

ValueLink – Placing Appraisal Orders

Effective 3/2/26, all appraisals must be ordered through ValueLink.

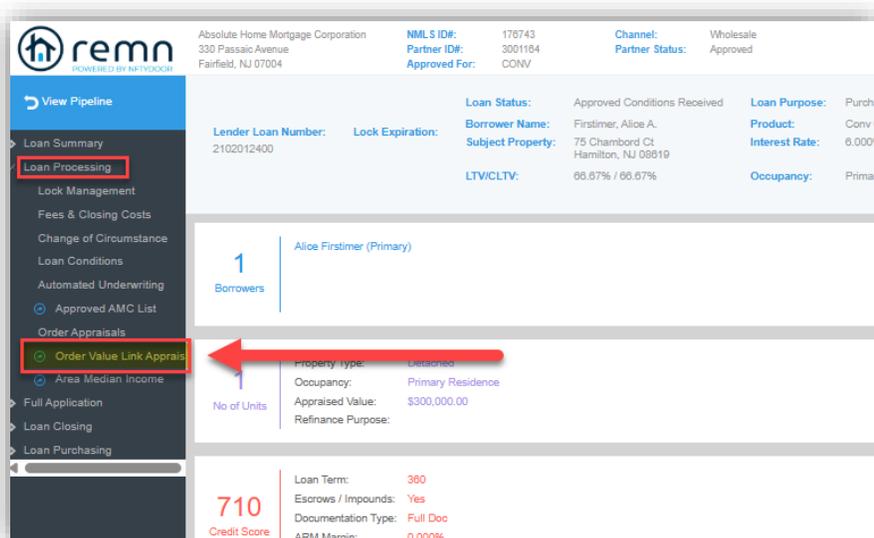
See the job aid titled [ValueLink Appraisal Orders – Signing Up as New Client](#) for instructions on registering as a new client.

Appraisal orders can be placed immediately after registration.

Accessing ValueLink to Place an Appraisal Order:

Access ValueLink by either of the following methods:

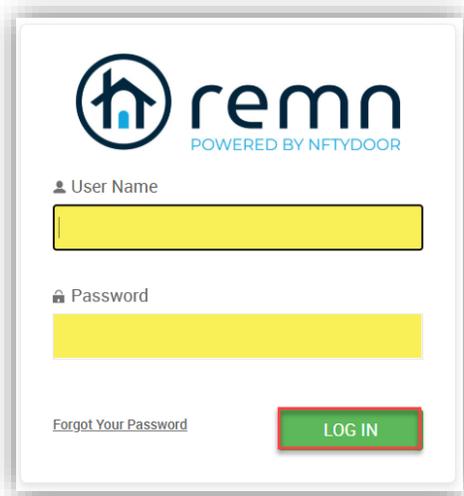
1. While within a loan application in the HUB, click on **“Order Value Link Appraisal”** (under the “Loan Processing” subsection)



