid or engagement documents providing pertinent risk parameters regarding appraiser inspection and analysis. Choose Appraisers and invite them to bid. You may request supervisor approval. Report Status changes to “RFPs Requested” for bids and “Services Engaged” if directly engaged.

To complete a bid document, ARD must again review the Loan Officer’s data. ARD again has the ability to change and/or upload additional documents prior to the bid.



“Bid Request” tab – displays the loan officer’s data entry.

Next: ARD must choose:

“Report Options and Restrictions” based upon loan risk

Appraisal Report Presentation Restrictions (detailed vs. summarized)

Level of Inspection Required (who will perform inspection and to what level)

Minimum Required Approaches to Value

Requested Appraisal Analysis (who performs analysis – engaged appraiser or other)

Other Requirements

Click either “next” at the bottom of the entry or the “Attachments” tab at the top

“Attachments” tab – displays the loan officer’s attachments. The ARD selects the files to send with the bid from all uploaded documents.

**“Addressee” tab – Select the appraiser from either a panel or your Master Approved List. You can sort by any column within any panel, including distance from the property.**



If you require **“Supervisory” approval** of your request, you can click “Request the selected member check my work” on the addressee tab. If selected, the request will be visible on the supervisor’s FICRAS screen for attention and approval. If you select “No Check Needed”, the bid or engagement is immediately available for the appraiser to see.



**CAUTION:** A delay in approval by the supervisor will delay the bid being visible by the appraiser.

5. If engaged, wait for report delivery.
6. If bidding on the project, an e-mail notification informs the assigned ARD when each bid is received.
7. Click on “View” project, click on “Request/Manage Bids” tab

As the bids are returned, the Project Status column will count for you the bids received out of the bids requested.

*For Example 1/2 indicates two bids requested, one has been received:*

#### Your Current Projects

Following is a list of your current projects. You may view, edit and/or interact with providers by clicking on any of the project folders in the list.

Data Search:

ID	Received	From	Project Name	Project Type	Borrower	Property Address	Property Type	Closing Date	Project Status	Latest Activity	Engaged Appraiser	Deliver By Date	Delivery Fee	Engagement Status	Reviewed	
22014	11/25/16	Bella Lender	Commercial Office-direct engage	Commercial Appraisal	Commercial Office Borrower	123 Office Street, Baton Rouge, Louisiana 70815	Office	12/19/2016	RFP's Received (1/2)	12/07/16					No	<a href="#">View</a> <a href="#">Remove</a>

Project Summary **Request / Manage Bids** Manage Engagements / Process Received Reports

The following list contains the members whom you have sent invitations to bid on this project. Appraisers will respond with proposals which will appear under the "Proposals Received" column of the table. Click the link to view the proposal. Requests that have a status of "Approval Requested" have NOT been sent yet and will be sent once approval has been obtained.

Current Bidding Status: Open

Sent To	Date Sent	Sent Status	Invitation Sent	View Proposals Received - (*fee includes base fee and FICAP transaction fee)	Messages
Cheryl B. Bella MAI AI-GRS	2016-12-07	Approved	<a href="#">View Invitation</a>	No Proposals Received	<a href="#">View: 0</a>
appraiser bella None	2016-12-07	Approved	<a href="#">View Invitation</a>	<a href="#">View Proposal</a> fee: \$2080.00* Turn-Around: 12/19/2016 Status: <a href="#">Submitted</a> Action: <a href="#">Engage</a> <a href="#">Decline</a>	<a href="#">View: 0</a>

Use the button below to submit all remaining proposals back to the lender for selection. To prevent a lender from selecting an unwanted option, it is the ARD responsibility to first decline all unwanted proposals.

Notice – FICRAS fee is included with base appraiser fee for approval.

Changing a bid: If in the process of receiving bids, ARD needs to change the bid proposal, individually click: **view invitation** button next to each appraiser's name. Click: **"edit"**, make the change and click **save**. You must then click: **decline** on the existing bid in order to let the appraiser know they need to submit a new bid based upon the changed proposal. When the appraiser sends the amended bid, you will see it below the initial bid. You can then proceed as follows.

8. To obtain loan officer approval of fee and turnaround, click on related button. The loan officer will receive an e-mail to sign into FICRAS and choose a bid.

This should be done when all bids are received. Decline any bids you do not want presented to the Loan Officer. If a new bid is returned after initial loan officer approval, ARD will see the "Request lender approval on bids" button, provided no engagement has been sent. The loan officer is given another chance to choose from all received fee quotes and turnaround times. The loan officer is not privy to the appraiser name.

9. Upon receipt of e-mail indicating loan officer's selection, click "view" and "Request/Manage Bids. View selection – ARD can send decline directly to the "unchosen" appraisers.
  - a. Bids will close to appraisers once an engagement is sent.
  - b. ARD can close a bid prior to receiving all bids if they choose, by selecting the "Close the bidding on this project" button on the "Request/Manage Bids" tab.

Project Summary Request / Manage Bids Manage Engagements / Process Received Reports

The following list contains the members whom you have sent invitations to bid on this project. Appraisers will respond with proposals which will appear under the "Proposals Received" column of proposal. Requests that have a status of "Approval Requested" have NOT been sent yet and will be sent once approval has been obtained.

Current Bidding Status: Open [Close the bidding on this project](#) [Send invitation\(s\) to bid on this project](#)

Sent To	Date Sent	Send Status	Invitation Sent	View Proposals Received - (*fee includes base fee and FICAP transaction fee)	Submitted	Action
Cheryl B. Bella MAI, AI-GRS	2016-12-07	Approved	<a href="#">View Invitation</a>	<a href="#">View Proposal</a> Fee: \$2600.00* Turn-Around: 12/19/2016 Status: Submitted	<a href="#">Engage</a>	<a href="#">Decline</a>

**10. Click engage next to chosen appraiser. The engagement letter will be sent based upon the terms in the bid. All other bidding appraisers will receive a notice that another bid was selected.**

Project Summary Request / Manage Bids Manage Engagements / Process Received Reports

The following list contains the members whom you have sent invitations to bid on this project. Appraisers will respond with proposals which will appear under the "Proposals Received" column of the table. Click the link to view the proposal. Requests that have a status of "Approval Requested" have NOT been sent yet and will be sent once approval has been obtained.

Current Bidding Status: Open [Close the bidding on this project](#) [Send invitation\(s\) to bid on this project](#)

Sent To	Date Sent	Send Status	Invitation Sent	View Proposals Received - (*fee includes base fee and FICAP transaction fee)	Submitted	Action	Messages
Cheryl B. Bella MAI, AI-GRS	2016-12-07	Approved	<a href="#">View Invitation</a>	<a href="#">View Proposal</a> Fee: \$2600.00* Turn-Around: 12/19/2016 Status: Submitted	<a href="#">Engage</a>	<a href="#">Decline</a>	<a href="#">View: 0</a>

**11. ARD will again view the prior data selection, including loan officer input and ARD selected Report Options & Restrictions. On the "Attachments" tab, ARD can choose which attachments to send to the appraiser, adding or deleting those included in the bid.**

Engagement Attachments Addressee

**CHOOSE FILES TO SEND** [Select Files to Include](#)

File Name	File Type	Description
<a href="#">1507554374PurchaseAgreement.docx</a>	Sales Contract / Purchase Agreement	
<a href="#">1507554393Survey.docx</a>	Site Survey / Site Plan	

[Select File](#) [Select File](#)

[Back](#) [Next >](#)

**Appraisal Due Notifications: ARD can select email reminders of the report due date to send to the appraiser.**

Appraisal Due Notification Emails to Appraiser:

☐ 10 days prior to due date  
☐ 5 days prior to due date  
☐ 3 days prior to due date

[Select one or all notifications](#)

☒ Lender Approval Required
 ☐ No Approval Needed

[Back](#)
[Authorize Appraiser To Proceed](#)

When the engagement is sent, the appraiser will receive an email and must enter the system to “accept” or “decline” the engagement. In the Engagement Status, ARD will see “Engagement Sent”. Upon Acceptance, ARD will see “Engagement Accepted”.

ID	Received	From	Project Name	Project Type	Borrower	Property Address	Property Type	Closing Date	Project Status	Latest Activity	Engaged Appraiser	Deliver By Date	Delivery Fee	Engagement Status
22014	11/29/16	Bella Lender	Commercial Office-direct engage	Commercial Appraisal	Commercial Office Borrower	123 Office Street Baton Rouge, Louisiana 70815	Office	12/19/2016	Services Engaged	12/07/16	appraiser bella	12/16/2016	\$2100.00 (\$2184.00)	Engagement Sent
22014	11/29/16	Bella Lender	Commercial Office-direct engage	Commercial Appraisal	Commercial Office Borrower	123 Office Street Baton Rouge, Louisiana 70815	Office	12/19/2016	Services Engaged	12/07/16	appraiser bella	12/16/2016	\$2100.00 (\$2184.00)	Engagement Accepted

ARD can view and print the signed engagement letter by entering the project.

Click: “View” on the Current Orders screen for the accepted project.

You will be directed to the “Manage Engagements/Process Received Reports” tab

Click: View/Print Engagement.

Scroll to the bottom to see the appraiser’s signature.

The print button is at the top right.

Project Summary
Request / Manage Bids
Manage Engagements / Process Received Reports

SEND AN ENGAGEMENT

Engagement #22064 - Commercial Appraisal

Engagement Sent To: appraiser bella None

Engagement Sent On: Wed Dec 7 2016 10:12 AM EST

Engagement Status: Engagement Accepted

Latest Activity: 2016-12-07 10:15:52

Turn-Around Date: 12/16/2016

Turn-Around Fee: \$2184.00\*

Lender Approval Status: Approved

Engagement Messages: 0 messages

(\*fee includes FICAP transaction fee)

(click to change)

(click to view ARD-Appraiser messages)

View/Print Engagement

Modify Engagement

Cancel Engagement

Reports Received:

No Items To Display

The Engagement can also be modified or cancelled from this screen.

## PART V: MONITORING PROJECT STATUS

### MONITORING PROJECT PROGRESS THROUGH “ARD STATUS”

- a) Unassigned: ARD has not yet viewed
- b) New Project: ARD assigned/viewed.
- c) RFP’s Requested: ARD has sent bid requests to appraisers.
- d) RFP’s Received: ARD has received bids on project.
- e) Bid Selection Requested: ARD submits bids to lender for choice and/or approval.
- f) Bid Selection Completed: Lender chose/approved fee.
- g) Service Engaged: ARD has engaged the appraiser.
- h) Reports Received: ARD has received the appraisal report, needs to review (internal or external).
- i) Reports Delivered: Lender receives appraisal and invoice.

#### Additional Status Settings:

- Services Declined – this setting occurs when the appraiser declines the engagement.
- Project Completed – optional ARD setting when ARD determines project is complete.
- Project Deleted – optional setting by ARD. This does not remove the project from the system, only sets the status.
- On Hold – optional setting by ARD.
- On Hold-Temporary – optional setting by ARD.

Settings can be changed directly from the Current Orders Table by selecting the status of the project in the “ARD Project Status” column. You can also choose to archive a project from the link.

#### Your Current Projects

Following is a list of your current projects. You may view, edit and/or interact with providers by clicking on any of the project folders in the list.

