



# JOB AID: Ordering Appraisal Services

Practical guidance for CWL brokers & partners

**Community Wholesale Lending**

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Version: 1.0 Date:

Community Wholesale Lending 08/25/2025  
parcsupport@cwlend.com | www.cwlend.com

# JOB AID: Ordering Appraisal Services

Version: 1.0 Date: 08/25/2025

## 1. Overview

This job aid provides step-by-step guidance on ordering appraisal services within the CWL systems.

## 2. Step-by-Step Instructions

### 1. Open Loan file within PARC

-Select Request Appraisal tab

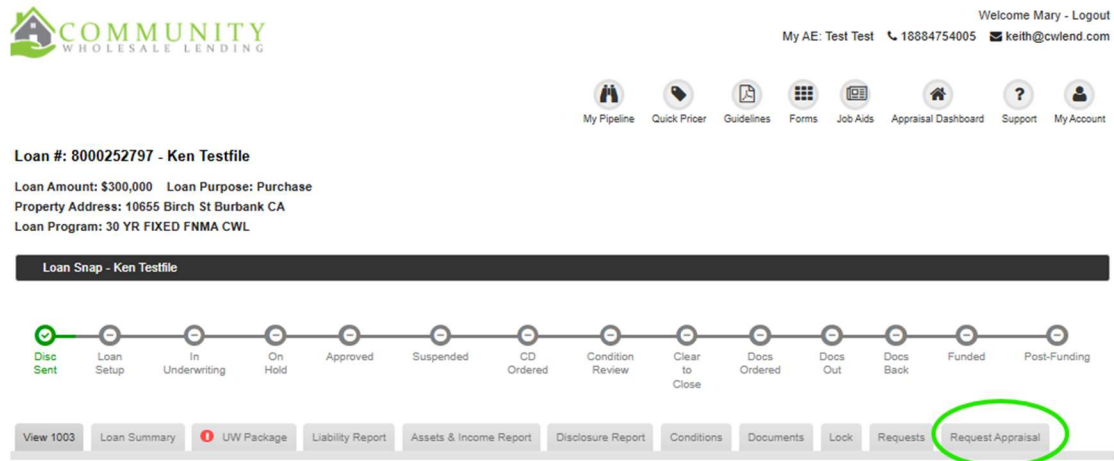


Figure 1. Request Appraisal

## 2. Complete Agents

- Complete the Buying Agent and Listing Agent contact information (if applicable)
- Select Confirm Agents

The screenshot displays the Community Wholesale Lending portal interface. At the top, the logo and user information are visible. The main section shows the loan details for Loan # 8000252797 - Ken Testfile, including the loan amount, purpose, property address, and program. Below this is a progress bar with 14 steps: Disc Sent, Loan Setup, In Underwriting, On Hold, Approved, Suspended, CD Ordered, Condition Review, Clear to Close, Docs Ordered, Docs Out, Docs Bank, Funded, and Post-Funding. The 'Request Appraisal' button is highlighted with a green circle. Below the progress bar, the 'Confirm Listing & Selling Agent Details' section is shown. It contains two columns of agent information: 'Buying Agent' and 'Listing Agent'. Both columns have fields for Agent Name, Company Name, Street Address, City, State, Zip, Phone, Cell Phone, and Email Address. The 'Confirm Agents' button is highlighted with a green circle.

COMMUNITY WHOLESALE LENDING

Welcome Mary - Logout  
My AE: Test Test 16884754005 keith@cwlend.com

My Pipeline Quick Price Guidelines Forms Job Aids Appraisal Dashboard Support My Account

Loan #: 8000252797 - Ken Testfile  
Loan Amount: \$300,000 Loan Purpose: Purchase  
Property Address: 10655 Birch St Burbank CA  
Loan Program: 30 YR FIXED FNMA CWL

Loan Snap - Ken Testfile

Disc Sent Loan Setup In Underwriting On Hold Approved Suspended CD Ordered Condition Review Clear to Close Docs Ordered Docs Out Docs Bank Funded Post-Funding

View 1003 Loan Summary UW Package Liability Report Assets & Income Report Disclosure Report Conditions Documents Lock Requests Request Appraisal

Confirm Listing & Selling Agent Details.

**Buying Agent**

|                |                        |
|----------------|------------------------|
| Agent Name     | Amanda Cole            |
| Company Name   | CWL                    |
| Street Address | 8270 Aspen Street      |
| City           | Rancho Cucamonga       |
| State          | California             |
| Zip            | 91730                  |
| Phone          | 9096520780             |
| Cell Phone     |                        |
| Email Address  | amanda.cole@cwlend.com |

**Listing Agent**

|                |                        |
|----------------|------------------------|
| Agent Name     | Amanda Cole            |
| Company Name   | CWL                    |
| Street Address | 8270 Aspen Street      |
| City           | Rancho Cucamonga       |
| State          | California             |
| Zip            | 91730                  |
| Phone          | 9096520780             |
| Cell Phone     |                        |
| Email Address  | amanda.cole@cwlend.com |

