



AD Appraisal Center

User Guide for Clients:

Revision Request

Powered by



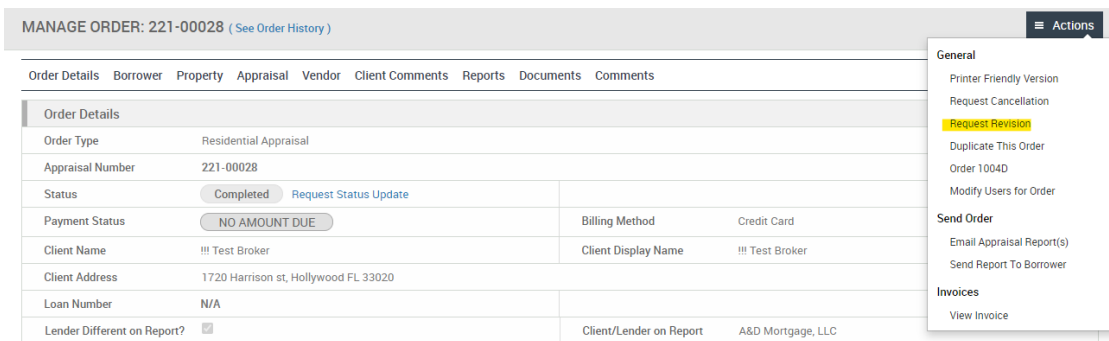
Appraisals

Request an Appraisal Revision

If the Clients/Branches/Departments are not satisfied with the **Appraisal Report**, the may request a revision to the appraisal report.

To **Request a Revision**, follow the steps below:

- 1) Log on to your AD Appraisal Center account.
- 2) **Search** for the Appraisal Order for which you want to request a revision.
- 3) Open the Manage Order screen by clicking on the Order Number (e.g. R15-00000).
- 4) Click on the **Actions** button on the top right of your screen to reveal options.
- 5) Click on **Request Revision** option.



- 6) Enter the reason why the revision is being requested under the Revision Reason field.

NEW REVISION REQUEST

Order Details	
Order Number	221-00028
Property Address	1040 S. Federal Highway Hollywood FL 33020
Borrower Name	Sample Test
Client Name	!!! Test Broker

Reports	
1004 - Single Family	Bronfman(K2-120704)-V3.pdf (1/22/2022 12:39:41 PM)
UAD XML Report	Bronfman(K2-120704)-V3.xml (1/22/2022 12:39:41 PM)

Revision Reason

Reason

Hello.
Enter the reason why the revision is being requested under the Revision Reason field.
Thank you.

Add Document

Document Type	Upload Document
Select One	<input type="button" value="Choose File"/> No file chosen

7) Click on the **Submit** button. The system administrator will be informed of the revision request.

Note: The status will be updated from Completed to Revision Requested by Client (Revision Requested) and the reason of the request can be viewed in the Comment section.