



QUICK REFERENCE – BID REQUESTS ONLY

Step 1: Enter the request as if you were entering an order. See page two for specific instructions on how to submit a 'bid request only.'

Valuation Management Group, LLC. Order Form [Import Fannie Mae Order](#)

Fields marked with an * are required

Ref Info

Loan # / Ref # FHA Case Number
Case # Requires UAD Compliance

Client Info

Client A Test Client
1234 Wheat St
Marietta GA 30067
Client User VMG Test
Processor
Loan Officer
Ordered By vmgtest1 Email:
Date Needed Date must be entered in MM/DD/YYYY format.
Client 2
Lender

Borrower Info

Name * Co-Borrower
Mailing Address
Mailing Address 2
Mailing City
Mailing State
Mailing Zip
Borrower Email(s) Use commas to separate multiple recipients

Subject Property Info

Property Address *
Address 2
City *
State *
Zip *
County
Township/Borough
Legal Description

Assignment Info

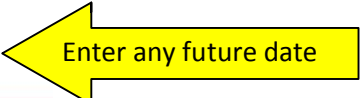
Property Type
Report Type *
Report Type 2
Report Type 3
Report Type 4
Report Type 5
FHA
Intended Use *
Loan Type
Occupancy
Settlement Date Date must be entered in MM/DD/YYYY format.

QUICK REFERENCE – BID REQUESTS ONLY, continued:

Step 2: In the Payment Method section, if your **only** option is Credit Card please complete the credit card information as shown below.

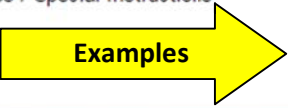
If you are set up for billing, please select Bill and proceed to Step 3.

Billing Info	
Payment Method	Credit Card
Full Name	BID ONLY
Billing Address	BID ONLY
Billing Address 2	
Billing City	BID ONLY
Billing State	BID ONLY
Billing Zip	12345
Credit Card Type	Visa
Number	BID ONLY
Expiration	12 / 2017



Step 3: Complete the remainder of the form as you normally would except you will add specific notes in the section entitled **NOTES / SPECIAL INSTRUCTIONS**. This is where you will instruct us that this is a **BID REQUEST ONLY**. In order for us to obtain accurate appraisal bids, you must also notate any and all aspects about the subject property may/would put it into the complex assignment category. If a rush is needed, please be sure to enter the date needed in this section, as well. See examples below.

Extra Info	
Notes / Special Instructions	<p>THIS IS A BID REQUEST ONLY. Home is 4,100 SF on a 10 acre tract.</p> <p>THIS IS A BID REQUEST ONLY. Home is manufactured housing with an outbuilding. May be rural.</p>



Note: Once we have obtained bids, we will submit the bids to you via etrac email. At this point, we do not consider this an order, but rather a bid request. We will **not** engage an appraiser on your behalf until we are given specific instructions by you to do so.

What happens once a bid has been selected and I am ready to proceed with an order?

Once you have notified VMG which bid you would like to proceed with, please let us know how you would like to pay for the appraisal.

- If your payment method will be Bill, we will proceed immediately.
- If payment method will be Credit Card, you will have two options as follows:
 - Upload a completed Credit Card Authorization form to the VMG website. VMG will process the card for the approved amount. Please do **not** email credit card information, or
 - Provide an email address so VMG may send a payment link to an individual, this could be you or the borrower. Be advised that we are unable to proceed with the appraisal until payment has been received. If there is a delay in payment, there will be a delay in the appraisal being assigned.

After payment is confirmed, VMG will proceed, as normal, with your appraisal request.

Please do not hesitate to contact your client specialist should you need assistance.