



## Welcome to the AmericaHomeKey, Inc. / Foxtrot Valuation Services Platform for Ordering Appraisals.

Once an account has been setup with User information you will have access to place Appraisal Request Orders, view the status of your Appraisal Request and provide comments in the messaging log that will be viewed and replied by one of Foxtrot Staff members.

To receive your **User ID** and **Password** please contact your Account Executive or Renee Pallen

### How to Place Your Appraisal Request Orders:

Go to the Foxtrot website, [www.foxtrotamc.com](http://www.foxtrotamc.com):

Click on **LENDERS** then select **UNDERWRITERS**.

This is where you Login to place all of your Appraisal Request Orders.

- The Appraisal Tracking Screen will be displayed
- At the Top of the screen **Select: Create New Appraisal Request**
- Foxtrots Appraisal Request Form will be displayed
- Complete all fields in the Request Form then Submit
- A Confirmation Form with a Tracking Number will be displayed
- Print the Confirmation Form and retain for your records
- Return to the top of the screen and **Select: Appraisal Tracking**. This will bring up the Detail View page and you should upload the sales contract on this page.
- You will receive an e-mail letting you know an Appraiser has been assigned
- You can upload documents and review the status of the Appraisal Order at anytime
- As soon as the report is completed you will receive email notification that the appraiser has uploaded the appraisal in the web queue.
- Please notify the broker coordination of any appraisal you wish to appeal.

### Appraisal Fee Schedule

Below you will find the posted appraisal fee, in addition to the posted fee there will be an administration fee charged by Foxtrot on each appraisal report. This fee will amount to \$20 plus the fee charges by the credit card company. We believe these fees are nominal and are easily absorbed within our new posted fee schedule.

Appraisal Type	Cost
CONV FORM (1004 OR 1073)	\$ 340.00
FHA	\$ 390.00
FORM 2075	\$ 215.00
FORM 2055	\$ 265.00
RENT COMP / OPS	
STATEMENT	\$ 165.00
MULTI-FAM (2-PLEX)	\$ 515.00
FINAL INSP	\$ 115.00

Please contact your Account Executive with any questions on these topics.