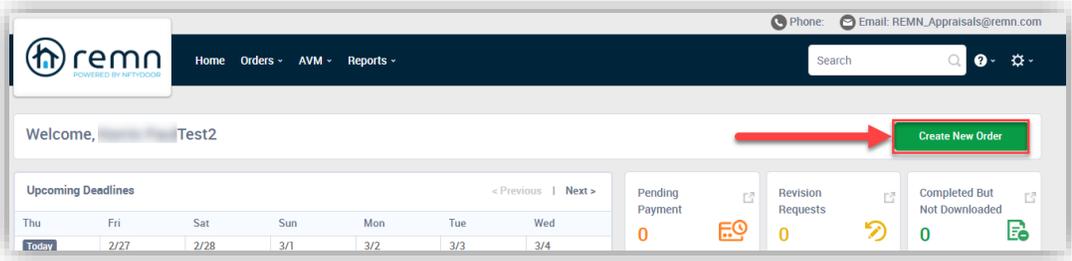
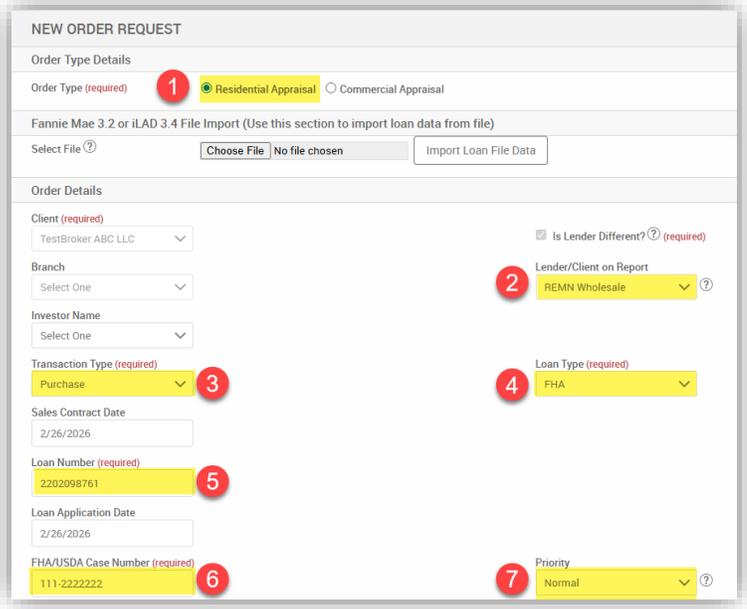
2. –OR– Go to <https://homebridge.spurams.com/login.aspx>

Sign-in with Credentials

If prompted, input username and password and click **“Log In”** to sign in:



Placing a New Order

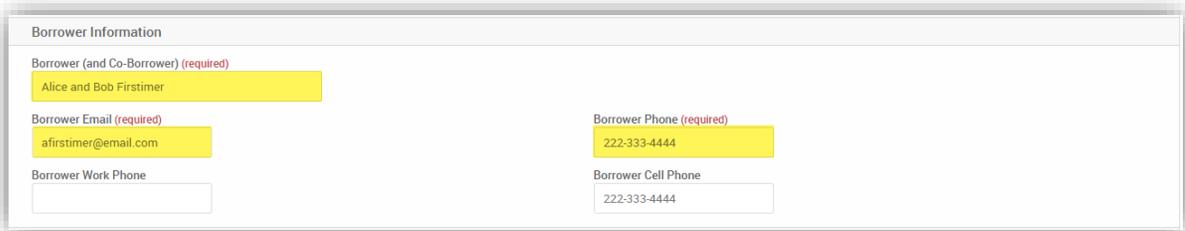
Step	Action
1	<p>Click "Create New Order:</p> 
2	<p>Complete All Required Fields in the Order Details Section:</p> <p>Fill in the following required fields within the Order Details subsection (all other fields are optional):</p> <ol style="list-style-type: none"> 1) Order Type will default to "Residential" (<i>Note: don't click "commercial" as this will alter the submission form and the page will need to be reloaded to continue</i>) 2) Lender/Client on Report: Select "REMN Wholesale" 3) Transaction Type 4) Loan Type 5) Loan Number 6) FHA/USDA Case Number (<i>provide when applicable – NOTE: the appraisal order will not be processed if this isn't provided for FHA/USDA loans</i>) 7) Priority (<i>while this field isn't required, this is where a RUSH order may be indicated – a rush fee will be applied</i>) 

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Complete Required Fields in Borrower Information Section:
Fill in the following required fields:

