



4 Corners Real Estate Appraisals Company Policies

Ordering Appraisals

All appraisal order requests must be faxed in or delivered electronically via our website. For your convenience we offer our client's online appraisal Ordering, Tracking & Delivery at no extra charge. All requests must contain the following information:

Assignment Information:

Report due date, form type, ordered by, Lender name, estimated value, fee, & payment method

Property Information:

Address, city, state and zip

Contact & Address Information:

occupancy, borrower, co-borrower & appointment contact info

Receiving Appraisals

Electronic-delivery

Completed appraisals are delivered electronically, either via our website or by email. If you intend to receive reports via email, we require (2) email addresses to be on file.

Mail-delivery

If overnight delivery is required, we will need YOUR mail carrier number (i.e. FedEx or UPS No, etc). 4 Corners Appraisals only provides hard copy & mail delivery upon request. There will be a service charge of \$11 (1 report copy delivered via Priority Mail), or \$16 (2 report copies via Priority Mail) or \$21 (3 report copies via Priority Mail). FedEx Next Day is also available: \$31 (1 copy) and \$36 (2 copies).

Appointments

Appointments are made as soon as an order is received. Orders are made from 9am to 7pm. If the appointment has not been made within

ILLINOIS
4 Corners Real Estate Appraisals
8072 W 95th Street
Suite 202
Hickory Hills, IL 60457
Office 708.599.4442
Fax 708.599.2422

TOLL FREE 1.877.428.3482 (Chicago Office)

ARIZONA
4 Corners Real Estate Appraisals
4828 S Las Mananitas Trail
Gold Canyon, AZ 85218
Office 480.288.8852
Fax 480.288.7507

<http://www.4CornersAppraisals.com>

3 days we will notify the processor or loan officer of the ordering company.

Payment

All orders are to be paid by COD (cash on delivery), unless otherwise agreed.

We accept Credit Cards (Visa & MasterCard +3%), Money Orders, Cash and Checks. Returned check fees are \$35.00 + additional charges incurred as a result of the debit by our bank.

4 Corners Appraisals invoices non-COD orders directly to the ordering party, both with the report as well via fax once the report has been completed and delivered electronically or by mail. Every order must have a processor / loan officer's name on it. A statement will also be faxed/emailed on the 1st of every month. Outstanding balances shall not exceed 3,000.00 and a payment is required every 3 weeks.

Trip Fees / Cancellations

All orders are billed a trip fee. Orders cancelled before the field trip is completed will not be charged a trip fee. Orders cancelled by the Lender or Home Owner after a field trip has been completed will be charged a trip fee \$100 Maricopa & \$125 Pinal County.

Trip Fee Payment In Advance

Pinal County (Globe, Eloy, Miami, Kearny, Tonopagh & Wickenburg) trip fees is required in advance of trip. Lender must authorize payment for trip fee (when lender is paying for the appraisal); we can also accept credit card payment from homeowner as well.

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