Data Search: <div>All Columns</div> <div></div>										Print This Report		Export			
ID	Req. Date	Req. Officer	Req. Status	Project Name	Project Type	Borrower	Property Address	Property Type	Closing Date	ARD Project Status	Latest Activity	Engaged Appraiser	Deliver By Date	Delivery Fee	Engagement Status
53307		Bella Lender	Active	New Orleans Office	Commercial Appraisal	Dr. New Orleans	New Orleans, Louisiana 70101	Office		Services Engaged	2021-01-14	Michael Chester		\$500.00 (\$520.00)	Engagement Sent

#### Services Engaged

Reset ARD Project Status:

*This status change does not affect the project archive status in any way, nor does it change the appraiser or lender statuses of this project, its requests, its engagements, its reports, or its workflow.*

Revert Status To:

Services Engaged

Change Archive Status:

*Archived Status denotes whether or not the order in question is moved to archives or remains in active status. This setting ONLY changes the archived status for the ARD.*

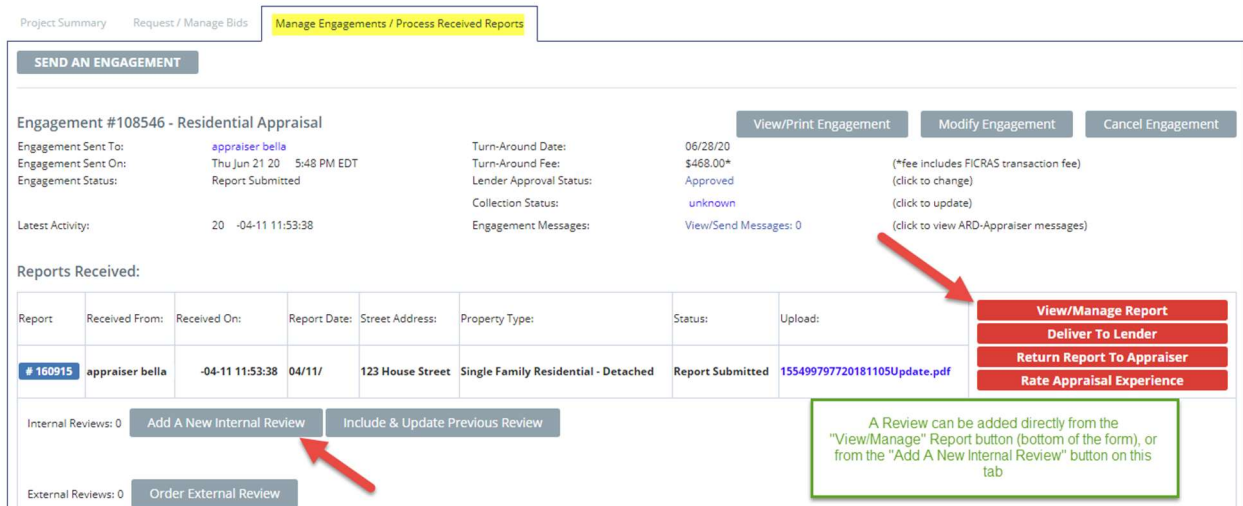
Active

Save Changes Cancel

## PART VI: APPRAISAL REPORT RECEIPT

ARD will be notified by e-mail that a report has been submitted by the appraiser. ARD enters FICRAS and **clicks: view** for that project, which opens the “Manage Engagements/Process Received Reports” tab.

Click the “View/Manage Report” button to see the submitted cover sheet and attached appraisal report. *(Note: re-assignment to a different ARD is possible at any time. Look at the top of the “Summary” tab, click the “Re-Assign Project” button if you wish to re-assign. )*



Project Summary Request / Manage Bids **Manage Engagements / Process Received Reports**

**SEND AN ENGAGEMENT**

Engagement #108546 - Residential Appraisal

Engagement Sent To: appraiser bella View/Print Engagement Modify Engagement Cancel Engagement

Engagement Sent On: Thu Jun 21 20 5:48 PM EDT Turn-Around Date: 06/28/20

Engagement Status: Report Submitted Turn-Around Fee: \$468.00\* (\*fee includes FICRAS transaction fee)

Latest Activity: 20 -04-11 11:53:38 Lender Approval Status: Approved (click to change)

Collection Status: unknown (click to update)

Engagement Messages: View/Send Messages: 0 (click to view ARD-Appraiser messages)

Reports Received:

Report	Received From	Received On	Report Date	Street Address	Property Type	Status	Upload	
# 160915	appraiser bella	-04-11 11:53:38	04/11/	123 House Street	Single Family Residential - Detached	Report Submitted	15549979720181105Update.pdf	<b>View/Manage Report</b> <b>Deliver To Lender</b> <b>Return Report To Appraiser</b> <b>Rate Appraisal Experience</b>

Internal Reviews: 0 Add A New Internal Review Include & Update Previous Review

External Reviews: 0 Order External Review

A Review can be added directly from the "View/Manage" Report button (bottom of the form), or from the "Add A New Internal Review" button on this tab

Scroll to bottom and you will see attached:

- Appraisal Report – the actual document will be an active attachment

**ARD needs to verify that all of the correct documents have been uploaded. If a document is missing, ARD should “Return Report To Appraiser”. This button is located at the very top of the page and is also a quick link (red button) on the “Manage Engagements/Process Received Reports” tab. **DO NOT ASK THE APPRAISER TO SUBMIT A NEW REPORT WITHOUT RETURNING THE RECEIVED REPORT TO THE APPRAISER. THE RECEIVED REPORT MUST BE RETURNED FOR THE SYSTEM TO RECORD PROPERLY.****

Deliver Report To Lender
 **Return Report To Appraiser**
 Go Back To Project Overview

**Appraisal Report Details**

**Invoice Receipt:** You can verify that the appraiser attached the invoice. Go to the “Project Summary” tab. Scroll to the bottom and you can see any submitted invoices. Later, the ability to “ship” invoices will be addressed.

## PART VII: REVIEW OF A RECEIVED APPRAISAL


Click the “View/Manage Report” button to see the submitted cover sheet and attached appraisal report.

Project Summary   Request / Manage Bids   **Manage Engagements / Process Received Reports**

[SEND AN ENGAGEMENT](#)


---


**Engagement #404077 - Commercial Appraisal**

Engagement Sent To: <a href="#">appraiser bella</a>	Turn-Around Date: 01/28/2021	<a href="#">View/Print Engagement</a>	<a href="#">Modify Engagement</a>	<a href="#">Cancel Engagement</a>
Engagement Sent On: 2021-01-15 17:13:48	Turn-Around Fee: \$468.00*	(*fee includes FICRAS transaction fee)		
Engagement Status: Report Submitted	Lender Approval Status: <a href="#">Approved</a>	(click to change)		
	Collection Status: <a href="#">unknown</a>	(click to update)		
Latest Activity: 2021-03-29 17:23:15	Engagement Messages: 	(click to view ARD-Appraiser messages)		

Reports Received:

Report	Received From	Received On	Report Date	Street Address	Property	Report Status	Report File	Actions
<a href="#"># 442280</a>	<a href="#">appraiser bella</a>	2021-03-29 17:23:13	03/29/2021	7403 Marquette Street	Office	Report Submitted	<a href="#">1617052989AppraisalReport.docx</a>	<a href="#">View/Manage Report</a> <a href="#">Deliver Report To Lender</a> <a href="#">Return Report To Appraiser</a> <a href="#">Rate Appraisal Experience</a>

Internal Reviews: 0   [Add A New Internal Review](#)   

External Reviews: 0   [Order External Review](#)   

*A review can be added directly from the "View/Manage Report" button or from the Internal or External Review buttons below* (points to View/Manage Report button)

**Very Important** - Step 1 of a Review Process is to review the information on the Coversheet. This information is what fills your appraisal database, so accuracy and completeness is important. **It also pre-fills your review form.**

If the Coversheet is not adequately completed by the appraiser, ARD can edit the cover sheet to create a more complete database for your institution.

At the top of the Coversheet, Click “Change/Edit The Appraisal Coversheet” button.

The fields then change to edit fields. You can add/correct data, include income data by clicking “yes” to the “Is this an Income Producing Property” question and create a very complete database.

### View/Manage Report

[Deliver Report To Lender](#)

[Return Report To Appraiser](#)

[Go Back To Project Overview](#)

[Change/Edit The Appraisal Coversheet](#)

Once this is completed, click the “Save Changes” button at the bottom right and you will be returned to a more complete Coversheet.

## **OPTION A: PERFORM AN INTERNAL REVIEW**

The first recommended step is to open the “Appraiser’s Report” on one screen. Either move it to another screen to view or you can print the report. You can initiate a review directly from the Appraisal Coversheet (button located at the bottom of the page) or from the Manage Engagements/Process Received Reports tab.

There are several review forms created for various scenarios. These are based upon both risk and the level of the reviewer. The system also allows the user to upload their own review form, should they wish to do this.

Each Review Form has similar conclusions to create consistency in the system, but the degree of analysis varies.

**Add A New Internal Review** ✕

You may upload your own review form using the following link, or you may select from one of the supplied compliance based forms below:

[User Supplied Review Form Upload \(All Report Types\)](#)

INTERNAL COMPLIANCE REVIEWS	INTERNAL TECHNICAL REVIEWS	INTERNAL EVALUATION REVIEWS
<div style="background-color: #4a5a6a; color: white; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Compliance Checklist (All Appraisal Types)</div> <div style="background-color: #4a5a6a; color: white; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Compliance Review (Land Form Appraisal)</div> <div style="background-color: #4a5a6a; color: white; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Compliance Review (Residential Appraisal)</div> <div style="background-color: #4a5a6a; color: white; padding: 5px; border-radius: 5px;">Compliance Review (Commercial Appraisal)</div>	<p style="color: #808080; font-size: 0.9em;">(Must be performed by a certified appraiser)</p> <div style="background-color: #4a5a6a; color: white; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Technical Review (Residential Appraisal)</div> <div style="background-color: #4a5a6a; color: white; padding: 5px; border-radius: 5px;">Technical Review (Commercial Appraisal)</div>	<div style="background-color: #4a5a6a; color: white; padding: 5px; border-radius: 5px;">Evaluation Checklist (All Property Types)</div>

- **The top long button** creates the ability to upload your own review form.
- **Left column:** Compliance Checklist – base review that can be performed by certified appraiser or qualified review staff that is not an appraiser
- **Left column:** These reviews are for staff that are not certified appraisers
  - Land Form Review – more detailed review for land
  - Residential Appraisal Review – more detailed review for 1-4 residential
  - Commercial Appraisal Review – more detailed review for commercial
- **Center column:** Review to be performed by in-house staff that is a certified appraiser. These forms provide the framework for a USPAP Standard 3 Review.
  - Technical Review – Residential
  - Technical Review – Commercial
- **Right column:** Evaluation Checklist (All Property Types) – base review that can be performed when only an evaluation is required by the financial institution

**Click: User Supplied Review Form Upload**

You will see a cover sheet. This cover sheet will be on all reviews, whether uploading a review or using the reviews built into the system.

The Review Form pre-fills with the information from the request and the appraiser's cover sheet where possible. The conclusion fields need to be completed by ARD. Comment entry fields are noted in yellow.

