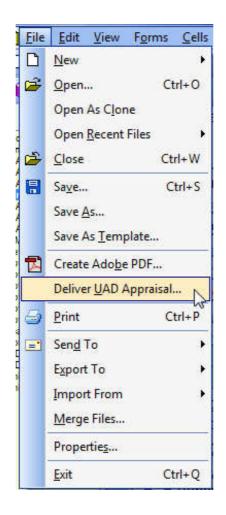
How to Deliver a UAD Compliant XML

1. To begin the **New Deliver UAD Appraisal** function, click **File > Deliver UAD Appraisal**.

If you are creating a Non UAD Report, such as a 1025 or 1004C, click File > Deliver MISMO Appraisal.



- 2. Select the Delivery Method choose either **Save the appraisal to my Desktop** or **Upload the appraisal to:** and mark **StreetLinks** or **Appraisal Port**. Other vendors will be added as we progress.
 - Auto Advance to Next Process: will allow the workflow to function with minimal input from the User.
 - **Display PDF for Final Review:** will display the PDF after it's created.
 - **Protect PDF File:** will enforce the standard ClickFORMS PDF Protection.

Repare Appraisal Order for Delivery		shade (F) to be see (F) to as an	arran taken ta	
Select Delivery Method and Recipient			Next	Cancel
 Save the appraisal to my Desktop Email the appraisal to my client Upload the appraisal to: StreetLinks AppraisalPot Clear Capital CoreLigic PCV Murcor RELS/VSS ValueLink Landmark LSI 	Auto Advance to Next Process Display PDF for Final Review Protect PDF File Appraisal Primary Form: UAD Formatted: MISMO XML Version:	Yes		

3. This will tell you what type of files are to be created. If you need to change them, do so here, but for the most part this should be your default for UAD reports.

Non UAD reports, like the 1025, will have the second checkbox checked.

Y Prepare Appraisal Order for Del	Prepare Appraisal Order for Delivery			
Specify the Appraisal "Packag	pecify the Appraisal "Package" contents			
The Appraisal "UAD Package" v	vill consist of the following file(s):			
📝 XML File (UAD Format)	Required for forms: 1004, 1073, 1075 and 2055			
KML File	Required for forms: 1004C, 1025, 2090 and 2095; (available for all forms)			
ENV File	Required by AppraisalPort and some AMCs			
ENV File	Required by GSEs to be embedded into XML file			
			4	

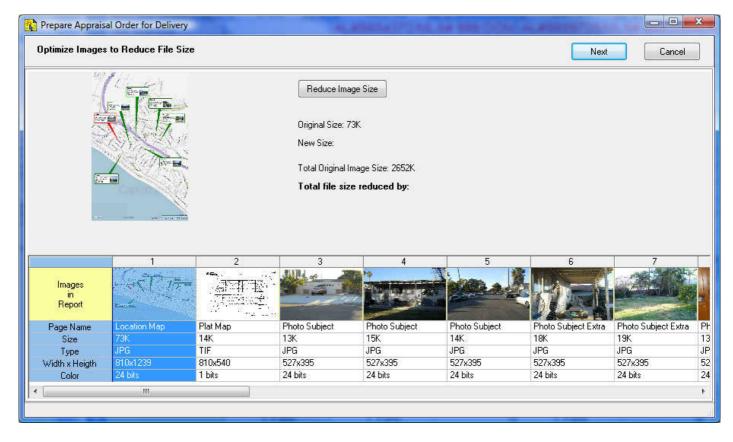
This is the standard ClickFORMS File Selection option.
 Files that are *unchecked* will not be reviewed or included in the PDF.

PLEASE NOTE—ALL COMPS ARE INCLUDED IN THE XML.

