

Appraisal Orders: Reggora

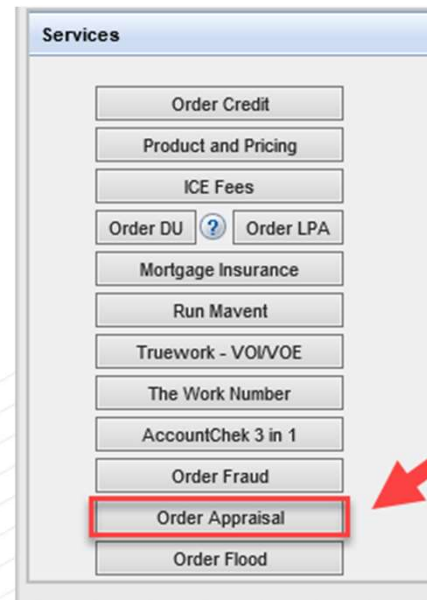


M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.

Requesting an Appraisal

To place an appraisal order, you can access the request through the Services tab or through the Services button in **M/I Borrower Summary – Origination**



A screenshot of a web application's 'Services' menu. The menu is a vertical list of buttons. The 'Order Appraisal' button is highlighted with a red rectangular border. A red arrow points from a text box to this button.

Services	
Order Credit	
Product and Pricing	
ICE Fees	
Order DU	Order LPA
Mortgage Insurance	
Run Mavent	
Truework - VOI/VOE	
The Work Number	
AccountChek 3 in 1	
Order Fraud	
Order Appraisal	
Order Flood	

Click "Order Appraisal"

You will start your order on the Reggora homepage and select **create order** :

Reggora Lender

M/I Financial, LLC

opsmgr@mihomes.com

Return to Encompass

Loans / Loan #000100590

#000100590 1234 MI Homes Way, Austin, TX 78703

Create Order

Officer User

Loan Officer

W: 555-555-5555

officer@mihomes.com

☆

Andy America

Borrower

C: 305-609-5286

cmonasterio@mihomes.com

Edit

☆

Amy America

Coborrower

C: 305-609-5286

cmonasterio@mihomes.com

Edit

☆

NHC

Edit

Create New Contact

Loan Details

Loan Details

Loan Purpose:

Priority:

Loan Officer:

Loan Type:

Purchase Price:

Estimated Value:

Loan Creation Source:

Subject Property Number Units:

Occupancy (P/S/I):

NMLS Id:

Branch:

Intent to Proceed:

purchase

Normal

Officer User

Conventional

\$700000.00

\$700000.00

Encompass API

1

PrimaryResidence

2034592

262

Y

Important Dates

P&S Commitment Date:

Date Created:

05/20/2025


Select your product and click **“create”**

Register Lender | M/I Financial, LLC


New Order 1234 MI Homes Way, Austin, TX 78703

Total Fee
\$0

Due Date
05/28/2025

Job Allocation Mode
Automatic 

Order Request Method
Individually

Priority
Normal 

Product & Fees | Appraiser Selection | Broadcast Settings

Select a Product:

Select...

- TEST URAR 1004
- TEST Condo Appraisal 1073
- TEST Final Inspection 1004D
- TEST CDAIR - Disaster Area Inspection
- TEST Single Family Investment w/Comparable Rent Schedule (1004 and 1007)

Select & click "create"

Cancel Create

Add your contact information:

New Order 1234 MI Homes Way, Austin, TX 78703 > Primary Contact

Please designate a primary contact to the order by selecting the star on any valid contact or providing new contact details.