**User Supplied Review Form Upload (All Appraisal Types)**
x

Print This Page

<b>Type of Review</b> <b>Review Client / Intended User:</b>  Purpose Of Review  Intended Use Of Review Indicate Credit Type: Borrower: Anticipated Loan Amount:	<b>User Defined Appraisal Review Document</b>  <div style="background-color: yellow; padding: 5px; border: 1px solid #ccc;">Review for reasonableness of value conclusion based upon the data contained in the report.</div> <div style="border: 1px solid #ccc; padding: 2px;">Loan/Mortgage Use - no known contract ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">Commercial Loan ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">Commercial Office Borrower</div> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px;">\$ 200000</span> <span style="margin-left: 10px;">200,000</span> </div>
<b>Municipal Address</b>  Street: Unit #: City: State: Zip: Legal Description: Tax ID #	<div style="border: 1px solid #ccc; padding: 2px;">123 Office Street</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> <div style="border: 1px solid #ccc; padding: 2px;">Baton Rouge</div> <div style="border: 1px solid #ccc; padding: 2px;">Louisiana ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">70815</div> <div style="border: 1px solid #ccc; padding: 2px;">Lot 1, Office Park</div> <div style="border: 1px solid #ccc; padding: 2px;">Tax Id Office</div>
<b>Reviewer</b> Name: Position/Title: Dept: Phone: Email: Date Review Submitted:	Bella ARD ARD Manager ARD Department 333-333-3333 ard.bella@cox.net Wed Dec 7 11:04:35 EST 2016 (will reflect updated date once form is submitted)
Date of This Review: * Property Inspection: * If viewed, enter date: (only if property viewed) * Reviewer's Conclusion: * Acceptance Conclusion: * Recommendations, comments and summary of action taken (if any):	<div style="background-color: yellow; padding: 2px;"> <input type="text"/> </div> <div style="background-color: yellow; padding: 2px;">         Reviewer( <input type="radio"/> DID <input type="radio"/> DID NOT ) View Subject Property:       </div> <div style="background-color: yellow; padding: 2px;"> <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 2px;">Rely ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">Accept "As Is" ▼</div> <div style="border: 1px solid #ccc; padding: 2px; height: 40px;"></div>
Upload Your Appraisal Review Document Here:	<div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div> <span style="background-color: #2c3e50; color: white; padding: 2px 5px; float: right; font-size: 0.8em;">Choose file</span>

You have the ability to save the review as in-process, then return to the review and complete at a later time. Once a completed review is saved, clicked "Finish" and you can then deliver the review and appraisal to the lender. Note that your signature will be added from your profile when you click "Add Signature".

## OPTION B: ORDER AN EXTERNAL REVIEW

There is also the ability to outsource a review to a qualified review appraiser. This is done from the “Manage Engagements/Process Received Reports” tab once the appraisal report is received.

Internal Reviews: 0 [Add Internal Review](#)

External Reviews: 0 [Order External Review](#) 

When “Order External Review” is selected, an engagement letter opens on the first tab. ARD sets the scope, the turn-time, and the fee of the engagement. Important selection items include:

- Engagement tab - Select if review appraiser does or does not mandate inspection of the property by the reviewer
- Engagement tab - Turn-Around Date Entry
- Engagement tab - Appraiser’s Fee Entry
- Engagement tab – Select if the review appraiser does or does not have the right to contact the prior appraiser
- Report Details Tab – editable
- Addressee Tab – select Reviewer to engage
- Addressee Tab – set due date notification reminders to send to the review appraiser


Once the reviewer is authorized to proceed, you will see “engagement sent” for the review engagement letter on the “Manage/Engagements/Process Received Reports” tab. The review appraiser must then accept the engagement. At that time, “engagement accepted” will display. Note that the review appraiser receives the appraisal coversheet (Report Details) with any changes you made prior to engagement.

Project Summary   Request / Manage Bids   **Manage Engagements / Process Received Reports**

---

**SEND AN ENGAGEMENT**

Engagement #428801 - Commercial Appraisal

Engagement Sent To: [appraiser bella](#)   Turn-Around Date: 03/15/2021  
Engagement Sent On: 2021-03-05 16:59:38   Turn-Around Fee: \$2600.00\*  
Engagement Status: Report Submitted   Lender Approval Status: [Approved](#)   (\*fee includes FICRAS transaction fee)  
Collection Status: [unknown](#)   (click to change)  
Engagement Messages:    (click to update)  
(click to view ARD-Appraiser messages)


Latest Activity: 2021-03-05 17:02:10

Reports Received:

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 428803	appraiser bella	2021-03-05 17:02:08	03/05/2021	RD	Retail: Free Standing - Bank Branch	Report Submitted	1614981725AppraisalReport.docx	<a href="#">View/Manage Report</a> <a href="#">Deliver Report To Lender</a> <a href="#">Return Report To Appraiser</a> <a href="#">Rate Appraisal Experience</a>

Internal Reviews: 0 [Add A New Internal Review](#)

External Reviews: 1 [Order External Review](#)

Engagement #	Sent To	Date Sent	Fee	Turn-Around	Engagement Status	Messages	View	Edit
474296	MAI, AI-GRS	2021-05-17	\$500	05/28/2021	<a href="#">Engagement Accepted</a>		<a href="#">View</a>	<a href="#">Edit</a>

No Invoices Have Been Submitted

## Receipt of the External Review

When the review appraiser completes their review of the subject appraisal report, they will send their review findings.


ARD will then add a cover sheet with conclusions. This button, “**ARD Conclusion Required**” is located on the “Manage Engagements/Process Received Reports” tab in the received external review table.

Project Summary Request / Manage Bids **Manage Engagements / Process Received Reports**

**SEND AN ENGAGEMENT**

---

Engagement #428801 - Commercial Appraisal

Engagement Sent To: appraiser bella	Turn-Around Date: 03/15/2021	<b>View/Print Engagement</b>	<b>Modify Engagement</b>	<b>Cancel Engagement</b>
Engagement Sent On: 2021-03-05 16:59:38	Turn-Around Fee: \$2600.00*	(*fee includes FICRAS transaction fee)		
Engagement Status: Report Submitted	Lender Approval Status: Approved	(click to change)		
	Collection Status: unknown	(click to update)		
Latest Activity: 2021-03-05 17:02:10	Engagement Messages: 	(click to view ARD-Appraiser messages)		


Reports Received:

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 428803	appraiser bella	2021-03-05 17:02:08	03/05/2021	4300 COFFEE RD	Retail: Free Standing - Bank Branch	Report Submitted	1614981725AppraisalReport.docx	<b>View/Manage Report</b> <b>Deliver Report To Lender</b> <b>Return Report To Appraiser</b> <b>Rate Appraisal Experience</b>

Internal Reviews: 0 **Add A New Internal Review**

External Reviews: 1 **Order External Review**

external review engagement table

Engagement #	Sent To	Date Sent	Fee	Turn-Around	Engagement Status	Messages	View	Edit
474296	appraiser bella MAI, AI-GRS	2021-05-17	\$500	05/28/2021	Report Submitted		<a href="#">View</a>	<a href="#">Edit</a>

Review #	Reviewed By	Type	Received	Completed	Conclusion	Reliability	View	Edit
474310	appraiser bella MAI, AI-GRS	External "Technical" Appraisal Review	2021-05-17	2021-05-17	Review in Process <b>ARD Conclusion Required</b>	Review in Process	<a href="#">View</a>	<a href="#">Edit</a>

No Invoices Have Been Submitted

external review received, add ARD Conclusion

## Review Conclusions - Acceptable and Reliable

If the review appraiser's findings do not require correction, the ARD will then add the coversheet and select findings on acceptability and reliability of the report. The ARD will then Deliver the Report to the lender by selecting the “Deliver Report to Lender” button and the process is complete.

## Review Conclusions – Corrections Required

If the review appraiser's findings conclude corrections are needed, the ARD should indicate same on the ARD Conclusion page.

Review #	Reviewed By	Type	Received	Completed	Conclusion	Reliability	View	Edit
474310	appraiser bella MAI, AI-GRS	External "Technical" Appraisal Review	2021-05-17	2021-05-17	Review in Process <b>ARD Conclusion Required</b>	Review in Process	<a href="#">View</a>	<a href="#">Edit</a>

No Invoices Have Been Submitted

**ARD Conclusion Required**

External Review
ARD Conclusion
←

[Print This Page](#)

Reviewer Name:	Bella ARD
Position/Title:	ARD Manager
Dept:	ARD Department
Phone:	333-333-3333
Email:	ard.bella@cox.net
Date Review Submitted:	Mon May 17 18:52:33 EDT 2021 (will reflect updated date once form is submitted)
Effective Date of Review:	<input type="text"/>
Property Inspection:	Reviewer ( <input type="radio"/> DID <input type="radio"/> DID NOT ) View Subject Property:
If viewed, enter date:	<input type="text"/>
	(only if property viewed)
Reviewer's Conclusion:*	<div>Review in Process</div>
Acceptance Conclusion:*	<div>Review in Process</div>
Recommendations, comments and summary of action taken (if any):	
<div style="border: 1px solid #ccc; height: 30px;"></div>	
Upload Supplemental Review Documents Here:	
<div style="border: 1px solid #ccc; height: 20px;"></div>	
<a href="#" style="background-color: #808080; color: white; padding: 2px 5px; text-decoration: none;">Choose file</a>	

This report is signed by an individual separate and apart from the lending function. It is an acknowledgement of receipt of information included in the appraisal review report. This does not constitute an opinion of the reasonableness of the value conclusion, only a verification of data presentation and objective viewing of the review report for completion and consistency with the engagement letter.

By typing your name in the "Reviewer's Signature" block below you are acknowledging that you completed this review document and answered all questions to the best of your ability in accordance with law and bank standards.

**Reviewers Signature:**

(type your full legal name)

Reviewer has no direct, indirect or prospective interest, financial or otherwise, in this property or transaction.

Select The conclusions:

Correct and resubmit for review

Revision required/recommend new review of revised report

Reviewer's Conclusion:*	<div>Correct and resubmit for review</div>
Acceptance Conclusion:*	<div>Revision required/recommend new review of revised report</div>

The next step is to return the report to the appraiser for correction. (see PART VIII below). Once the appraiser returns the corrected report, the ARD can then choose to continue the engagement of the review appraiser, by sending the new report to the reviewer.

The report concluded acceptable is the one that is Delivered to the Lender. Once delivered, the process is concluded.

## PART VIII: RETURN REPORT TO APPRAISER FOR CORRECTION

If the appraisal report needs revision, correction, or is improperly uploaded by the appraiser, the ARD must return the received appraisal to the appraiser for resubmission. This enables the appraiser to revise the coversheet and attach the new appraisal report.

At this point, the appraiser will receive an email with your comments and directions to go into their Engagements to correct and resubmit. If the report is not returned, the appraiser cannot edit and correct the report coversheet. They can “Submit a New Report”, but this should only be utilized if you are asking for multiple report submissions on a single order. Revision can only occur to a Returned Appraisal Report. The current orders will then display a Status of “Report Returned” for you and the appraiser.

**Your Current Engagements**

Data Search:  All Columns

Engagement ID	Last Updated	Client	Project	Type	Street Address	Date Engaged	Turn-Around	Fee	Status	Post/Receive Messages	View Eng. / Submit Report
203538	20-10-14	Bella Financial	ABC	Commercial Appraisal	4400 n. 9th Ave.	20-09-17	10/18/20	\$2500	Report Returned	Messages: 0	<a href="#">View Eng. / Submit Report</a>

Appraiser's View

Records: 1 | Entries per page: 10

[View Eng. / Submit Report](#) [Export To Excel](#)

**View Eng. / Submit Report**

Appraiser's View

Submit Your Report

Engagement Letter

Your Proposal / Original RFP

**REPORTS YOU HAVE SUBMITTED**

**Please Read:** If your report gets returned as "Report Returned", click on the "View Report" link to re-submit report with corrected information and/or uploads.

