

# ACC MORTGAGE APPRAISAL PROCESS

## STEP 1

### SELECTION OF AMC



## STEP 2

### PLACE ORDER



## STEP 3

### IMPORTANT TO NOTE



## STEP 4

### INTENT TO PROCEED



## STEP 5

### APPRAISAL PAYMENT

Visit [www.accmortgage.com](http://www.accmortgage.com) and pick the AMC you want to use and request a log in for ACC.

Once the appraisal order has been placed the disclosure desk will receive an email from the AMC to confirm if the ITP has been completed.

***IF*** the ITP has not been completed the disclosure desk will instruct the AMC to put the appraisal order on hold. We will then reach out to the AE and Broker about the order being placed with no confirmation of the ITP.

**PLEASE NOTE:** You are responsible to make sure you place the order correctly based on the loan type.

***EX:*** Investment Property, order should be placed for a 1004 and a 1007. If you place the order incorrectly it will prolong the order as it will have to be revised to add the missing form and will come at a cost. Please confirm if property type is SF, condo or Multi unit prior to placing the order.

Once the ITP has been completed the disclosure desk will notify the AMC they can proceed with the order and will notify Broker that the AMC has been notified to proceed with the appraisal order.

Once the appraisal payment email has been received the disclosure desk will submit the loan to UW.

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