Existing Contacts

<div>☆</div> <div>Andy America</div> <div>Borrower</div> <div>C: 305-609-5286</div> <div>cmonasterio@mihomes.com</div>	<div>☆</div> <div>Amy America</div> <div>Coborrower</div> <div>C: 305-609-5286</div> <div>cmonasterio@mihomes.com</div>	<div>☆</div> <div>NHC</div>
--	---	------------------------------------

Provide New Contact

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Role	<input type="text" value=""/>
Email	<input type="text" value="Email"/>
Work Phone	<input type="text" value=""/>
Home Phone	<input type="text" value=""/>
Cell Phone	<input type="text" value=""/>

Skip Create

M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Add your contact information:

Orders / Loan #000100593

#000100593 123 Main St, Austin, TX 78703 (Travis County)

✓ Finding Appraisers ———— ✓ Accepted ———— ✓ Inspection Scheduled ———— ✓ Inspection Completed ———— ✓ Un

Mike Young

Loan Officer

W: 614-418-8739

myoung@mihomes.com

[Profile](#)

**M/I Financial Test
Appraiser**

Appraiser

M/I Financial, LLC

Production Test Account
#1

W: (513) 248-5413

[mifinancialprodtest1@reg
gora.com](mailto:mifinancialprodtest1@reg
gora.com)

[Profile](#)



Alice Firstimer

Borrower

C: 614-578-7688

jyates@mihomes.com

Delivery Status

[Edit](#)



Courtney Coy

Other

ccoy@mihomes.com

[Edit](#)



Austin Sales

NHC

[Edit](#)

Create New Contact

Processor info
will be listed

M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Here are the order details:

[Order Details](#) [Loan Details](#) [eVault Documents](#) [Submissions](#) [Revisions](#) [Payment](#) [Team Conversation](#)

Order Details

Status: Submitted

Due Date: 04/29/2025

Inspection Date: Tuesday, April 22, 2025 12:00 PM

Appraiser: M/I Financial Test Appraiser

Order Type: Normal

Product Names: TEST Condo Appraisal 1073

Order Fee: \$5.00

Forms: 1073

Branch Name: [Austin UW](#)

Assigned:

CC

MY

Edit

Internal Notes

Internal Notes is a place to store information on a file internally as a team. This is not shared with appraisers.

Create a new note.

Add Note

Manage Message Templates

Order Timeline

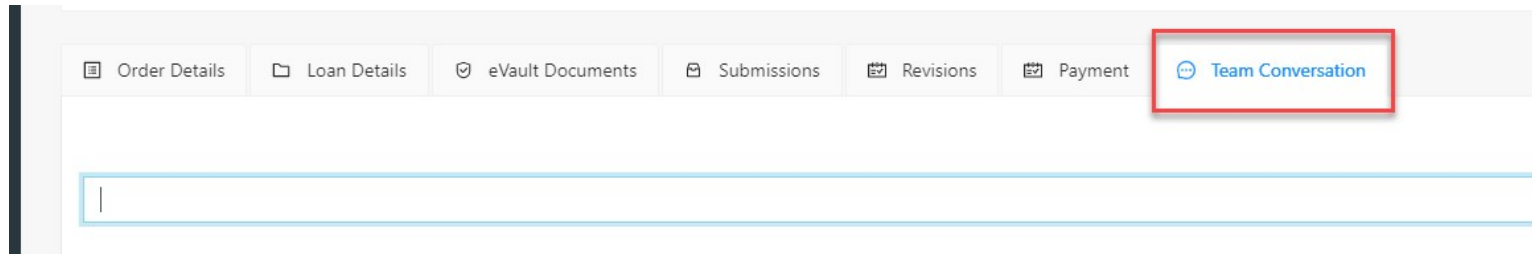
MP

MY

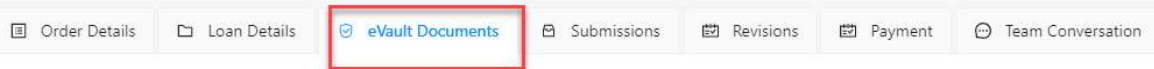
CC

Filters: Messages Statuses Reminders

Team Conversation add the HOA dues and Seller Credits



In the **eVault**, you will attach the sales contract, contract addendums, and any builder if docs if needed for the loan.