ID	CREATED	STREET ADDRESS	CLIENT ACTIVITY STATUS	APPRAISER ACTIVITY STATUS	VIEW REPORT / RE-SUBMIT
203920	20-09-18 07:10:29	4400 n. 9th Ave.	Reports Received	Report Returned	<a href="#">View Report / Re-Submit</a>

SUBMIT A NEW REPORT

**INVOICES YOU HAVE SUBMITTED**

ID	DATE SUBMITTED	INVOICE AMOUNT	INVOICE DOCUMENT	UPDATE	DELETE
203921	20-09-18	\$2500	1568805057/invoice.docx	<a href="#">Update</a>	<a href="#">Delete</a>

SUBMIT AN INVOICE

**ARD-APPRAISER ENGAGED PROJECT MESSAGING**

[Ask a Question / Post a Response](#)

No Items To Display

Go To Current Engagements

Go To Archive Of Completed Projects

appraiser selects here to resubmit

Appraiser selects here to resubmit

When the appraiser submits the new appraisal, ARD will be notified and can then open the project to review. **On the “Manage Engagements/Process Received Reports” tab. You see a new Report table on top of the prior “Report Returned” table when a revised report or new report is submitted.**

Project Summary   Request / Manage Bids   **Manage Engagements / Process Received Reports**

---

**SEND AN ENGAGEMENT**

Engagement #206656 - Commercial Appraisal

Engagement Sent To: appraiser bella   Turn-Around Date: 10/17/20   View/Print Engagement   Modify Engagement   Cancel Engagement  
Engagement Sent On: Thu Sep 26 20   2:06 PM EDT   Turn-Around Fee: \$2600.00\*  
Engagement Status: Report Delivered   Lender Approval Status: Approved   Approved   (click to change)  
Latest Activity: 20 - 09-26 15:08:50   Collection Status: unknown   (click to update)  
Engagement Messages: View/Send Messages: 1   (click to view ARD-A)

(\*fee includes FICRAS transaction fee)

Reports Received:

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 206714	appraiser	20 - 09-26 15:08:50	09/26/2019	1300 N. Blvd.	Free Standing - Bank Branch	Report Delivered	1569524666AppraisalReport.docx	<a href="#">View/Manage Report</a> <a href="#">Deliver To Lender</a> <a href="#">Return Report To Appraiser</a> <a href="#">Rate Appraisal Experience</a>

Internal Reviews: 1   [Add A New Internal Review](#)   [Include & Update Previous Review](#)   *ability to use prior review*

ID	Added	Modified	Reviewed By	Type	Conclusion	Reliability	View
206716	2019-09-26	2019-09-26	Bella ARD	User Defined Appraisal Review Document	Accept "As Is"	Rel.	View

External Reviews: 0   [Order External Review](#)   *review of revised report*  
No Invoices Have Been Submitted For This Project

---

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 206708	appraiser bella	20 - 09-26 15:03:13	09/26/2019	1300 N. Blvd.	Free Standing - Bank Branch	Report Returned	1569524354AppraisalReport.docx	<a href="#">View/Manage Report</a> <a href="#">Deliver To Lender</a> <a href="#">Return Report To Appraiser</a> <a href="#">Rate Appraisal Experience</a>

Internal Reviews: 1   [Add A New Internal Review](#)

ID	Added	Modified	Reviewed By	Type	Conclusion	Reliability	View
206711	20 - 09-26	20 - 09-26	Bella ARD	User Defined Appraisal Review Document	Revision required/recommend new review of revised report	Correct and resubmits for review	View

External Reviews: 0   [Order External Review](#)   *review of returned report*  
No Invoices Have Been Submitted For This Project

You will have the ability to “Include & Update Previous Review” or “Add a New Internal Review” to the revised received appraisal report. **Each submitted Report should have an associated review.**

## PART IX: DELIVER REPORT TO LENDER AND INVOICING

Once a final conclusion is reached in a review, it is time to “Deliver” the report and review to the lender. Delivery should only occur on a received and reviewed appraisal. Once delivered to the lender, the lender will see the delivered report and the associated review. **Prior reports will not be visible by the lending team and populate the appraisal database unless you deliver them.**

On the “Manage Engagements/Process Received Reports” tab, you will see a red button, “Deliver To Lender”.

Project Summary   Request / Manage Bids   **Manage Engagements / Process Received Reports**

**SEND AN ENGAGEMENT**

---

Engagement #184319 - Commercial Appraisal

Engagement Sent To: appraiser bella

Engagement Sent On: Thu Jul 18 7:42 AM EDT

Engagement Status: Report Submitted

Latest Activity: 07-18 08:12:26

Turn-Around Date: 07/30/20

Turn-Around Fee: \$1560.00\*

Lender Approval Status: Approved

Collection Status: Fee Collected - 07/18/

Engagement Messages: View/Send Messages: 0

[View/Print Engagement](#)

[Modify Engagement](#)

[Cancel Engagement](#)

(\*fee includes FICRAS transaction fee)  
(click to change)  
(click to update)  
(click to view ARD-Appraiser messages)

Reports Received:

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 184321	appraiser	20 07-18 08:23:23	07/18/20	North Mayo Trail	Medical Office	Report Submitted	1563451940AppraisalReport.docx	<a href="#">View/Manage Report</a> <a href="#">Deliver To Lender</a> <a href="#">Return Report To Appraiser</a> <a href="#">Rate Appraisal Experience</a>

Click: “Deliver To Lender”

Once this is complete, the project is concluded and the Lender Receives the Report, Review, and Summarized Invoice (to deliver to borrower). The loan officer then has the ability to ship the appraisal to the borrower, ship the invoice to the borrower, and look at your review.

### Accounting Invoice

The Accounting Invoice is itemized, separating the appraiser’s fee from the FICRAS fee. This invoice is shipped to accounting from the “Project Summary” tab of a project. This can be done by either the ARD or the loan officer, depending on your specific financial institution procedure.

Submitted Invoices received from appraiser

Invoice #	Submitted On	Submitted By	View Invoice	Invoice for Accounting	Ship Invoice to	Invoice for Lender Use
22067	12/07/16	appraiser bella	<a href="#">View Invoice</a>	<a href="#">Invoice for Accounting</a> <small>Itemized Invoice (accounting)</small>	<a href="#">Ship To...</a>	<a href="#">Total Invoice (lender)</a> <a href="#">Ship To...</a>

Click: The “Ship to” tab for accounting and you will see the itemized invoice and a history of “Previous Invoice Mailings”.

Ship To...

Print This Invoice

Cost Center (GL#): 123  
Loan Officer: Bella Lender  
Branch Name: Test Branch

## INVOICE

Bella Financial  
test bank address  
test bank city Louisiana 70815

Project Reference ID: 108545

Cost Center (GL#): 123

Date	Borrower	Project Name	Project Type	Evaluator Fee	FICRAS Svcs Fee	Total Project Fee
20 03-12 08:12:46	Mr. Borrower	residential test	Residential Appraisal	\$450.00	\$18.00	\$468.00

Please Remit Payment To:

Test Company  
appraiser bella  
test address test suite  
test city Louisiana test zip

Invoice Document:

[1552392763AppraiserInvoice.docx](#)

(Click to view appraiser's invoice)

Deliver The Above Invoice Via Email

Select A Recipient:

Please Select A Recipient...

Dropdown of accounting  
email addresses (Your  
FICRAS Admin. can enter  
these selections)

Or Fill In Recipient Below:

Ship To Name:

Ship To Email:

Ship Invoice

Cancel

Please enter any final instructions or information in the space below.

The next step is to record the payment of the appraiser's invoice. This occurs when the invoice is received from the appraiser and displays on the actual invoice line. Upon delivery of the project by the ARD, the Appraiser's invoice is available for all to see; loan officer, analyst, and ARD.

### Invoicing

Invoice #	Submitted On	Submitted By	Invoice Total	Payment Status	Itemized Invoice (accounting)	Ship To...	Invoice for Lender Use	Total Invoice (lender)	Ship To...
90558		appraiser bella	\$2080	unknown					

Select /  
Record  
payment  
status

Print This Report

Payment options include:

- Submitted for Payment
- Vendor Invoice Paid
- Bank Absorbs Fee
- Other

As collection progresses, each option can be recorded in a table for all users to see.

### Payment Status

reset

PAYMENT STATUS	PAYMENT DATE	PAYMENT NOTES	ENTERED ON	ENTERED BY
Submitted for Payment	12/17/2018	Invoice sent to accounting for payment	2018-12-17 12:28:51	Bella ARD
Vendor Invoice Paid	12/17/2018	accounting sent check to appraiser	2018-12-17 12:29:14	Bella ARD

The vendor invoice paid is the final setting.

## PART X: RATING THE APPRAISER

Click: [Manage Engagements/Process Received Reports](#)

The far right includes the ability to rate the appraisal experience. Click: [Rate Appraisal Experience](#)

This is not mandatory.

Rate Appraisal Experience

**Report Rating Scores**

Report is delivered on time (upon original or approved extension date)

Report Complies with Engagement Letter / Bank Requirements

Report Complies with USPAP Requirements

Scope is appropriate given the complexity of the assignment

Property Detail is considered appropriate

Conclusion is considered adequately supported as presented

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

Strongly Agree

Agree

Adequate

Disagree

Strongly Disagree

**Rating Comments (optional):**

Enter any comments you would like to make concerning your rating here. These comments will be made part of the public record, but will remain anonymous in origin.

**Private Notes:**  
(administrative use only)

This block allows you to make any personal notes on this review you wish to. These notes are viewable only by you.

**Appraisal Experience Rating**

Save Rating

## PART XI: MOVING COMPLETED PROJECT TO ARCHIVE

Click: Current Orders

Click: "ARD Project Status in the Current Orders Table.

ID	Req. Date	Req. Officer	Req. Status	Project Name	Project Type	Borrower	Property Address	Property Type	Closing Date	ARD Project Status	Latest Activity	Engaged Appraiser	Deliver By Date	Delivery Fee	Engagement Status
177588	2019-06-24	Bella Lender	Active	Car Wash	Commercial Evaluation	Mr. Borrower	9607 Airline Highway Baton Rouge, Louisiana 70815	Car Wash - Full Service	07/15/2019	Reports Received	2019-08-23	FICRAS Support	07/10/2019	\$0 (\$0)	Report Delivered

### Report Delivered

Reset ARD Project Status:

This status change does not affect the project archive status in any way, nor does it affect this project, its requests, its engagements, its reports, or its workflow.

Revert Status To:

Delivered

This selection enables you to change the project status

Change Archive Status:

Archived Status denotes whether or not the order in question is moved to archives or remains in active status. This setting ONLY changes the archived status for the ARD.

Active

Save Changes

Cancel


This selection enables you to archive the project

### Change Archive Status

You have a choice to either:

- Change Status and retain the project in Current Orders
- Move the Project to Archive

If project is moved to Archive, select "Archived Projects" button at the top of your Current Orders screen to view.



**Main Menu**

Your Profile

**Current Orders**

Archived Projects
Search All Projects Inc Staff Projects (fast)
Browse All Projects Inc Staff Projects (slow)

New Requests - Awaiting Assignment

You can always choose to revert a project status in archive.

### Your Archived Projects

Following is a list of your archived projects.

