

RPS

Documents Required When Creating an Appraisal Order

Guide for Mortgage Brokers



Providing the right documents when creating an appraisal order helps reduce delays and creates a better experience for the applicant.

Use the table below to ensure the required documents are included when submitting your order.

Tip: Orders submitted with the required documents can have turnaround times up to 10% faster than orders submitted without the proper documents.

ORDER SCENARIO	DOCUMENT	REQUIREMENT
All Orders	Property address (including unit # and postal code)	MANDATORY
	Legal description	RECOMMENDED
Purchase	Agreement of Purchase and Sale	MANDATORY
	MLS listing (active or closed)	RECOMMENDED
	Inspection report	RECOMMENDED
Refinance	Renovation / improvement summary	RECOMMENDED
	Permits for legal suites	RECOMMENDED
	Property tax information	RECOMMENDED
Lender Redirect	Previous appraisal order number	MANDATORY
New Construction	Builder agreement / purchase contract	MANDATORY
	Plans and specifications	MANDATORY
	Floor plans	MANDATORY
	Cost breakdown	RECOMMENDED
	Site / plot plan	RECOMMENDED
Condominium	Upgrades / change orders	RECOMMENDED
	Condo fee information	RECOMMENDED

ORDER SCENARIO	DOCUMENT	REQUIREMENT
	Special assessment information	RECOMMENDED
2-4 Units / Investment	Lease agreements	RECOMMENDED
	Operating expense summary	RECOMMENDED
	Vacancy history	RECOMMENDED
Market Rent for All Property Types	Lease agreements, floor plans, suite legality confirmation	RECOMMENDED
	Lease/expense data, environmental disclosure, zoning and permits	RECOMMENDED
Acreage for All Property Types	Well/septic documents, land use confirmation, severance documents	RECOMMENDED

Best Practices

To help prevent delays:

- Upload required documents when creating the order
- Include recommended documents whenever available
- Ensure documents are clear and complete

Providing complete information at order creation helps ensure the appraisal process can begin without unnecessary follow-ups.

Have Questions? Contact RPS Dedicated Broker Support

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