



HERO 2.0 Broker Portal Training:

How to Order an Appraisal



CHAMPIONS
FUNDING



How to Order an Appraisal

HERO 2.0 Dashboard



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01 - TEST COMPANY

Submission Steps

✓ Loan Summary

✓ Commercial Form

3 Order/ Reissue Credit

✓ Pricing

5 Documents

6 Send Disclosures

7 Submit Loan

Fee Break-down

Order Appraisal

Contact Support

Loan #
12601001419

Total Loan Amount
\$200,000.00

Loan Program
Ambassador Income 30 Yr Fixed

Loan Purpose
Cash-Out Refinance

Occupancy
Investor

Interest Rate
8.500%

DTI
0% / 19.262%

Term (Mos)
360

Mo. Pymt. (P&I)
\$1,537.83

Amort. Type
Fixed

Lock Status:
Registered

Loan Status:
Submitted

Exception Status

Service Orders | 2 Service

Category

- Appraisal
- Closing Fees

ORDER SERVICE

Order Appraisal Here

From the HERO 2.0 Loan Dashboard, select **Order Appraisal** from the left side bar.

TIP: See Champions Funding Appraisal Transfer Policy [HERE](#)

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Need help? Email Appraisals@ChampsTPO.com

How to Order an Appraisal

Order Service



Loan #	12601001419	Loan Purpose	Cash-Out Refinance		Term (Mos)	360	Lock Status:		
Total Loan Amount	\$200,000.00	Occupancy	Investor		Mo. Pymt. (P&I)	\$1,537.83	Loan Status:	<div>Registered</div>	
Loan Program	Ambassador Income 30 Yr Fixed	Interest Rate	8.500%	DTI	0% / 19.262%	Amort. Type	Fixed	Exception Status	<div>Submitted</div>

Service Orders | 2 Service

▼ Category

ORDER SERVICE

Click on **Order Service**.

How to Order an Appraisal

Order Service



Choose **Appraisal**.

Service Orders | 2 Service

▼ Category

▼ Appraisal

Status
⊖ Not Started

Order Date
-

ORDER HISTORY

► Closing Fees

Order Service

Categories

Appraisal

Closing Fees

Providers

Search all

No items found

How to Order an Appraisal

Order Service



Choose **Appraisal Firewall**, click **Next**.

A screenshot of a web application interface. In the background, a 'Service Orders' panel shows a list of services with 'Appraisal' selected. Overlaid on this is a white 'Order Service' modal window. Inside the modal, there are two columns: 'Categories' and 'Providers'. The 'Categories' column has a dropdown menu with 'Appraisal' selected. The 'Providers' column has a search bar and a list with 'Appraisal Firewall' selected, indicated by a green arrow. At the bottom right of the modal, there is a green arrow pointing to a 'Next' button.

Service Orders | 2 Service

▼ Category

▼ Appraisal

Status
⊖ Not Started

Order Date
-

ORDER HISTORY

► Closing Fees

Order Service

Categories

Appraisal

Closing Fees

Providers

Search all

Appraisal Firewall

Next

How to Order an Appraisal

Appraisal Firewall

A screenshot of the 'Appraisal Firewall' web application interface. The interface has a dark grey header with an 'EXIT' button in a red box on the left. Below the header is a green sidebar with a house icon and the text 'APPRAISAL FIREWALL'. The main content area is light grey and contains several sections. At the top, there are two radio buttons: 'UAD 2.6' (selected) and 'UAD 3.6'. Below this is a 'LOAN' section with a minus icon. The 'Lender Division*' field is a dropdown menu showing 'WSL - Champions - East'. The 'Lender Required AMC' field is a dropdown menu showing 'Choose'. To the right of these is a checkbox labeled 'Borrower Is a Company'. Below the 'Lender Division*' field is an 'Available Users*' section with a search bar. To the right of the search bar are two input fields for 'Borrower(s) First Name*' and 'Last Name*', each containing a list of names: 'Andy' and 'Amy' for the first name, and 'America' for the last name. Green arrows point to the 'UAD 2.6' radio button, the 'Lender Division*' dropdown, the 'Lender Required AMC' dropdown, and the 'Available Users*' search bar.

Choose **UAD 2.6** if not already selected, your **Lender Division**, your **AMC** and a **User** that you would like to receive notifications.