P&S Contract:

Drop files here or click to upload

test purchase agreement.pdf Tue, Apr 22, 2025 1:07 PM

Remove Download

SalesContract (1).pdf Tue, Apr 22, 2025 1:15 PM

Remove Download

Other Files:

Drop files here or click to upload

Appraisal Order Form.pdf Tue, Apr 22, 2025 1:07 PM

Remove Download

Appraisal Updates

As a processor on the loan, you will receive a daily notification of the status of your appraisal orders.

From: Reggora Notifications <delivery@reggora.com>
Sent: Thursday, May 22, 2025 8:44 AM
To: Courtney Coy <ccoy@MIHOMES.com>
Subject: Your Daily Order Report

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.



Your Daily Order Report

Thursday, May 22, 2025

Good Morning, Courtney.

John Homeowner

1021 Stonehaven Lane, Austin TX 78717 (Williamson County)

Inspection Scheduled: None

Inspection Completed: Inspection Not Yet Completed

Loan Type: Purchase

Borrower: John Homeowner

Ordered On: Wednesday, April 09, 2025

Due Date: Wednesday, April 16, 2025

P&S Status: Uploaded

[Finding Appraisers](#)

[View Order](#)

A Subsidiary of M/I Homes, Inc.

Once the appraisal is approved, it will be auto delivered to the borrower (on 2-hour delay).

Once the borrower opens and acknowledges the appraisal, an email will be sent to the loan specialist (or person who placed the order) with the needed documentation

Reggora Appraisal Delivery Status

Name: Alice Firstimer
Address: 123 Main St, Austin TX 78703 (Travis County)
Email Address: jyates@mihomes.com
Loan Number: 000100593
Submission Version Number: 1
E-submission Sent: April 22, 2025 01:48 PM EST
Electronic Consent Accepted: April 22, 2025 02:05 PM EST
Submission Downloaded: April 22, 2025 02:06 PM EST
Consent IP Address: 209.59.241.230, 163.116.247.72



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Appraisal Report Delivery

You can verify delivery of the report when the **Delivery Status** button is on an order's contact card. When clicking on the delivery status button, you can view the timestamp of delivery.

[Edit](#)

Mobile ANDERSON
Borrower
H: 415-555-1212
perf@home.com

[Delivery Status](#)

Mobile ANDERSON Status

Delivery of Submission 1

E-submission Sent :	January 12, 2023 2:12 PM
Denied Electronic Consent :	Not Provided
Electronic Consent Accepted :	January 12, 2023 2:12 PM
Submission Downloaded :	January 12, 2023 2:12 PM
Mailed Date :	Not Provided
Mailed by :	Not Provided
Consent IP Address :	173.21.246.20, 165.225.60.204

[Download PDF](#)

[Cancel](#)

Reggora Appraisal Delivery Status

Name: Mobile ANDERSON
Address:
Email Address: perf@home.com
Loan Number: 980121536104DEV
Submission Version Number: 1
E-submission Sent: January 12, 2023 03:12 PM EST
Electronic Consent Accepted: January 12, 2023 03:12 PM EST
Submission Downloaded: January 12, 2023 03:12 PM EST
Consent IP Address: 173.21.246.20, 165.225.60.204



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Appraisal Report Delivery/Acknowledgement

The proof of delivery pdf in the Reggora eVault, will be your acknowledgment and proof of receipt. The processor will also receive an email with the confirmation.

Reggora Appraisal Delivery Status

Name: Carla Cash
Address: 5661 White Pine Lane, Fairfield Township OH 45011 (Butler County)
Email Address: dmorris+mif@reggora.com
Loan Number: 000100615
Submission Version Number: 1
E-submission Sent: May 15, 2025 10:29 PM EST
Electronic Consent Accepted: May 15, 2025 10:38 PM EST
Submission Downloaded: May 15, 2025 10:38 PM EST
Consent IP Address: 150.195.203.125

NOTIFICATIONS: Users assigned to the order can receive notifications when the report was sent, downloaded, if the borrower declines e-consent or if the borrower hasn't downloaded the report after 72 hours. These notifications would have to be enabled. Complete list of notifications that can be enabled by a lender user, with report delivery-specific ones below -