**Confirm Agents**

Figure 2. Complete Agents

### 3. Order New Appraisal

- Complete Due Date and priority requested
- Upload Purchase contract and/or any applicable documents
- Select appraisal type, based on loan program and property type
- Select Create order

The screenshot shows the 'Order New Appraisal' form. At the top, there is a navigation bar with tabs: View 1003, Loan Summary, UW Package, Liability Report, Assets & Income Report, Disclosure Report, Conditions, Documents, Lock, Requests, and Request Appraisal. The 'Request Appraisal' tab is active. Below the navigation bar, the form has several sections. The 'Due Date' field is set to '08/29/2025'. The 'Priority' dropdown menu is set to 'Normal'. The 'Upload Purchase & Sales Agreement' section has a 'Browse' button and a 'Drag & Drop Files' area. The 'Upload Optional Documents' section also has a 'Browse' button and a 'Drag & Drop Files' area. Below these sections, there are two columns of radio button options for appraisal types. The left column includes: Uniform Residential Appraisal (1004), Multi-Family Appraisal (1025), Condo Investment w/Comparable Rent Schedule (1073 and 1007), Jumbo Single Family (1004), 203K Multi-Family, 1004 Hybrid, Condo Investment (1073, 1007, and 216), Desk Review Enhanced, Fannie Mae 1004 Desktop, Field Review (2000), Manufactured Home (1004C), Multi-Family Field Review (2000A), Single Family Investment w/Operating Income Statement (1004 and 216), Manufactured Home Investment w/ Comparable Rent Schedule (1004C and 1007), Appraisal Update/Recertification (1004D), Disaster Area Property Inspection Report - Interior/Exterior, Comparable Rent Schedule (1007), Operating Income Statement (216), and TEST 1004. The right column includes: Single Family Investment w/Comparable Rent Schedule (1004 and 1007), Condo Appraisal (1073), Appraisal Update/Inspection of Repairs (1004D), Jumbo Condo (1073), 203K Single Family, Condo Investment w/Operating Income Statement (1073 and 216), Desk Review, Exterior Only Condo Appraisal (1075), Exterior Only Residential Report (2055), Manufactured Home Investment (1004C, 1007, and 216), Retroactive Field Review (2000), Multi-Family Investment (1025 and 216), Single Family Investment (1004, 1007, and 216), 92051 - HUD Compliance Inspection Report, 1004D Final and Appraisal Update, Disaster Area Property Inspection Report - Exterior, Comparable Rent Schedule w/Operating Income Statement (1007 and 216), and Trip Fee. At the bottom of the form, there are two buttons: 'Cancel Order' and 'Create Order'.

Figure 3. Order Appraisal

### 4. Payment request sent to the buyer

- The buyer will receive an email from Community Wholesale lending ([delivery@reggora.com](mailto:delivery@reggora.com))
- The buyer will enter their payment information and select submit payment.

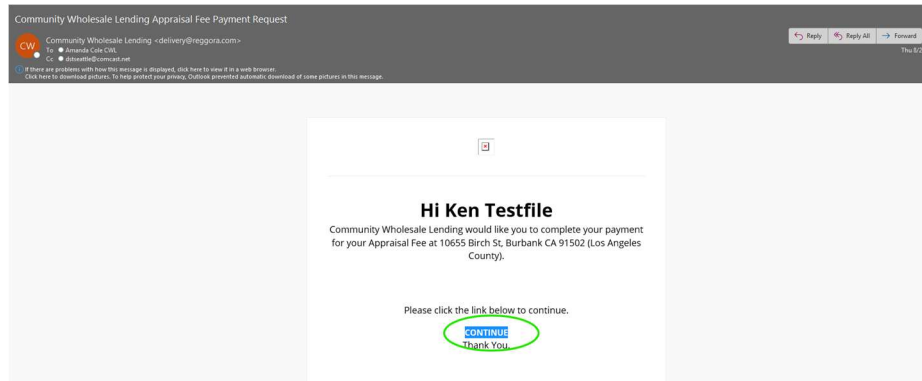


Figure 4. Appraisal Payment request

1 Welcome 2 Payment 3 Done

Your Appraisal Fee is **\$0.02**  
All payments must be made before proceeding with the appraisal

1234 1234 1234 1234

Cardholder First Name: John  
Cardholder Last Name: Smith  
Cardholder Email: email@example.com

Card Number: 1234 1234 1234 1234  
Expiration Date: MM / YY  
CVC: CVC

Billing Street: 123 Main St  
Billing City: Boston  
Billing State: MA  
Billing Zip: 12345

Submit Payment

Figure 5. Appraisal Payment

 **TIP: Always upload the purchase contract for the appraisal order to avoid delays**

### 3. Quick Tips / Common Errors to Avoid

- ✓ Once the appraisal has been ordered, you will see the order in your appraisal dashboard
- ✓ For current status, view the appraisal order within the loan file or the appraisal dashboard

### 4. Support

Need help? Contact [parcsupport@cwlelend.com](mailto:parcsupport@cwlelend.com)