Data Search: All Columns

Print This Report

Export To Excel

reset

ID	Received	Requested By	Project Name	Project Type	Street Address	Borrower	Property Type	Current Status	Engaged Appraiser	Assigned To	Last Activity	Est Loan Closing	View	Revert Status	Audit Trail
246510		Bella Lender	Missouri Office Building	Commercial Appraisal	4117 W	Mr. Borrower	Office	Delivered	appraiser bella	Bella ARD	04-15	02/20/			

## PART XII: CHANGE ASSIGNED LOAN OFFICER

ARD has the ability to change the loan officer of a project. This is accomplished in the Current Orders Table by selecting the Requesting Officer's name in the table.

Your Current Projects

Following is a list of your current projects. You may view, edit and/or interact with providers by clicking on any of the project folders in the list.

Data Search:

ID	Req. Date	Req. Officer	Req. Status	Project Name	Project Type	Borrower	Property Address	Property Type	Closing Date	ARD Project Status	Latest Activity	Engaged Appraiser	Deliver By Date	Delivery Fee	Engagement Status	Reviewed	Notes
53307		Bella Lender	Active	New Orleans Office	Commercial Appraisal	Dr. New Orleans	1234 New Orleans, Louisiana 70101	Office		Services Engaged	2021-01-14			\$500.00 (\$520.00)	Engagement Sent	No	View

All of your loan officers are available for selection in the dropdown menu. Simply select and save!

Change
✕

**Lender Status:** Order Is Currently Active

\*NOTE: Except for "Order is currently active", All Lender requested changes to status will automatically move the selected project to the "Archived Orders" section and remove the project from the "Current Orders" Screen. The "Order is currently active" selection will return the selected project to the lender's "Current Orders" Screen.

**Requesting Officer:** Bella Lender

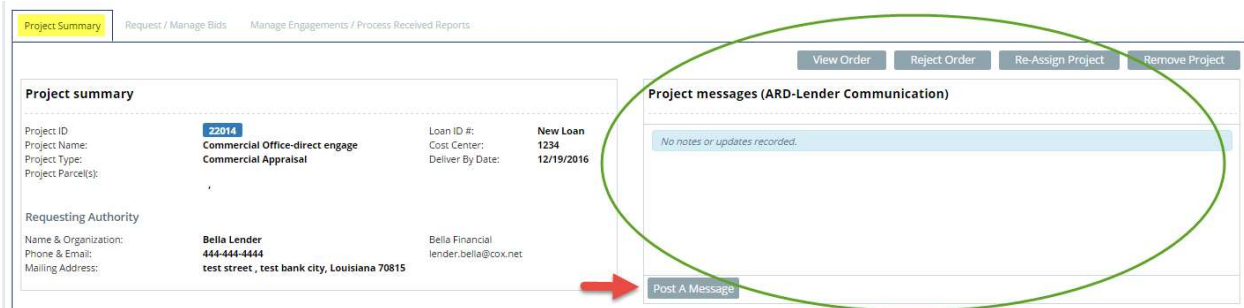
\*NOTE: Changing the Requesting Officer will transfer the record to the selected Lender for all future processing. The record will vanish from the current inbox (Current Orders) and appear in the current orders table for the newly selected Requesting Officer.

## PART XIII: POSTING MESSAGES

### ARD↔Lender Messages

**Project Summary Tab -** Open a project by clicking “View” on the current orders screen

On the “Project Summary” tab you will see “Project messages (ARD-Lender Communication)”. This is the messaging system between ARD and Lender. When a lender sends ARD a message, ARD will receive an email and the message will be noted in the Project message section for that specific project. All communication is recorded with the project to produce an audit trail.



**Project summary**

Project ID: 22014  
 Project Name: Commercial Office-direct engage  
 Project Type: Commercial Appraisal  
 Project Parcel(s):

Loan ID #: New Loan  
 Cost Center: 1234  
 Deliver By Date: 12/19/2016

Requesting Authority  
 Name & Organization: Bella Lender  
 Phone & Email: 444-444-4444  
 Mailing Address: test street, test bank city, Louisiana 70815

Bella Financial  
 lender.bella@cox.net

**Project messages (ARD-Lender Communication)**

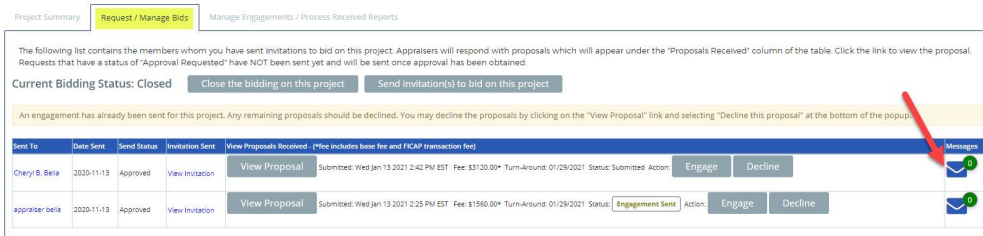
No notes or updates recorded.

[Post A Message](#)

### ARD↔Appraiser Messaging

This is accomplished on the:

- “Request/Manage Bids” tab if you are in the process of communicating with an appraiser regarding a bid, or



**Request / Manage Bids**

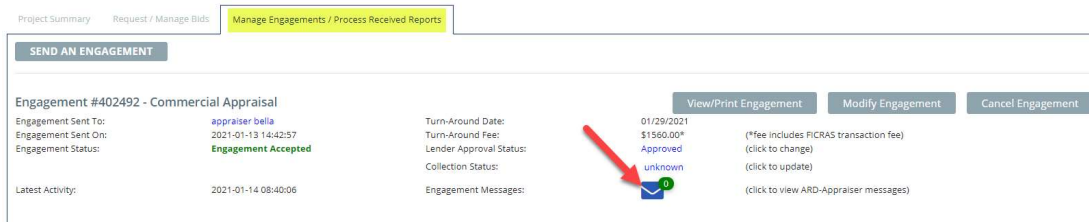
The following list contains the members whom you have sent invitations to bid on this project. Appraisers will respond with proposals which will appear under the “Proposals Received” column of the table. Click the link to view the proposal. Requests that have a status of “Approval Requested” have NOT been sent yet and will be sent once approval has been obtained.

Current Bidding Status: Closed [Close the bidding on this project](#) [Send Invitation\(s\) to bid on this project](#)

An engagement has already been sent for this project. Any remaining proposals should be declined. You may decline the proposals by clicking on the “View Proposal” link and selecting “Decline this proposal” at the bottom of the popup.

Sent To	Date Sent	Sent Status	Invitation Sent	View Proposals Received	Submitted	Fee	Turn-Around	Status	Action	Messages
Cheryl B. Bella	2020-11-13	Approved	View Invitation	View Proposal	Submitted: Wed Jan 13 2021 2:42 PM EST	Fee: \$3120.00*	Turn-Around: 01/29/2021	Status: Submitted	Engage Decline	0
appraiser bella	2020-11-13	Approved	View Invitation	View Proposal	Submitted: Wed Jan 13 2021 2:25 PM EST	Fee: \$1560.00*	Turn-Around: 01/29/2021	Status: Engagement Sent	Engage Decline	0

- “Manage Engagements/Process Received Reports” tab if the project has been engaged



**Manage Engagements / Process Received Reports**

**SEND AN ENGAGEMENT**

Engagement #402492 - Commercial Appraisal

Engagement Sent To: appraiser bella  
 Engagement Sent On: 2021-01-13 14:42:57  
 Engagement Status: Engagement Accepted

Turn-Around Date: 01/29/2021  
 Turn-Around Fee: \$1560.00\*  
 Lender Approval Status: Approved  
 Collection Status: unknown

Latest Activity: 2021-01-14 08:40:06

Engagement Messages: [View/Print Engagement](#) [Modify Engagement](#) [Cancel Engagement](#)

(\*fee includes FICRAS transaction fee)  
 (click to change)  
 (click to update)  
 (click to view ARD-Appraiser messages)

## PART XIV: PROCESSING EVALUATION REQUESTS

The receipt and assignment of an Evaluation request proceeds the same as an appraisal request (see Part IV), however, the engagement and completion differs.

There are three potential methods of completing the Evaluation engagement request:

1. 3<sup>rd</sup> Party Direct Engagement of an Evaluator using an engagement letter
2. Portal Engagement through a 3<sup>rd</sup> Party Provider Website
3. Internal Evaluation - Complete an Internal Evaluation and add it to FICRAS

All processes are initiated from the same tab in an Evaluation Project, “Evaluation/Review/Invoice”.



For both 3<sup>rd</sup> Party Direct Engagement and Portal Engagement, you should first populate your providers in the 3<sup>rd</sup> Party Provider list. This is done by selecting “3<sup>rd</sup> Party Providers” link on the left sidebar menu and adding your vendor’s information.



### 1. 3<sup>rd</sup> Party Direct Engagement of an Evaluator using an engagement letter

Step 1: Select the “3<sup>rd</sup> Party Direct Engagement” button



Step 2: Complete and/or Edit the entry fields of the engagement letter on the first tab “Engagement”.

Step 3: Select any attachments to include in the engagement on the second tab “Attachments”.

Step 4: Select from the dropdown of 3<sup>rd</sup> Party Providers previously entered (see left sidebar).

Step 5: Select the “Send Engagement” Button on the “Addressee” tab.

Step 6: Select the “Add a Review” button below the evaluation report.

You will have the ability to “Add a Review” by selecting the button. FICRAS supplies a web-based review, or you can select to add your own review form.

## Add A Review

You may upload your own review form using the following link, or you may select from one of the supplied compliance based forms below:

[User Supplied Review Form Upload \(All Property Types\)](#)

Internal Evaluation Reviews

[Evaluation Checklist \(All Property Types\)](#)

Step 7: Deliver Evaluation to Lender.

When complete, select the “Deliver to Lender” button. The lender will then see the report, the review and any uploaded invoice.

## 2. Portal Engagement through a 3<sup>rd</sup> Party Provider Website

Step 1: Select the “Portal Engagement” button on the “Evaluation/Review/Invoice” tab



Step 2: Select the Vendor Link from the dropdown table (includes vendors entered in 3<sup>rd</sup> Party Providers)

Step 3: Save Engagement – this records the engagement accepted for lending team display

Step 4: Follow the vendor process until the report is submitted by the vendor

Step 5: Open the project and return to the “Evaluation/Review/Invoice” tab

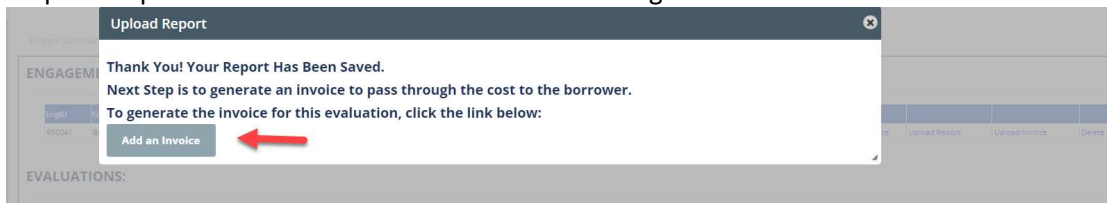
Step 5: Select the “Upload Report” in the engagement table

Step 6: Select the “Choose File” button to upload the 3<sup>rd</sup> party vendor’s completed evaluation report

Step 7: Edit the Evaluation Data Entry to match the information in the report. This populates your database.