- 1) Borrower (and Co-Borrower) Name(s)
- 2) Borrower Email
- 3) Borrower Phone

Note: Work phone and cell phone fields are optional



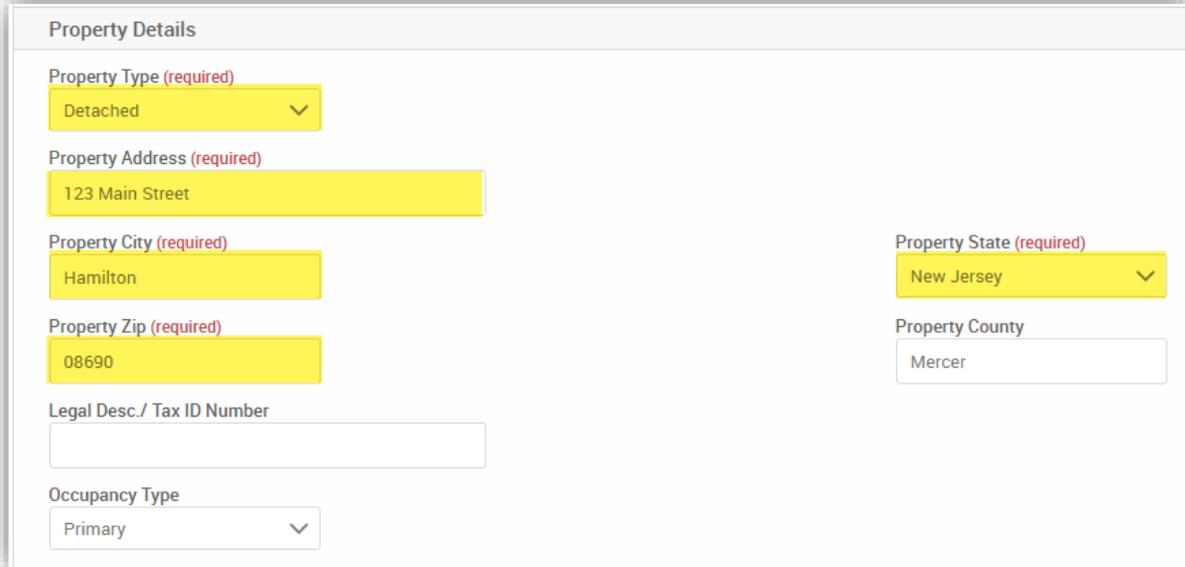
The screenshot shows a form titled "Borrower Information" with the following fields: "Borrower (and Co-Borrower) (required)" with value "Alice and Bob Firstimer"; "Borrower Email (required)" with value "afirstimer@email.com"; "Borrower Phone (required)" with value "222-333-4444"; "Borrower Work Phone" (empty); and "Borrower Cell Phone" with value "222-333-4444".

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Complete Required Fields in Property Details Section:
Fill in the following required fields:

- 1) Property Type
- 2) Property Address
- 3) Property City
- 4) Property State
- 5) Property Zip

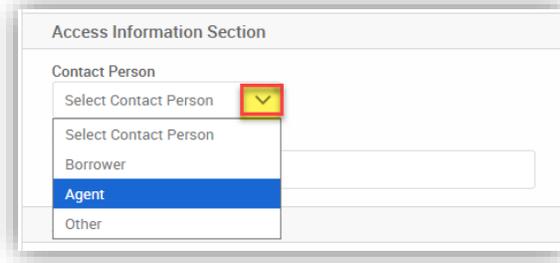
*Note: Property County will be automatically added after the state and zip code are entered
Legal Description and Occupancy Type fields are optional*



The screenshot shows a form titled "Property Details" with the following fields: "Property Type (required)" with value "Detached"; "Property Address (required)" with value "123 Main Street"; "Property City (required)" with value "Hamilton"; "Property State (required)" with value "New Jersey"; "Property Zip (required)" with value "08690"; "Property County" with value "Mercer"; "Legal Desc./ Tax ID Number" (empty); and "Occupancy Type" with value "Primary".

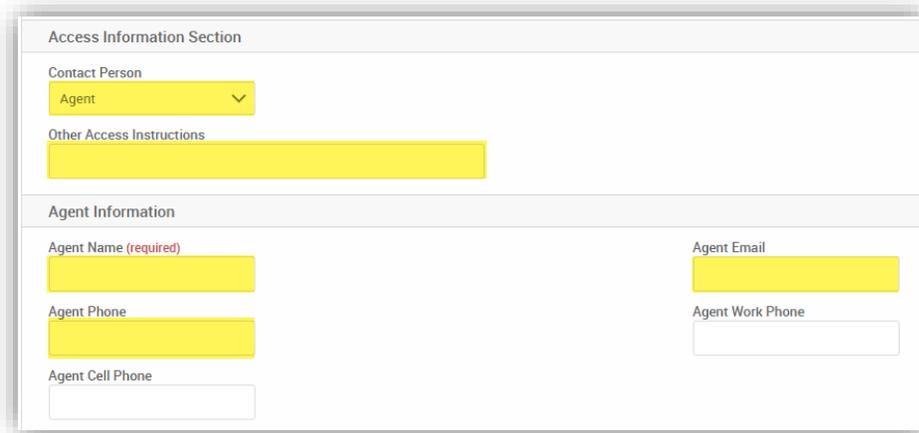
Complete Access Information:

Use the drop-down to select the contact person for the appraisal:



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- **“Other Access Instructions”**: Additional contact notes may be typed here
- If **“Agent”** is selected, **“Agent Name”** is required
- **Agent Phone** and **Agent Email** are optional fields, but recommended so the AMC may use this information to contact the Agent



***Vendor Assignment:**

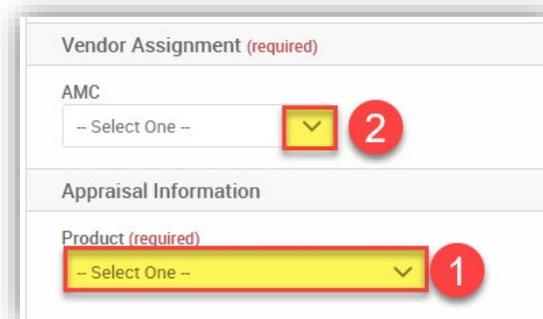
Please note that Vendor Assignment is NOT available for **Conventional loan products**

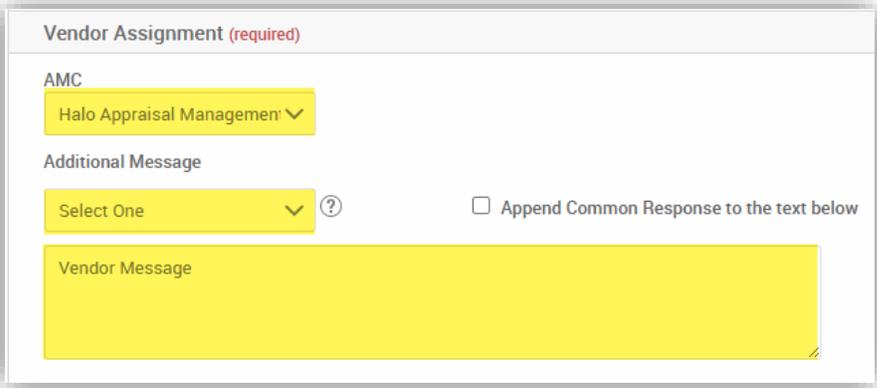
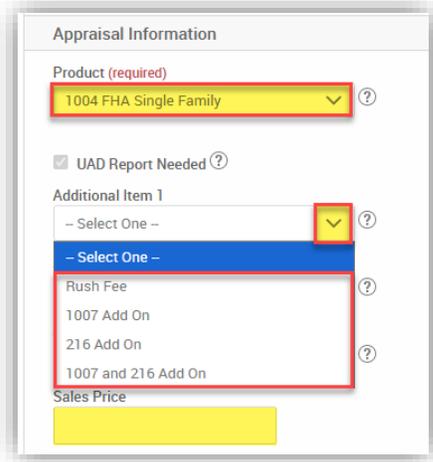
- The appraisal order will be automatically routed to the state-designated AMC as per the [Conventional Appraisal Ordering Map](#).

FOR ALL OTHER PRODUCTS (FHA, USDA, NON-QM)

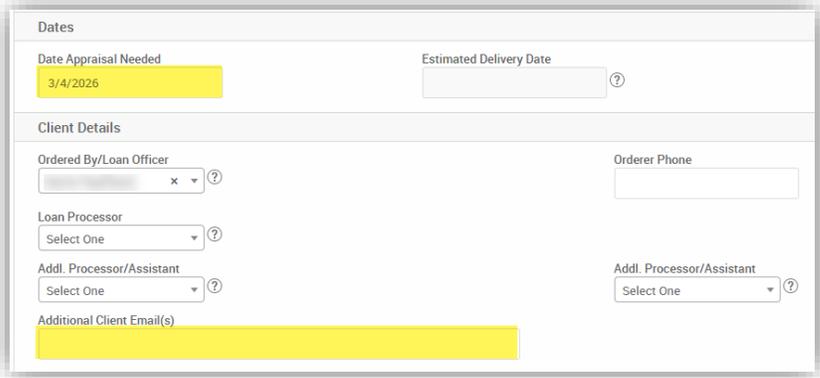
- The AMC drop-down will be blank UNTIL the Product has been selected
- After selecting the desired product, use the AMC drop-down to select the AMC