- [Lender Notification Descriptions 3.17.25](#)
 - Appraisal Sent to Borrower
 - Electronic Consent Denied
 - Report Delivery
 - Consumer Submission Download Alerts

New Notification

Hello Courtney,

Appraisal has been sent to borrower (yates@mihomes.com). Appraisal was sent to borrower on 2025-05-22.
Order Address: 100 Village Club, Powell OH 43065 (Delaware County)
Loan Number: #000100684

New Notification

Hello Courtney,

Alice Firstimer (yates@mihomes.com) has downloaded their appraisal electronically. Please visit the order to download their information
Order Address: 100 Village Club, Powell OH 43065 (Delaware County)
Loan Number: #000100684

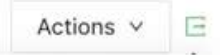




M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Appraisal Report Delivery

Report Delivery

On the Submissions tab next to the Actions dropdown, you can determine the status of the electronic delivery of the appraisal report.

	Green box	Appraisal report was automatically sent to both the borrower and co-borrower
	Gray box	Appraisal report is scheduled to be automatically sent after a delay
	Red box	<u>Autosend</u> of the appraisal report has been stopped or the report was manually sent electronically



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Updating an Appraisal Order

Edit Order

To edit an order, select the Edit Order button at the top right of the screen. This will generate a similar window to the order creation process.

From here you can edit the:

- Product(s)
- Fees
- Due date
- Order request method
- Priority



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

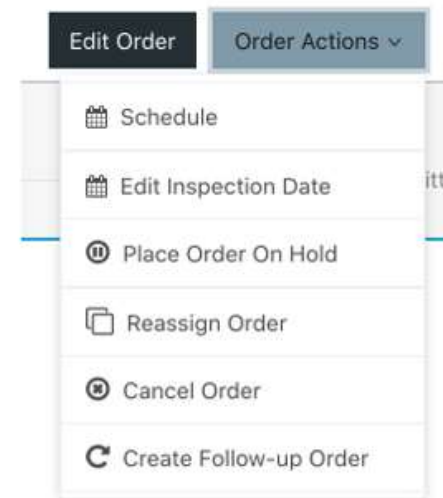
Updating an Appraisal Order

Order Actions

You are able to access the Order Actions button in the top right corner of the order.

From here, you can:

- Schedule the appraisal
- Place or remove a hold (*note that users must provide a reason for the hold*)
- Reassign the order
 - This will need approval from Corporate Appraisal Underwriting
- Cancel the order
 - **This cannot be undone**
- Create a follow-up order
 - This will bring up the order creation screen



Managing the Pipeline

From the Orders page, you can view their appraisal orders pipeline and click on any individual order.

From here you are able to:





1. Filter the pipeline to identify actionable or high-priority orders
2. Search for orders by loan number, borrower name, or address
3. Filter the pipeline by appraisal vendor(s)
4. View the Order ID (loan number), Address and borrower name, Appraiser, Payment status, Ordered Date, Due Date, Alerts, and Status
5. Sort the page by Ordered Date or Due Date
6. Filter by Status(es)
7. Hover over the payment icon to see a summary
8. Hover over the alert icons to see more information
9. Click into the Individual Order Page by clicking on the Order ID