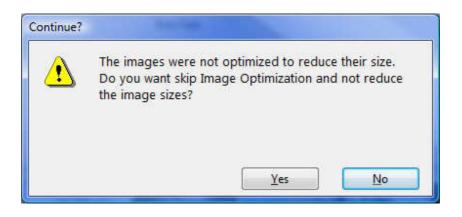
Select	the forms to be included in the Appraisal Report		Next Cancel
Include	Report Form Name		
V	FIRREA Certification Certification		
¥	FNMA 1004MC		
V	Invoice		
V	FNMA 1004		
~	Extra Comps 4-5-6		
V	FNMA 1004 Certification		
V	Location Map		
V	Plat Map		
	Sketch		
~	Photo Subject		
V	Photo Subject Extra	=	
V	Photo Subject Extra		
V	Photo Subject Extra		
V	Photo Comparables 1-2-3		
V	Photo Comparables 4-5-6		
V	Bradford Technologies		
V	Bradford Technologies		
V	UAD Definition of Terms		
~	Comparable Rent		
V	Operating Income Page 1		
~	Supplemental REO 2008		
V	Location Map		
	Location Map		

5. If **Auto Advance** has been turned on, your images will be automatically optimized.

If not, click the **Reduce Image Size** button to optimize the images, or click **Next** to skip optimization.



If you skip image optimization, please answer <u>Yes</u> to the following popup to proceed, or <u>No</u> to return.



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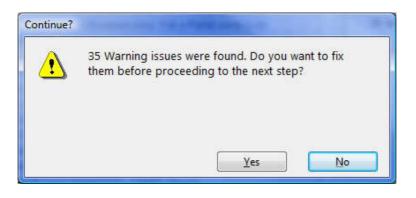
6. This is the Standard ClickFORMS Errors and Omissions review. Make any necessary changes, and then click **Re-Review**.

PLEASE NOTE—ANY CRITICAL ERRORS MUST BE RESOLVED BEFORE MOVING ON!

rrors and Or	nissio	ns Rev	view			[Next
Form	Pg	Cell	Error Message	Locate	*	·	1
FNMA 1004	1	25	PUD: HOA Fees indicated - PUD box not checked.	See		Re-Review	Collapse Window
FNMA 1004	1	45	CONTRACT PRICE: Below the Opinion of Market Value	0.22			
FNMA 1004	1	113	STREET (PUBLIC/PRIVATE): No check box checked.			Review Generated:	
FNMA 1004	1	143	BASEMENT: Text entered in Basement Area - Full or Partial needs to be				
FNMA 1004	1	143	BASEMENT: Text entered in Basement Area - Full or Partial needs to be			35 Warning(s)	
FNMA 1004	1	182	FIREPLACE(S) #: No check box checked.			1992 1. 1997 1. 1997	
FNMA 1004	1	186	POOL: No check box checked.			O Critical Error(s)	
FNMA 1004	1	188	W00DST0VE(S) #: No check box checked.		E		
FNMA 1004	1	190	FENCE: No check box checked.	· · · ·			
FNMA 1004	1	192	PORCH: No check box checked.	0.22			
FNMA 1004	1	202	CARPORT: No check box checked.				
FNMA 1004	2	13	SUBJECT CITY/STATE/ZIP: Does not match Subject City/State/Zip on				
FNMA 1004	2	235	DATE OF PRIOR SALE/TRANSFER - SUBJECT: Missing				
FNMA 1004	2	236	PRICE OF PRIOR SALE/TRANSFER - SUBJECT: Missing	- S			
FNMA 1004	2	239	DATE OF PRIOR SALE/TRANSFER - COMP1: Missing				
FNMA 1004	2	240	PRICE OF PRIOR SALE/TRANSFER - COMP1: Missing				
FNMA 1004	2	243	DATE OF PRIOR SALE/TRANSFER - COMP2: Missing	Sec. 1			
FNMA 1004	2	244	PRICE OF PRIOR SALE/TRANSFER - COMP2: Missing				
FNMA 1004	2	247	DATE OF PRIOR SALE/TRANSFER - COMP3: Missing				
FNMA 1004	2	248	PRICE OF PRIOR SALE/TRANSFER - COMP3: Missing				
FNMA 1004	2	258	STATUS OF APPRAISAL: No check box checked.				
FNMA 1004	3	31	LESS FUNCTIONAL: Missing				
FNMA 1004	3	33	LESS EXTERNAL: Missing		-		

When you are satisfied, click Next.

If you have warnings remaining, please answer **No** to this popup to proceed, or **Yes** to return.



