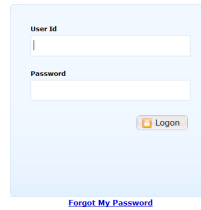


Broker Reference Guide – Valuation Ordering

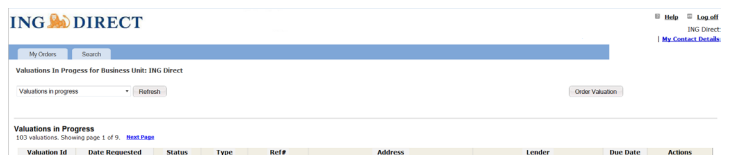
1 Logon

- ▶ Go to <http://vms.rpdata.com/index.shtml>.
- ▶ Enter your User Id and Password and click on 'Logon'



2 Terms & Conditions

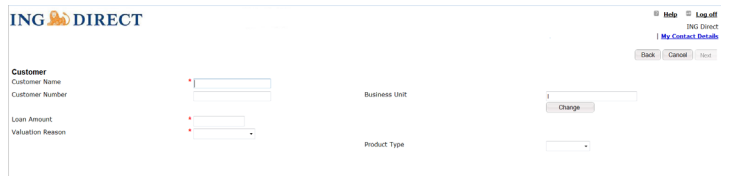
- ▶ Click on 'Order Valuation'
- ▶ Read ING DIRECT terms and conditions and click on 'OK'



3 Complete Customer Details

- ▶ Enter Customer Name, Loan Amount
- ▶ Enter Valuation Reason

Note: Select 'New Loan' for new purchases or 'Refinance Existing' for existing loans or 'Construction Loan'

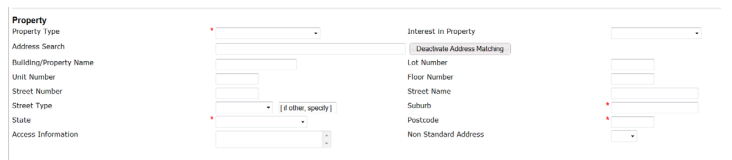


4 Complete Property Details

- ▶ Enter Property Type

Note: Select either Full Detached House, Semi Detached House, Apartment, Town House or Vacant Land

- ▶ Enter address details by using auto address matching function



5 Complete Customer Estimate & Source Details

- ▶ Enter Source i.e. source of value amount

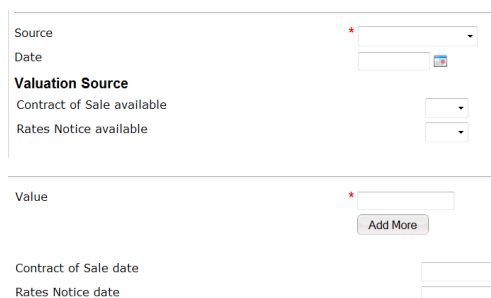
Note: Select 'Customer Estimate' or 'Contract Price'

- ▶ Enter value i.e. the estimated value of the property in dollar amount

- ▶ Select yes appropriately if you have a Contract of Sale (COS) or Rates Notice (RN).

Note: For new purchases always select 'Yes' for COS

- ▶ Enter respective date of the document/s



6 Submit Valuation Order

- ▶ To submit order click on 'Click to Decide Valuation Type
- ▶ Click on 'Next' at the top right hand-side of the screen

Note: 'Next' will automatically enable if additional information is required

7 Complete Property Contact Details

- ▶ Enter Contact Name and Contact Number

Note: Ensure contact number is entered correctly including area code for a landline. Do not enter an area code for a mobile number

8 Attach a COS/RN Document/s

- ▶ To attach a COS/RN document click on 'Next' at the top right hand-side of the screen
- ▶ Select Document Type and Description
- ▶ Attach document/s
- ▶ Click on 'Finish'

9 Click on 'Allocate' at Valuation Order Summary Details

- ▶ Click on 'Allocate' at valuation order summary details

Note: Each successful submitted valuation order will have a unique valuation ID

Report Type	Description	Collection Instructions	Action
Contract of Sales	123	123	

10 Search for a Valuation Order

- ▶ Simply search for a valuation order by using the Valuation Id
- ▶ You can also complete a search by Customer's name, Customer number, Completion date, Finalised date, Loan reference, Property address, Request date, Status and Valuation type

Valuation Id	Status	Type	Ref#	Address	Lender	Doc Date	Action

11 Update Contact Details

- ▶ Simply click on 'My Contact Details' to update Phone number, Email address or Change password

For more information please call 1300 734 318

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