Reggora Lender

1. Default Filters	2. Search by order ID, borrower name, or address	3. Filter by Appraiser						
Unread Messages No P&S Contracts	4. Order ID	Address	Appraiser	Payment	Ordered	5. Due Date	Alerts	Status
Custom Filters	4000981204	45 Dudley St, Newton, MA Keegan Doyle	Big City AMC	7.	04/23/2021	02/11/2021		6. Submitted
Rush Orders	4000166739	21 Hazel St, Worcester, MA	No Appraiser		04/23/2021	02/26/2021		Finding Appraisers
On Hold	4000837201	321 Summer st, Boston, MA	Downtown Appraisal		02/11/2021	02/19/2021		Submitted
Past Due	4000138944	300 A St., Boston, MA	Big City AMC		02/11/2021	02/18/2021		Inspection Scheduled
Requires Attention	4000327189	81 Edmonds St, Framingham, MA	No Appraiser		02/11/2021	02/24/2021		Finding Appraisers
Due Soon	4000567388	101 Merlot Dr, Dedham, MA	Bradley Coleman		02/11/2021	03/05/2021		Submitted
	4000347298	761 E 6th St, Boston, MA	George Johnson	Pending	02/11/2021	02/11/2021		8. Pending Appraiser Offer. Finding Appraisers
	4000273889	72 Parnell St, Weymouth, MA	George Johnson		02/11/2021	02/18/2021		Inspection Scheduled
	4000932771	157 Kendrick Ave, Quincy, MA	Tom's Appraisal		02/11/2021	02/25/2021		Inspection Completed
	4000726178	44 Sand Hill Rd, Amherst, MA	George Johnson		02/11/2021	02/25/2021		Accepted

« Prev 1 2 Next »

Managing the Pipeline - Alert Icons

	Unread message	A message has not been read by the individual user
	Unanswered message	A message from the vendor has not been replied to by the lender
	<u>Counter Offer</u>	The vendor has requested a fee increase and/or due date change before acceptance of the order
	Requires Attention	An order that requires lender intervention due to one of the following: <ul style="list-style-type: none">• a fee escalation or due date change after order acceptance• no appraiser has accepted the order• the appraiser has requested cancellation of the order

You can hover over the alert icons to find more information.

Managing an Order

The Order Details tab contains key order information such as Status, Due Date, Requested Appraiser, Order Type, Fee(s), Forms, and Assignees (users who are receiving notifications for this order).

1. The Order ID (loan number) and property address
2. A real-time status tracking bar
3. Contact information for the Loan Officer, Appraiser, Borrower, Coborrower, Listing broker, and Buyer broker
4. Order Details, Loan Details, eVault Documents, Payments, Submissions, Revisions, Team Documents, and Team Conversation tabs. These tabs are covered in more detail below.
5. The Order Timeline, displaying each milestone in chronological order (including the conversation with the appraisal vendor).

The screenshot displays the M/I Financial Order Management interface. A vertical sidebar on the left contains five numbered red circles (1-5) corresponding to the callouts in the text. The main content area is titled "#5471325 125 Myrtle Street, Boston, MA" and features a status tracking bar with milestones: Finding Appraisers, Accepted, Inspection Scheduled (active), Inspection Completed, and Submitted. Below the bar, contact cards for Casale Appraisals, Stephen Fournier (Borrower), Coborrower, Tim Lauwers (Listing broker), and Jonathan Casale (Buyer broker) are shown. A "Create New Contact" button is also present. The bottom section includes tabs for Order Details, Loan Details, Appraisal Requests, eVault Documents, Team Documents, Payment, and Team Conversation. The "Order Details" tab is active, showing fields for Status, Due Date, Inspection Date, Appraiser, Order Type, Product Names, Order Fee, Additional Fee, Forms, and Assigned. An "Internal Notes" section is also visible. At the bottom right, there are filters for "Statuses" and a "Chat with an Expert" button.

Each order is broken down into several tabs to organize and streamline documentation, communication, payments, and more. An overview of each tab is provided below:

Order Details Tab

The Order Details tab contains key order information such as Status, Due Date, Requested Appraiser, Order Type, Fee(s), Forms, and Assignees (users who are receiving notifications for this order). This is also where Internal Notes can be left for your team - these notes are not visible to the appraisal vendor.

Beneath the Order Details is the Order Timeline, providing timestamped updates for each step of the appraisal process. You can hover on timestamps to see users associated with each action (when applicable). This section is also where users can send and respond to messages with the appraisal vendor - messages from the lender appear at the right in blue and messages from the appraiser appear at the left in gray.