Step 8: Select the “Submit This Report” button at the bottom of the page.

Step 9: Step 5: Select the “Add an Invoice” button to generate the invoice



It will take you to the invoice screen. This is where you add the external vendor’s invoice and add/edit any internal fees.

**Upload Invoice**

**EVALUATION INVOICE**

If uploading an invoice from a third-party vendor, enter the amount in the entry field below to match the invoice total and upload the respective invoice by selecting "Choose File". Next, select "Submit This Invoice". (for internal evaluations, the FICRAS fee is already indicated below, simply select "Submit This Invoice")

Vendor Invoice Total:\*

\$ 0

enter vendor amount

Vendor Invoice Upload:

Choose file

upload external invoice

Step 10: Select the "Add a Review" button below the evaluation report.

You will have the ability to "Add a Review" by selecting the button. FICRAS supplies a web-based review, or you can select to add your own review form.

**Add A Review**

You may upload your own review form using the following link, or you may select from one of the supplied compliance based forms below:

User Supplied Review Form Upload (All Property Types)

Internal Evaluation Reviews

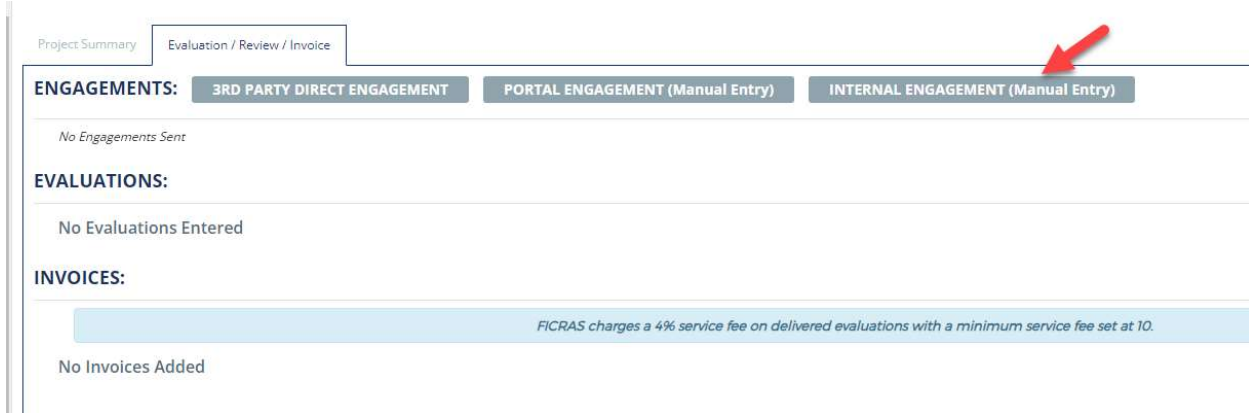
Evaluation Checklist (All Property Types)

Step 11: Deliver Evaluation to Lender.

When complete, select the "Deliver to Lender" button. The lender will then see the report, the review, and any uploaded invoice.

### 3. Internal Evaluation - Complete an Internal Evaluation and add it to FICRAS

Step 1: Open the Evaluation Project and select the “Evaluation/Review/Invoice” tab



The screenshot shows the FICRAS web interface. At the top, there are two tabs: 'Project Summary' and 'Evaluation / Review / Invoice'. The 'Evaluation / Review / Invoice' tab is active. Below the tabs, there are three buttons: '3RD PARTY DIRECT ENGAGEMENT', 'PORTAL ENGAGEMENT (Manual Entry)', and 'INTERNAL ENGAGEMENT (Manual Entry)'. A red arrow points to the 'INTERNAL ENGAGEMENT (Manual Entry)' button. Below the buttons, there are three sections: 'ENGAGEMENTS:', 'EVALUATIONS:', and 'INVOICES:'. Each section has a message: 'No Engagements Sent', 'No Evaluations Entered', and 'No Invoices Added' respectively. A blue banner at the bottom of the 'INVOICES' section states: 'FICRAS charges a 4% service fee on delivered evaluations with a minimum service fee set at 10.'

Step 2: Select the “Internal Engagement” button



This screenshot is identical to the one above, showing the FICRAS web interface with the 'Evaluation / Review / Invoice' tab selected and the 'INTERNAL ENGAGEMENT (Manual Entry)' button highlighted by a red arrow.

Once selected, an engagement will open enabling you to add your own fees.

PLEASE ENTER THE VENDOR TO ENGAGE THIS PROJECT.

Select Vendor: Internal  
 Internal Fee: 10  
 Turn-Around Date: 01/02/2023

FICRAS FEE

**SUBJECT PROPERTY IDENTIFICATION:**

[Click here to fill this page from the ED/CARS Public Records Database](#)

Property Type: Residential (1-4) Family: Townhome  
 Tax ID/APN: (Assessor Parcel Number) 111  
 Property Owner of Record:   
 Property Street Address: 11111  
 City/Municipality: 1  
 County/Parish: 1  
 State/Province/Territory: Alaska  
 Postal Zip Code: 1  
 Lot #(s):   
 Subdivision:   
 Subject Property Comments:

Add your own fees

**ADDITIONAL FEES**

*Please enter the amount(s) to adjust the invoice to include any extra internal fees to pass through to the borrower.*

Adjustment Type	Debit From (cost center)	Credit To (cost center)	Adjustment Amount
<span style="border: 1px solid black; padding: 2px;">Please Select...</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	\$ 0 0
<span style="border: 1px solid black; padding: 2px;">Please Select...</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	\$ 0 0
<span style="border: 1px solid black; padding: 2px;">Please Select...</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	\$ 0 0

[Save Engagement](#)

This is where you enter your adjustment. Remember, FICRAS charges a \$10 processing fee.

**ADDITIONAL FEES**

*Please enter the amount(s) to adjust the invoice to include any extra internal fees to pass through to the borrower.*


Adjustment Type	Debit From (cost center)	Credit To (cost center)	Adjustment Amount
<span style="border: 1px solid black; padding: 2px;">Vendor Adjustment Fee</span>	<span style="border: 1px solid black; padding: 2px;">54321</span>	<span style="border: 1px solid black; padding: 2px;">Appraisal Department</span>	\$ 200 200
<span style="border: 1px solid black; padding: 2px;">Please Select...</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	\$ 0 0
<span style="border: 1px solid black; padding: 2px;">Please Select...</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	\$ 0 0

input your adjustment



[Save Engagement](#)

Step 3: Select the “Upload Report” link to upload your completed review document

ENGAGEMENTS:											
3RD PARTY DIRECT ENGAGEMENT			PORTAL ENGAGEMENT (Manual Entry)			INTERNAL ENGAGEMENT (Manual Entry)					
EngID	Entered By	Date Sent	Vendor Company	Contact Name	Contact Email	Turn-Around Date	Turn-Around Fee	Engagement Status			
950055	Bela ARD	2023-08-11	INTERNAL			01/02/2023	10.00	Engagement Accepted		<a href="#">Update</a>	<a href="#">Upload Report</a>

Step 4: Edit the Evaluation Data Entry to match the information in the report. This populates your database.

Step 5: Select the “Add an Invoice” button to generate the invoice

Upload Report


Thank You! Your Report Has Been Saved.

Next Step is to generate an invoice to pass through the cost to the borrower.

To generate the invoice for this evaluation, click the link below:

[Add an Invoice](#)

ENGAGEMENTS:

EngID	Entered By	Date Sent	Vendor Company	Contact Name	Contact Email	Turn-Around Date	Turn-Around Fee	Engagement Status			
950055	Bela ARD	2023-08-11	INTERNAL			01/02/2023	10.00	Engagement Accepted		<a href="#">Update</a>	<a href="#">Upload Report</a>

It will take you to the invoice screen, giving you another opportunity to change the invoices or add any external invoices received in the process.

Add an Invoice

EVALUATION INVOICE

If uploading an invoice from a third-party vendor, enter the amount in the entry field below to match the invoice total and upload the respective invoice by selecting “Choose File”. Next, select “Submit This Invoice”. (for internal evaluations, the FICRAS fee is already indicated below, simply select “Submit This Invoice”)

Vendor Invoice Total:

Vendor Invoice Upload:  [Choose file](#)

INVOICE ADJUSTMENTS

FICRAS charges a 4% service fee on delivered valuations and external reviews with a minimum service fee set at 10.

FICRAS Fee:

Please enter the amount(s) to adjust the invoice to include any extra internal fees to pass through to the borrower.

Adjustment Type	Debit From (cost center)	Credit To (cost center)	Adjustment Amount
Vendor Adjustment Fee	54321	Appraisal Department	\$ 200 200
Please Select...			\$ 0 0
Please Select...			\$ 0 0

Submit This Invoice

Once you select Submit, you will see the Invoice Table on the Project Summary tab. It is now ready to print/ship to borrower for reimbursement and accounting for payment of fees.

Project Invoices									
Invoice #	Submitted On	Submitted By	Vendor Fee	Adjustments	Invoice Total	Description	Payment Status	Invoice for Accounting	Invoice for Lender Use
950066	2023-08-11	Bella ARD	\$0.00	\$210.00	\$210.00		unknown	Itemized Invoice (accounting)	Total Invoice (lender)
								Ship To...	Ship To...

In the example just provided, the itemized invoice to accounting looks as follows:

**Ship To...**

[Print This Invoice](#)

**Project Name:** test  
**Project Type:** Residential Evaluation  
**Borrower:** 111  
**Cost Center (GL#):** 1  
**Loan Officer:** Bella Lender  
**Primary Address:** 11111 1, Alaska 1

**Project Reference ID:** 824529  
**Date:** 08/11/2023 9:24 AM EDT  
**Bella Financial**  
**Bank Bella/Test Branch**  
**test bank address**  
**test bank city Louisiana 70815**

INVOICE

Date	Vendor/Product	Debit From	Pay/Credit To	Fee (\$)
08/11/2023 9:24 AM EDT	Residential Evaluation Fee	1	VENDOR *	
	FICRAS Svcs Fee:	1	FICRAS **	10.00
Internal Invoice Adjustments:				
	Vendor Adjustment Fee	54321	Appraisal Department	200.00
				TOTAL: \$210.00

**Please Remit Vendor Payment To:** FICRAS

**Invoice Document:**

**Deliver The Above Invoice Via Email**  
 Select A Recipient:

Please Select A Recipient...

Or Fill In Recipient Below:

Ship To Name:

Ship To Email:

Ship Invoice

Cancel

Please enter any final instructions or information in the space below.

[Previous Invoice Mailings](#)

there is no external vendor invoice on this order, only internal

Step 6: Add or Perform a Review.

In this type of review, you will likely re-assign to another ARD to review. To Re-Assign, select the “Re-Assign for Review” button on the Evaluation/Review/Invoice tab.


Project Summary
Evaluation / Review / Invoice

ENGAGEMENTS:

3RD PARTY DIRECT ENGAGEMENT

PORTAL ENGAGEMENT (Manual Entry)

INTERNAL ENGAGEMENT (Manual Entry)

EngID	Entered By	Date Sent	Vendor Company	Contact Name	Contact Email	Turn-Around Date	Turn-Around Fee	Engagement Status					
950055	Bella ARD	2023-08-11	INTERNAL			01/02/2023	10.00	Report Submitted		<a href="#">Update</a>	<a href="#">Upload Report</a>	<a href="#">Upload Invoice</a>	<a href="#">Delete</a>

**EVALUATIONS:**

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	
# 950062	Bella ARD // 333-333-3333	08/11/2023 9:22 AM EDT	08/11/2023	11111	Residential (1-4) Family: Townhome	Reports Received	1691760064EvaluationReport.docx	<div style="background-color: #e74c3c; color: white; padding: 2px 5px; margin-bottom: 2px;">View Report</div> <div style="background-color: #e74c3c; color: white; padding: 2px 5px; margin-bottom: 2px;">Edit Report</div> <div style="background-color: #27ae60; color: white; padding: 2px 5px;">Deliver To Lender</div>

Internal Reviews: 0

[Add A Review](#)

[Re-Assign for Review](#)

No Internal Reviews Found

Step 7: Deliver Evaluation to Lender.