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<p>6</p>	<ul style="list-style-type: none"> Once the Vendor is selected, optional "Additional Message" fields appear. Common, pre-typed messages may be selected from the "Select One" drop-down, or a hand-typed message may be entered into the "Vendor Message" field: 
<p>7</p>	<p>Appraisal Information: The only required field in this section is the appraisal Product. However:</p> <ul style="list-style-type: none"> Additional Items can be added to the order here (1007 and/or 216 add-on, Rush Fee indicator) The Sales Price may also be entered, but is not required 
<p>8</p>	<p>Dates and Client Details: The following fields are optional and may be used if desired:</p> <ul style="list-style-type: none"> Date Appraisal Required Additional Client Emails (for processor, assistant, etc.)

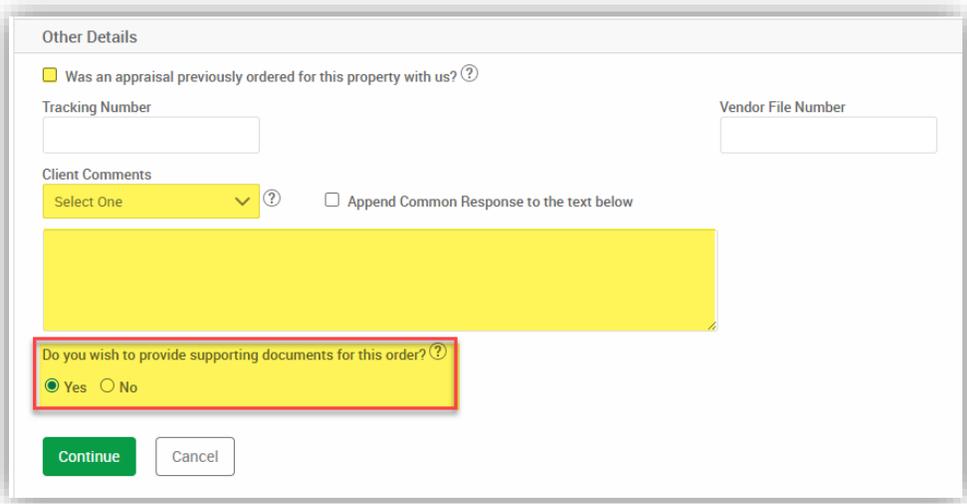
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Other Details:
The following fields are optional and may be used if desired:

- **“Was the appraisal previously ordered for this property with us?”**
Only check this box and provide the tracking number and vendor file number if applicable
- **“Client Comments”:** This is another area where notes may be entered (either select common comments from the drop-down or free-type in the large comment box)
- **“Do you wish to provide supporting documents for this order”:** “Yes” allows for uploading a sales contract after the appraisal order has been placed