How to Order an Appraisal

Appraisal Firewall

A screenshot of the 'Appraisal Firewall' web form. The form is divided into two main sections: 'BORROWER' and 'PROPERTY'. The 'BORROWER' section includes fields for 'Lender Division*' (a dropdown menu), 'Borrower(s) First Name*' and 'Last Name*' (text boxes with green arrows pointing to them), 'Borrower's Email' and 'CoBorrower's Email' (text boxes), 'Loan Purpose*' (a dropdown menu with a green arrow pointing to it), 'Loan Number' and 'FHA Number' (text boxes), and 'Intent to Proceed Date', 'Estimated Value', 'Estimated Closing Date', and 'Investor' (text boxes). There are also radio buttons for 'Conv', 'FHA Flip', 'VA', 'USDA', and 'Jumbo', and a checkbox for 'Borrower Is a Company'. The 'PROPERTY' section includes 'Property Address*' (text box), 'City*', 'State*', 'Zip*', and 'County*' (text boxes), and 'PROPERTY IS' (a dropdown menu). A green sidebar on the left contains an 'EXIT' button and a house icon with the text 'APPRAISAL FIREWALL'.

Most information will populate from your loan file, but ensure that anything with a black asterisk next to it is completed.

How to Order an Appraisal

Appraisal Firewall

A screenshot of a web form for ordering an appraisal. The form has a light gray background. On the left, there are input fields for 'Property Address*' (1234 California Street), 'City*' (Mountain View), 'State*' (CA), 'Zip*' (94040), and 'County*' (Santa Clara). Below these is a section titled 'CONTACT TO ACCESS PROPERTY' with fields for 'Contact Name* (blank = borrower)' (Jon Steltzer) and 'Contact is*' (Realtor). On the right, there is a dropdown menu labeled 'PROPERTY IS*' with a green arrow pointing to it. The dropdown is open, showing a list of property classifications: '5-8 Unit', 'Complex', 'Condo', 'Construction', 'Long Term Rental', 'Non-Owner Occupied', 'Oversized', 'PUD', 'Renovation', 'Rural', and 'Short Term Rental'. The 'Short Term Rental' option is selected and highlighted in green. A yellow highlight is also present on the 'Select property classifications' header of the dropdown. A green arrow points from the 'PROPERTY IS*' label to the dropdown menu.

Choose your order type. For investment loan appraisals, choose **LTR** or **STR** under property classifications along with the property type.

How to Order an Appraisal

Appraisal Firewall



— ORDER

Appraisal Type*

1004 - URAR - Uniform Residential Appraisal Report

Choose

- 1004 - URAR - Uniform Residential Appraisal Report
- 1004D - Appraisal Update and/or Completion Report
- 1007 - Single Family Comparable Rent Schedule
- 1025 - Small Residential Income Property Appraisal Report
- 1073 - Individual Condominium Unit Appraisal Report
- 2000 - One Unit Residential Appraisal Field Review Report
- 2000A - Two to Four Unit Residential Appraisal Field Review Report
- 71A Commercial Appraisal
- Commercial Narrative
- Exterior Disaster Inspection

A green arrow points to the dropdown menu.

— ORDER

Appraisal Type*

1004 - URAR - Uniform Residential Appraisal Report

Addendums

☐ 1007 - Single Family Comparable Rent Schedule

Payment Method*

A green arrow points to the checkbox for the 1007 addendum.

Choose your order type. If you are needing a rental addendum, please do so by choosing the **1007 addendum**.

How to Order an Appraisal

Appraisal Firewall

A screenshot of a web form titled 'ORDER' in a dark header bar. The form is divided into two main columns. The left column contains three sections: 'Appraisal Type*' with a dropdown menu showing '1004 - URAR - Uniform Residential Appraisal Report'; 'Addendums' with a checkbox for '1007 - Single Family Comparable Rent Schedule'; and 'Payment Method*' with a dropdown menu showing 'Bill Me'. The right column contains three sections: 'Date Required' with a date input field and a 'Rush Order' checkbox; 'Special Requirements' with a 'Certified Appraiser Required' checkbox; and 'Attachments' with a '+ Manage Attachments' button and a note '(P&S is required for purchase loan)'. At the bottom of the form, there is a dark bar with three buttons: a green arrow pointing right, a green 'Order' button, and a red 'Cancel' button with a white 'X' icon.

Once each category has a green checkmark, you have satisfied all required fields.
Scroll to the bottom and click on the green **Order** button.

Our Winning Philosophy at Champs TPO



At Champs, we believe Decision Makers should communicate with Decision Makers. Your Champ's Account Manager will be your primary point of contact through the life cycle of the loan file.

We are your partners in success. Please contact your Account Executive or your Champs Operations team for assistance.

Thank you for your partnership and business!