When complete, select the “Deliver to Lender” button. The lender will then see the report, the review, and any uploaded invoice.

## PART XV: OTHER TYPES OF PROJECTS

Reviews – Loan Officer can request a review on an appraisal received from another financial institution.

Final Inspection – Loan Officer can request a final inspection.

Validity Checks - used to validate an older appraisal. Most often for loan renewals. Use will be guided by policy & procedures.

### **Request for Appraisal Review**

The Request for an Appraisal Review requires the lender to select the appraisal. If the appraisal was ordered through FICRAS, the appraiser simply searches for the appraisal, selects, then completes the Review Request Form. If the appraisal was not ordered through FICRAS, then the loan officer or the ARD can populate the database with the appraisal and appraisal information through the “Add Ext. Appraisal” (left sidebar). Once the database is populated, the lender can then find the appraisal and initiate the request.

ARD receives and assigns a Review Project in the same manner as other projects.



A Review Project Screen includes:

- Project Summary Tab – similar to other projects

- Appraisal Summary Tab – where the ARD views the coversheet of the appraisal. The appraisal upload is at the bottom of the coversheet.

- Internal Review Tab – enables the ARD to “Add an Internal Review” by selecting the button. The review then displays on this tab. Once completed, the ARD then selects the “Deliver Internal Review(s) to the Lender” button to complete the process

- External Review Tab – enables the ARD to engage an external reviewer. The process allows for both bidding and engaging an external reviewer. The ARD includes a coversheet for the review and then delivers the review to the lender.

### **Request for Final Inspection**

The Request for Final Inspection requires the lender to select the prior Prospective Appraisal and submit a request to the ARD for a final inspection from an appraiser.

ARD receives and assigns a Final Inspection Project in the same manner as other projects.

Summary: Overview	Summary: Appraisal	Summary: Reviews	Request / Manage Bids	Manage Engagements / Process Received Reports
-------------------	--------------------	------------------	-----------------------	---

A Final Inspection Project Screen includes:

Summary:Overview Tab – this contains the Project Summary

Summary:Appraisal Tab – This is the prospective appraisal coversheet, with the appraisal upload located at the bottom of the page.

Summary:Reviews Tab – Lists all reviews done on the prospective appraisal

Request / Manage Bids Tab – If the ARD chooses to bid out the final inspection project

Manage Engagements / Process Received Reports Tab – If the ARD direct engages an appraiser for a final inspection

When ARD receives the completed Final Inspection, they include a cover sheet and then delivers the project to the loan officer, who will then see the final inspection and any uploaded invoices.

## Request for a Validity Check

The Request for a Validity Check enables the ARD to determine if a prior received and reviewed appraisal is considered valid in the current market.

## Set Validity/Revalidation parameters

ARD has the ability to set parameters, which the lending team can view in the Validity Submission Process. This is accomplished on the ARD's left sidebar menu under the "Policies & Procedures" link.



Validity Check Procedure Restrictions
Policies and Procedures Document Upload
Engagement Letter Final Instructions

### VALIDITY CHECK PROCEDURE RESTRICTIONS

*A Validity Check can only be performed on a reviewed & accepted appraisal/evaluation. If appraisal is obtained from another regulated institution, appraisal review services must be selected and completed based upon property type. ARD or outside appraiser must review appraisal and accept report prior to validity check.*

Barring catastrophic circumstances, this bank assumes a residential appraisal/evaluation (1-4 family improved or vacant homestead) within  Month(s) and a non-residential appraisal/evaluation within  Month(s) of the effective appraisal date to be considered current and valid. If greater than these parameters, Lender must follow bank procedures for ordering a validity check or a new valuation report.

**VALIDITY CHECK REQUEST MAY BE CONSIDERED FOR THE FOLLOWING:**

**Residential Appraisal/Evaluation (1-4 Family improved or vacant homestead)**  
For Renewal, Restructure, or Refinancing, the residential appraisal in file must be less than or equal to  Year(s) and the LTV for the loan, including any new money, must be less than  % to be considered for validation.

**Non-Residential Appraisal/Evaluation (all properties other than residential)**  
For Renewal, Restructure, or Refinancing, the non-residential appraisal in file must be less than or equal to  Year(s) and the LTV for the loan, including any new money, must be less than  % to be considered for validation.

[Save Validity Check Procedure Restrictions](#)

You can also upload your Policies and Procedures on the second tab.

## ARD Validity Check Process

ARD receives and assigns a Validity Check Request in the same manner as other projects.

FICRAS has a Validity Check form in the system. This is accessed on the "Validity Check/Review/Invoice" tab in a Validity Check Project.

Project Summary
Validity Check / Review / Invoice

### VALIDITY CHECK REPORT: COMPLETE INTERNAL VALIDITY CHECK

No Validity Checks Entered

**INVOICES:**

No Invoices Added

The Validity Check Memorandum includes the request information from the loan officer.

The Memorandum includes optional supporting worksheets:

- Market Condition Evaluation Form
- Property Condition Evaluation Form

These two forms provide a relationship checklist of the information in the prior appraisal to the status today.

### Market Condition Form

Market Condition Evaluation Form

Effective Date of Information:

Source(s) of Market Condition Data (e.g. appraiser data, mls data, construction permits, etc.):

Property Category (Complete if Pertinent, Place N/A in blank if not applicable)	Effective Appraisal Date (summarize actual report information)	Current Date		
		Similar <input type="checkbox"/> Select All	Changed <input type="checkbox"/> Select All	N/A
Surrounding Property Uses	<input style="width: 150px;" type="text"/>	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Potential environmental issues (adjoining property or in general area)	<input style="width: 150px;" type="text"/>	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
% of Development in Area	<input style="width: 150px;" type="text"/>	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Market Condition for the subject property type (improving/stable/declining)*	<input style="width: 150px;" type="text"/>	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Overall Market Conditions in geographic area (improving/stable/declining)*	<input style="width: 150px;" type="text"/>	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A

\*Attach market support from sales, listings, leases, development trends, market experts (realtors/appraisers), previous appraiser, etc. - particularly note listings, sales or changes in the immediate competitive market of the subject.

**Comments:** (Any change must be discussed "positive and negative" and then a conclusion drawn relative to the value in the previous appraisal).



**Financial Institution Complete Risk Aversion Solution**

## Property Condition Form

Property Condition Evaluation Form:

Property Inspection Date:

Property Condition Sources: (e.g. appraiser, evaluator inspection, broker, other)

Property Inspection Performed By:

Property Category (Complete if Pertinent Place N/A in blank if not applicable)	Effective Appraisal Date(summarize actual report information)	Current Date		
		Similar <input type="checkbox"/> Select All	Changed <input type="checkbox"/> Select All	N/A
Physical Condition (photographs should be included) – your opinion based upon existing appraisal	Please Select...	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Improvement Total Size (Sq. Ft):	10050	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
	Gross Building Area	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Number of Buildings:	1	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Number of Units (if applicable):	1	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Number of Beds (if applicable):	0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Effective Age:	6	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Site Size (Total SF or Acres):	1	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
	Acres	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Property Type:	Medical Office	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Zoning:		<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Ownership of Record:	Mr. Borrower	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Occupancy Type (owner, tenant, owner/tenant, vacant):	<input checked="" type="radio"/> Owner <input type="radio"/> Owner & Tenant <input type="radio"/> Tenant <input type="radio"/> Vacant	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Occupancy Rate:	100	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Total # of Units Occupied (if applicable):	1	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
# Units Owner Occupied:	1	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
# Units Tenant Occupied:	0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Actual Gross Rental Income (if applicable):	\$ 0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Prospective Stabilized Gross Rental Income (if applicable):	\$ 0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Actual Net Operating Income (if applicable):	\$ 0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Prospective Stabilized Net Rental Income (if applicable):	\$ 0	<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Tenant Mix (attach current rent roll and relate to previous appraisal):		<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Other Property Specific Comparison:		<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
Environmental Site Issues (noted in appraisal relative to current inspection):		<input type="radio"/> Similar	<input type="radio"/> Changed	<input checked="" type="radio"/> N/A
<b>Comments:</b> (Any change must be discussed "positive and negative" and then a conclusion drawn relative to the value in the previous appraisal).				
<input type="text"/>				

The ARD indicates validation sources and then concludes:

### Validity Conclusion

Based upon the property specific information and market information discussed herein, the evaluator considers the previous appraisal/evaluation report of the subject property as of the current date to be:

☐ **VALID**

- ☐ It is my belief that there has been no obvious and material change in the market conditions or physical aspects of the property that threatens the adequacy of the real estate collateral protection, even with the advancement of new money.
- ☐ There is no advancement of new money, other than funds necessary to cover reasonable closing costs.

☐ **NOT VALID** (possible decline in MV)

☐ **Not Evaluated** (new appraisal/evaluation required)

Date:

## Review of Validity Check

Similar to other valuation products, the Validity Check should have an accompanying review document. FICRAS provides the ability to upload your own designed review or use an optional FICRAS review.

Upon completion of the memorandum and the review, the ARD delivers the validity to the lender. The lending team will then see the validity check report, review and invoice. This can be submitted to the borrower for reimbursement. Note that FICRAS also enables the lender to include their own fees to the invoice.

Project Summary **Validity Check / Review / Invoice**

**VALIDITY CHECK REPORT:** **COMPLETE INTERNAL VALIDITY CHECK**

Report	Received From:	Received On:	Report Date:	Street Address:	Property Type:	Status:	Upload:	<a href="#">View Report</a>
# 383711	Bella ARD	Mon Nov 30 2020 11:49 AM EST	20		Office Building - Low Rise	Delivered		<a href="#">Edit Report</a>
								<a href="#">Deliver To Lender</a>

Internal Reviews: 1 [Add A Review](#) [Re-Assign for Review](#)

ID	Added	Modified	Reviewed By	Type	Conclusion	Reliability	view	edit	delete
383746	2020-11-30	2020-11-30	Bella ARD	Internal Validity Check Review	Accept "As Is"	Rely	<a href="#">view</a>	<a href="#">edit</a>	<a href="#">delete</a>

**INVOICES:**

id	Date Submitted	Invoice Fee	Description	Adjusted Total	te Invoice
383712	2020-11-30	\$10	FICRAS Validity Check	\$110.00	te Invoice

## PART XVI: ESTABLISHING THE APPROVED APPRAISER LIST

The approved appraiser list is established and managed by the ARD Leader.

To display on a financial institution's "Approved Appraiser List" and have the ability to receive bids, the appraiser must complete the **application**. If an appraiser is already recognized as a FICRAS used appraiser, the application will be pre-filled with the current **FICRAS Profile** information. If not, the appraiser's application information will become their FICRAS Profile.

