

**FULL APPRAISAL ORDER GUIDE**

**Please Note: Spring EQ Wholesale will not reimburse partners for the cost of the appraisal. Appraisals should be ordered with the client’s credit card.**

<https://www.clearcapital.com/spring-eq/>

- Log in by creating your name and contact information, Clear Capital will activate your account within 24 hours or less.
  - Email: [customer@clearcapital.com](mailto:customer@clearcapital.com)
  - Phone: (530) 550-2105



On the entry screen after logging in, choose “Place Order”.

- Click 1004 (Single Family Residence) or 1073 (Condominium) depending on property type.

- Select the appropriate Full Appraisal Product (1004/1073/1025) under the **Suggested Products**
  - 1004 – 1 Unit Property
  - 1073 – Condominium
  - 1025 – 2 Unit Property
- Select – Borrower Credit Card

Complete the order screen:

- Enter the Spring EQ loan number as the “Tracking ID”
- Select “Pre-funding Decision” as the “Purpose for Order”
- Click Continue

**Order Details: 1004 (Single Family Residence)**

\*Tracking ID:

\*Purpose for Order:

\*Turn Time: 7 Bus. Days – Base Bill Rate: \$450.00 Due back Wednesday, 02/02/2022, 5:30AM  
(all times PDT)

Important: Based on the property address supplied, a price adjustment may apply.

Supporting Files: [Upload Supporting Files](#) Note: Accepted file formats are: JPG, CSV, XLS, XLSX, DOC, TXT, XML, PDF, ZIP and ZIPX. File size is limited to 500 MB per file.  
 Check box to upload files after order is placed. This is recommended for large files.

Notes:

Complete the Place Order Screen

- Click “Submit Order”

**A Place New Order: Appraisals**

Each property requires a Street Address, ZIP, Loan Number and Borrower (\* indicates required fields). You may enter the Access Contact, Access Phone Number and unique Tracking ID for each property in your order. The Tracking ID defaults to the order Tracking ID, listed below, unless a new one is provided.

**Order Method: 1004 (Single Family Residence) — Enter Property Manually**

Payment Option: Borrower - Credit Card

Tracking ID: XXXXXXXXXXXXXXXX

Purpose for Order: Pre-funding Decision

Order Due Date: Wednesday, 02/02/2022, 05:30AM

\*Street Address

\*ZIP Code

\*Loan Number

\*Borrower Name

\*Borrower Email

Borrower Phone

Access Contact

Access Info (Phone)

Notes:

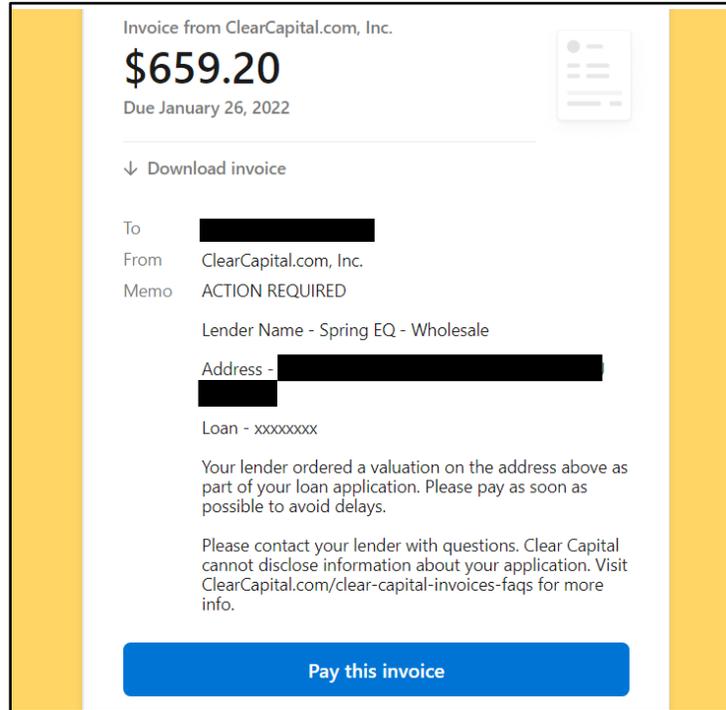
Supporting Files: [Upload Supporting Files](#) Note: Accepted file formats are: JPG, CSV, XLS, XLSX, DOC, TXT, XML, PDF, ZIP and ZIPX. File size is limited to 500 MB per file.  
 Check box to upload files after order is placed. This is recommended for large files.

By selecting "Submit Order", pursuant to the Clear Capital customer terms of use you agree that:

- The borrower has provided you their authorization for Clear Capital to communicate with the borrower via the e-mail address provided above, including sending them an invoice(s) regarding the order placed and understands they will receive a request for payment for the order.
- In the event that a card payment submitted at the time of the request is subsequently charged back, invalidated, or otherwise not able to be processed for final payment to Clear Capital, you agree to reimburse Clear Capital for the rejected or charged back payment, which may include banking and merchant processing fees associated with the rejection or charge back. For any services that are not paid by borrower's payment card, you agree to make payment within 30 days following the date of an invoice from Clear Capital.



An Invoice from Clear Capital is sent to your Borrower via email.



The Borrower clicks “Pay this invoice” and the screen below will appear. The Borrower will enter their credit card on the secure screen.