Loan Details Tab

The Loan Details tab is where you can view loan file data imported from the LOS. If your LOS is integrated with Reggora (e.g. Encompass or Byte), loan file changes should be made in the LOS and will sync to Reggora.

eVault Documents Tab

The eVault is shared between the lender and the appraisal vendor. Documents can be manually uploaded and/or automatically pulled from the LOS based on lender configuration. The eVault will contain documents such as the purchase and sale (P&S) contract and Reggora-generated order form.

Submissions Tab

The Submissions tab is where completed appraisal reports and invoices will appear. The appraisal underwriting group will view or download the PDF, XML, SSRs, or invoice, and request reconsideration of value.



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Conventional Order Status Guide

All orders in Reggora will be assigned a certain status depending on the stage of the order. You can see these statuses on the Orders page and within each individual order. Below you will find a definition for each status you may see attached to an order.

Pending Approval (not applicable to all lenders and workflows)

If an order is Pending Approval, the loan file data does not meet the order requirements that have been set by the lender (e.g. the loan does not have Intent to Proceed). The order will not advance until it is manually approved or the loan file data is updated to meet requirements. Order Requirements are configured by admins in the Settings tab.

Finding Appraisers

This status indicates the order has been sent to an appraisal vendor and is awaiting acceptance (or, that the order has been broadcast out to multiple vendors and is awaiting acceptance or bids). *Note that if Reggora is unable to find an appraisal vendor, the status will remain as Finding Appraisers, but the order will be flagged as Lender Attention Required.*

Accepted

An order is Accepted once an appraisal vendor accepts the order. The order will stay as Accepted until the appraisal vendor indicates the inspection has been scheduled. *Note that an AMC accepting an order indicates that the AMC is taking on the order - not that they have identified an individual appraiser to accept the order.*

Inspection Scheduled

Once the appraisal vendor inputs the inspection date and time, the order will move into Inspection Scheduled. *Quick tip: on the Orders page, hover over the Inspection Scheduled status to see the inspection date and time.*

Inspection Completed

The order status will move to Inspection Completed once the appraisal vendor marks the inspection as complete.

Under Review (not applicable to all lenders and workflows)

This status indicates the appraisal report has been uploaded but has not yet been approved by a lender user.

Submitted

This status indicates the appraisal report has been uploaded by the vendor. *If the lender is using the optional Under Review status, a Submitted status indicates the order has been approved by a user.*



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Final Inspections

Final inspections and second appraisals are considered follow-up orders in Reggora. Each follow-up order has its own order tracking to better manage loan orders. On the Orders page, follow-up orders are nested under the primary order.

NOTE: All follow-up orders will automatically be assigned to the appraiser assigned to the primary order. If a follow-up order needs to be assigned to a different appraiser, the user should manually assign the follow-up order.

When clicking into an individual order that includes a follow-up order(s), each order will have a separate tab so users can track their progress, communicate to the vendor and etc.

Order ID	Address	Appraiser	Products ▼	Ordered ↕	Due Date ↕	Alerts	Status ▼	CU Scores ▼	Loan Officer
980121240127DEV	1927 West Belmont Avenue, Chicago, IL	IMP TEST APPRAISER 1	(1004) Single Family...	11/10/2022	11/26/2022		Submitted	3.8 out of 5	
	Sec - (1004D) Final Inspection	IMP TEST APPRAISER 1	Sec - (1004D) Final ...	11/23/2022	12/08/2022		Under Review	3.8 out of 5	
	(1004) Single Family Residence + Conv	IMP TEST APPRAISER 1	(1004) Single Family...	11/28/2022	12/12/2022		Under Review	3.8 out of 5	

Orders / Loan #980121240127DEV

Primary Order Follow-up: Sec - (1004D) Final Inspection Follow-up: (1004) Single Family Residence + Conv

#980121240127DEV 1927 West Belmont Avenue, Chicago, IL 60657 (Cook County)

Edit Order Order Actions



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.



Thank you



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.



M/I TITLE AGENCY



M/I TITLE, LLC



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.



TransOhio Residential Title



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.