ARD will then receive the application and determine the level of approval for the appraiser. ARD also can group the appraisers into panels to ease the appraiser selection process when bidding. For instance, group by geographic area or certification type or qualifications. This will be demonstrated in this section.

### APPRAISAL REVIEW DEPARTMENT (ARD) "APPRAISER MANAGEMENT" STEPS

**To begin**, if the financial institution has an established list of appraisers to enter into FICRAS, the ARD leader should:

**Click: Manage/Add Appraisers**

**Search all appraisers (to check if appraiser is in FICRAS) or Send application to appraiser by email.** This will also search the appraisers in the FICRAS database.

<b>Main Menu</b> < <ul style="list-style-type: none"> <li>Your Profile</li> <li>Current Orders</li> <li>Staff Projects</li> <li>Archived Orders</li> <li>Appraisal Search</li> <li>Data Reports</li> <li>Data Charts &amp; Graphs</li> </ul> <b>Account Services</b> <ul style="list-style-type: none"> <li>Appraiser Panels</li> <li>Manage/Add Appraisers &gt;</li> </ul>	<p>"Master List of Appraisers" shows all <u>approved appraisers</u> for your institution.</p> <hr/> <p><b>Master Approved Appraiser List</b></p> <p> <input type="button" value="Manage Applicants"/> <input type="button" value="Search only approved appraiser list"/> <input type="button" value="Search all appraisers"/> <input type="button" value="Send application to appraiser by email"/> </p> <p>This will take you to a search for any appraiser already in the FICRAS system. If in the system, just click "Send Application"</p> <hr/> <p> <input type="button" value="Manage Applicants"/> <input type="button" value="Search only approved appraiser list"/> <input type="button" value="Search all appraisers"/> <input type="button" value="Send application to appraiser by email"/> </p> <p>If you know the appraiser has never been in FICRAS, the initial step is to send the appraiser an application by e-mail. You can also do this to check if an appraiser is in the system.</p>
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## Two Methods of Sending an Application to an Appraiser

**Method 1: “Send Application by email”** – can be done for any appraiser. If the appraiser is already in the FICRAS system, their information will appear, and you can send an application.

**Method 2: “Search all appraisers”** – searches appraisers in the FICRAS system. You can search by many different elements (name, e-mail, state, designation, certification, etc.). Once found, click “Send Application” next to that appraiser’s name.

### Method 1: Send Application by email.

Click: **Manage/Add Appraisers** (on left)

Click: **“Send application to appraiser by email” Button**

[Manage Applicants](#) [Search only approved appraiser list](#) [Search all appraisers](#) [Send application to appraiser by email](#)

If this is chosen, the system will search for the appraiser by e-mail. If the appraiser is in the FICRAS system, you will see status. If the appraiser is not in the FICRAS system, choose “click here”. **(Caution – search the appraisers name to be sure they are not in the system utilizing another email!)**

The above results are members who are already registered with FICRAS or DAC and whose profiles are easily available for inclusion with your invitation. To send an invitation to an appraiser or another service provider not included in the above search, please [click here](#).

You will be asked for the appraiser’s name, e-mail and a password (either assigned by you or auto-generated)

Last Name:	First Name:	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address:	Password: <a href="#">(generate)</a>	
<input type="text"/>	<input type="text"/>	

ARD will see the following:

Send Application

Instructions

Step 1

2

3

4

5

6

**The Following 6 pages comprise the full application appraisers will receive with this invitation. Please fill out any information you would like pre-filled for the appraiser and/or verify the information that may already be included in this form. Appraisers applications will be stored for viewing / editing within the Appraiser Panels > Manage Appraisers section of this application.**

[Click Here To Begin >>>](#) [Or Send Invitation Immediately](#)

If you click “Click Here to Begin”, you will see the application is pre-filled with the appraiser’s profile information if the appraiser is in the FICRAS system. If not, the application is blank. If ARD already

has a file on the appraiser, ARD can pre-fill additional fields for the appraiser, or click on the “Send Invitation”, allowing the appraiser to complete the application.

### **Method 2: Search All Appraisers**

**Click: Manage/Add Appraisers (on left)**

**Click: “Search all appraisers”**

This is a search of the FICRAS database of appraisers, which is a compilation of all appraisers across the nation in the DAC, and appraisers that have been entered into FICRAS by other financial institution clients. The search document allows for a variety of search elements including:

- Name
- State/location (check “Include all appraisers licensed for this state” to include appraisers that have your search state as an additional license)
- Certification Type (General vs. Residential)
- Designation (MAI, SRPA, SRA, RM, AI-GRS, AI-RRS)
- Assignment Availability (appraisal vs. review)
- Property Type Expertise

**For Example, put in an appraiser name and click: Search the Database**

Search all appraisers

**Search Type:**    ☐ Match All Fields    ☒ Match Any Field

**Simple Search**

To conduct a simplified appraiser search, please enter the either the first or last name below.

First Name:     Last Name:

**Geographic Search**


To find an appraiser by their geographic location, please enter any of the information below.  
This search is cumulative with any search fields entered above.

State/Province:

Zip/Postal Code:

☐ Include all appraisers licensed for this state

miles of zip/postal code:



First Name	Last Name	AI Desig.	E-Mail Address	City/Municipality	State/Province	Availability
Cheryl	Bella	MAI, AI-GRS	cbella1@cox.net	Baton Rouge	Louisiana	Review Appraisal

From this query you can choose to “View Profile” and/or “Send Application”, because the appraiser is already in the FICRAS system.

Status/Action	
View Profile	Send Application

If you click “View Profile” of Cheryl Bella you will see profile information entered by the appraiser.

**View Profile**

General


Services

Qualifications


Experience

Certification

Insurance/Staff/Data



<div style="background-color: #f2f2f2; height: 20px; margin-bottom: 10px;"></div> <div>Company/Organization</div> <div>Appraiser/Consultant</div> <div>Authority</div> <div>Street Address</div> <div>City/Municipality</div> <div>County/Parish</div> <div>State</div> <div>Postal Zip Code</div> <div>Telephone Number</div> <div>E-Mail Address</div> <div>Website Address</div>	<div>Bella Appraisal Consulting Services, LLC</div> <div>Bella IT MAI, AI-GRS</div> <div>Administrative Officer</div> <div>test bank address</div> <div>test bank city</div> <div>test bank parish</div> <div>Louisiana</div> <div>70815</div> <div>222-222-2222</div> <div><a href="mailto:cherylbella@gmail.com">cherylbella@gmail.com</a></div> <div></div>
---	--



Fee Assignment Availability
Review Appraisal

If you click “Send Application”, an application will be sent to the appraiser to complete for your institution.

**Remember: The Profile is for all to see; the Application is for your institution.**

Status/Action	
View Profile	Send Application

ARD will see the following:

Send Application

Instructions

Step 1

2

3

4

5

6

**The Following 6 pages comprise the full application appraisers will receive with this invitation. Please fill out any information you would like pre-filled for the appraiser and/or verify the information that may already be included in this form. Appraisers applications will be stored for viewing / editing within the Appraiser Panels > Manage Appraisers section of this application.**

Click Here To Begin >>>

Or Send Invitation Immediately

If you click “Click Here to Begin”, you will see the application is pre-filled with the appraiser’s profile information regarding name, address, etc. The remaining tabs require completion. If ARD already has a file on the appraiser, ARD can pre-fill additional fields for the appraiser, or click on the “Send Invitation”, allowing the appraiser to complete the application.

The appraiser will then receive an e-mail notification to access FICRAS and complete the financial institution’s application.

#### APPROVING AN APPRAISER

##### “Application Received”

ARD will receive an e-mail when the application is received. At this point, ARD will access the appraiser’s application form.

**Click:** Manage/Add Appraisers, then Click the **Manage Applicants** button

**Note:** *Manage Applicants is where ARD manages the status of all “applications sent” and can “resend an application” to an appraiser. “Master Approved Appraiser List” is only approved appraisers. “Panels” include the groupings of appraisers established by your institution. These will be discussed later.*

**Choose the appraiser by name and click: Review Application**

**Approval:** The last tab is the “Approval” tab. This is where ARD determines the level of approval.

**Applicant Approved**
✕

General
Services
Qualifications
Experience
Certification
Insurance/Staff/Data
Approval

**First Name:**

**M.I.:**

**Last Name:**

**Full Name:**

**Address:**

**Unit/Suite:**

**City/Municipality:**

**State/Province:**

**Zip:**

**County:**

**Phone #:**

**Cell #:**

**Fax #:**

**Email:**

**Password:** (generate)

**Company Name:**

**Supervisor Name:**

**Website:**

**Fee Availability:**

**Operating Area:**

**Primary Service Areas:**

**Other Service Areas:**

Please enter the appraisers full name as you wish it displayed.

(list all parishes / cities in which you appraise)

## Approval Status

Application Sent – auto set.

Application Received – auto set.

Applicant Approved – determined by ARD, if chosen appraiser becomes visible in approved appraiser list.

Applicant Not Approved – determined by ARD, appraiser does not display on approved appraiser list.

Approved Probationary – determined by ARD for temporary use, if chosen appraiser becomes visible in approved appraiser list.

The “Approval” tab is the financial institution’s file on the appraiser.



Financial Institution Complete Risk Aversion Solution

## Review Application

General Services Qualifications Experience Certification Insurance/Staff/Data **Approval**

### APPLICATION REVIEW

Principal vs Associate Appraiser?

☐ Yes ☐ No

Completed Application in File (yes/no)

☐ Yes ☐ No

Current Qualifications in file (yes/no)

☐ Yes ☐ No

E&O Copy in file (yes / no)

☐ Yes ☐ No

State certification in File (yes / no)

☐ Yes ☐ No

Previously used by this bank (yes / no)

### SAMPLE REVIEW

Sample Appraisal in File?

☐ Yes ☐ No

Sample Appraisal Effective Date

Appraisal Client of sample

Property Type of Sample

Date Sample Reviewed

Reviewer

Appraiser rating based on review

This is where  
you approve  
the appraiser

### APPRAISER APPROVAL

Approval Status

Applicant Approved

Date Appraiser Approved

Loan Limit

Property Type Approval

Market Area Approval

Special Purpose Property Approval

Use Restrictions

Approval Comments

You can make notes  
about an appraiser -  
visible when bidding  
and engaging

Finish

## Establishing Appraiser Panels

**A Panel is a grouping of appraisers.** This can be done by any parameter determined by the institution, whether geographic, certification type, or risk established. For instance, a financial institution may set up approved commercial panels by county, or by loan amount. An institution may group by qualifications. This is the financial institution's choice.

The steps include:

Click: Provider Panels/Add a Panel/

**Add A Panel**

Panel Name:

Panel Description:

You choose the name and description of the panel. If you click "commercial appraisers", you can then add members.

Click: Members

commercial appraisers		Edit	Delete	Members
-----------------------	--	------	--------	---------

Click: Add An Appraiser

Member Name	Added On	View Profile	View Application	X
No Items To Display				
Add An Appraiser				

You can then pull from your "approved appraiser list" any member.

Multiple appraisers can be on multiple panels.

The panels will display in the bidding process to ease the choosing of appraisers for bidding purposes.

There is no limit on the number of panels or number of appraisers an institution can have.

**You control your approved appraiser list and panels.** FICRAS provides a means of management and eases the search by providing profiles of DAC appraisers and FICRAS appraisers used by other financial institutions across the nation!

**FICRAS Averts Operational Risk by creating an  
Efficient order/receipt/review process.**

**Welcome to FICRAS!**