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This is where the XML file is created, reviewed, and then validated.
 Errors will appear in RED and should be corrected.
 If not, they may impact the Lender's ability to submit to the UCDP.
 After the corrections are made, click Re-Check XML.

Create MISMO GSE 26 XMI	L File				Next Cancel
UAD	XML Review Complete		1004	Re-Check XML	Collapse Window
ïeld Label	Data Point	Current Value	Error Message		Suggestion
Sales Comparison Section	Site (Comp 1)		Adjustment value has beer	n left blank when the description	The adjustment value should not b
Sales Comparison Section	Porch/Patio/Deck (Comp 1)		Adjustment value has beer	n left blank when the description	The adjustment value should not l
Sales Comparison Section	Site (Comp 2)		Adjustment value has beer	n left blank when the description	The adjustment value should not

When all the errors have been resolved, click Next.

If there are errors remaining, please answer **No** to this popup to proceed, or **Yes** to return to the reviewer.



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If the Error is severe enough, you may see the following warning, and you will not be able to proceed:



Please send the original ClickFORMS report, the .**CLK file** that you are creating the XML/ PDF from, to UAD@BradfortdSoftware.com.

You will receive a prompt reply.

- 8. This is where the PDF is created and embedded in the XML.
 - If the **Display the PDF file** box is checked, the PDF will display.

Prepare Appraisal Order for Delivery		
Create PDF file of Appraisal Report	Next	Cancel
Display the PDF file Intercent the PDF	Create PDF	
PDF file successfully created		
		14

9. This is where the files are Saved.

To save <u>all</u> the XML/PDF/ENV files you just created in the *same folder*, check the box to **Save all files to** and click **Browse**. Browse to the location you wish to save the files to, or create a new folder.

Prepare Ap	praisal Order for Delivery	
iave the A	ppraisal Files	Next Cancel
👿 Save a	If files to C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\	Browse Save All
Note: A co	py of the PDF is contained in the XML file.	
XML File	C:\Users\KeithATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As
PDF File	C-\Users\Keith,ATB:\\Documents\My_ClickForms\UAD_XML_Files\StreetLinksTest_2a.pdf	Save As
1.441.1.194	Procession and the province of the second structure of the second s	
ENV File	ENV Directory	Save As
	La constant de la const	

After you specified the folder, click **OK**, and then click **Save All**.

To save each file to its own folder location, uncheck the checkbox and click **Save As** next to the file type.

opraisal O	rder for Delivery	
ppraisal	Files	Next Cancel
II files to	C\Users\Keith.ATB\\Documents\My ClickForms\UAD XML Files\	Browse Save All
ipy of the F	'DF is contained in the XML file.	
C:\User:	s\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As
C:\User:	s\Keith.ATBX\Documents\MyClickForms\UAD XML Files\StreetLinksTest_2a.pdf	Save As
ENV Dir	ectory	Save As
	ppraisal Il files to py of the F C:\User: C:\User:	ppraisal Order for Delivery ppraisal Files II files to C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\ py of the PDF is contained in the XML file. C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.pdf ENV Directory

ClickFORMS Quick Start Guide

🏠 Prepare Ap	praisal Order for Delivery	
Save the A	ppraisal Files	Next Cancel
🕅 Save al	I files to C:\Users\Keith,ATBX\Documents\My ClickForms\UAD XML Files\	Browse Save All
Note: A coj	py of the PDF is contained in the XML file.	
XML File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As
XML file I	has been successfully saved	
PDF File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.pdf	Save As
ENV File	ENV Directory	Save As
	Last's Privile register	
		لــــــــــــــــــــــــــــــــــــ

After you see a message that says XML file has been successfully saved, click Next to proceed.

10. Your report has been *reviewed and saved*, the XML has been *created*, *reviewed and validated*, and the PDF *embedded*.

Prepare Appraisal Order for Delivery	
Processing Complete	Close
The appraisal files were successfully saved.	How can we improve the delivery of your appraisals? Send us your suggestions. Send Suggestion
	4

- You are now ready to send them to your Client.
- If you would like to leave us a feedback about how we could improve our software so it would serve you even better, please click **Send Suggestion**.

Click **Close** to close the dialog box.