

# Eagle Funding

## BROKER MEMO

Date: June 1, 2009

Subject: Updated HVCC compliant appraisal ordering procedures  
Updated field review appraisal procedures

### HVCC

**The following procedures are applicable to Conventional loans only. The brokers can continue to order their own appraisals on FHA, VA and USDA loans.**

Since May 1, we have required payment in advance before ordering appraisals for conventional loans. Payment has been made by check – either by the borrower or by the broker. We are now introducing the ability for the borrower or broker to make the advance payment by credit card; however we will still accept payment by check.

Two websites have been established to accept credit card payment:

[www.ehmssl.com/wa](http://www.ehmssl.com/wa) and [www.ehmssl.com/or](http://www.ehmssl.com/or)

At this time, it is necessary to be state specific in the web address in order for Eagle to be compliant with state regulations. If the subject property is located in Washington or Idaho, the borrower/broker must go to [www.ehmssl.com/wa](http://www.ehmssl.com/wa) in order to make payment and request an appraisal be ordered by Eagle. If the subject property is located in Oregon, the borrower/broker must go to [www.ehmssl.com/or](http://www.ehmssl.com/or) in order to make payment and request an appraisal be ordered by Eagle.

In either case, the borrower/broker must input the Eagle loan number applicable to their loan application. All parties must be prepared for cases in which a loan number must be acquired prior to initial receipt of the loan submission from the broker in order to facilitate the appraisal request. For this purpose, the brokers must complete the attached LOAN REGISTRATION form and email it to their account executive/coordinator. The account executive/coordinator will acquire the loan number and re-send the completed form back to the broker.

When the closing documents are being prepared, there will be two ways to handle the initial deposit. If the initial deposit was made by the BORROWER, then the full amount of the deposit must appear as a credit on line 205 of the settlement statement, and the full amount of the appraisal invoice must appear on line 803 of the settlement statement.

If the initial deposit was made by the BROKER, then no deposit amount will appear on line 205, the full amount of the appraisal invoice will appear on line 803...and a check for the full amount of the initial deposit will be returned to the broker after closing.

### **Field Reviews**

Eagle Funding will no longer require brokers to authorize ordering field review appraisals for conventional loans, however the existing field review authorization procedure will remain in effect for FHA, VA and USDA loans.

Please contact your Account Executive with any questions. Thank you for your business.

David Baker  
VP – Wholesale, Eagle Funding

# Eagle Funding

## LOAN REGISTRATION

Broker Company: \_\_\_\_\_

Loan Officer: \_\_\_\_\_

LO email address: \_\_\_\_\_

LO fax number: \_\_\_\_\_

Date: \_\_\_\_\_

Borrower last name: \_\_\_\_\_

Borrower first name: \_\_\_\_\_

Loan amount: \_\_\_\_\_

Loan purpose: \_\_\_\_\_

Loan type (conv, FHA): \_\_\_\_\_

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Eagle use only

Loan number: \_\_\_\_\_

Account executive: \_\_\_\_\_