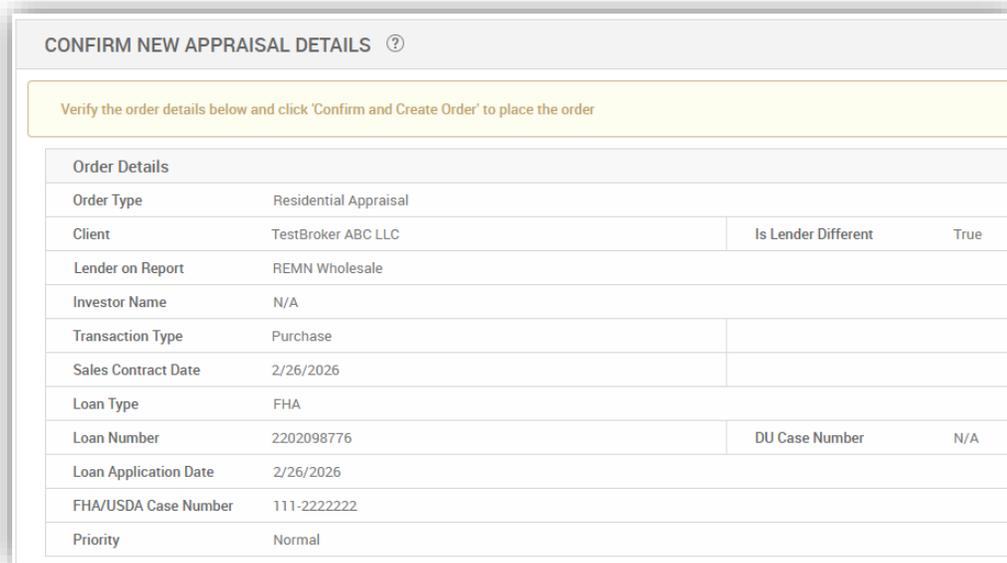


Click **“Continue”** to proceed with the appraisal order

Confirm Appraisal Order Details and Submit

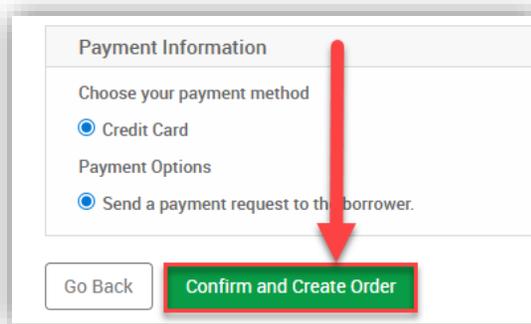
After clicking "continue", a confirmation window will appear outlining all of the appraisal order details.

- Review order details here to ensure accuracy



Order Details			
Order Type	Residential Appraisal		
Client	TestBroker ABC LLC	Is Lender Different	True
Lender on Report	REM N Wholesale		
Investor Name	N/A		
Transaction Type	Purchase		
Sales Contract Date	2/26/2026		
Loan Type	FHA		
Loan Number	2202098776	DU Case Number	N/A
Loan Application Date	2/26/2026		
FHA/USDA Case Number	111-2222222		
Priority	Normal		

- Note: Payment method defaults to **"Send a payment request to the borrower"**
- If changes are required, click **"Go Back"** to make corrections
- If details are correct, click **"Confirm and Create Order"** to place the appraisal order



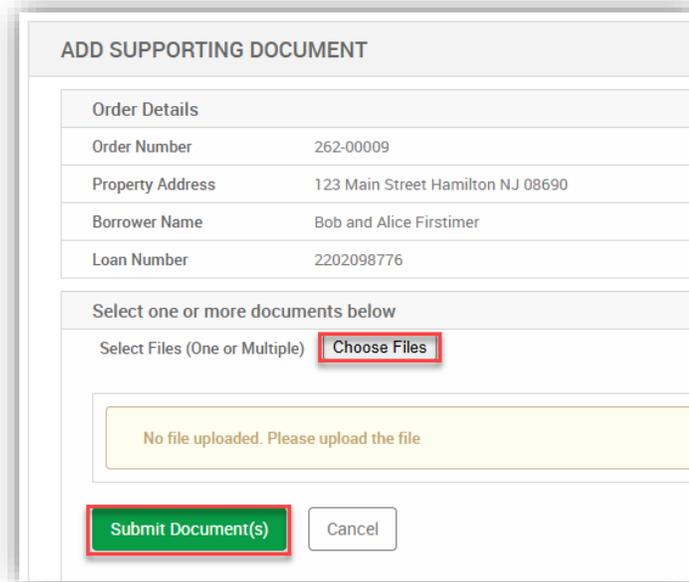
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Upload Supporting Documents

After the appraisal order has been submitted, supporting documents may be uploaded:

- Click "Choose files" and select the document to upload
- Once attached, click on "**Submit Document(s)**"



ADD SUPPORTING DOCUMENT

Order Details	
Order Number	262-00009
Property Address	123 Main Street Hamilton NJ 08690
Borrower Name	Bob and Alice Firstimer
Loan Number	2202098776

Select one or more documents below

Select Files (One or Multiple)

No file uploaded. Please upload the file