



## APPFILES PROCESS OVERVIEW

Our appfiles system is designed to be a user driven process. File compliance should be completed within 10 days of the contract being fully executed. Your file will be considered in compliance when the checklist is completed, then a DA will be uploaded to your appfile.

**1**

### CREATE YOUR APPFILE AND SELECT THE CORRECT TYPE:

Buyers	Sellers w/Referral
Buyers w/Referral	Tenants
Sellers	Landlords

**2**

### CHANGE THE STATUS OF YOUR FILE

(ex. active listing, pending listing, pending buyer, pending lease)

<https://www.youtube.com/watch?v=SOQ70AasEsw>

**3**

### LAUNCH THE BUYER'S CHECKLIST

When you receive a contract on your listing, you will need to change your file status to launch the buyer's checklist. <https://www.youtube.com/watch?v=SOQ70AasEsw>

- Fill in file information as accurate as possible.
- Add all documents to the checklist and complete the checklist.
- A DA will be uploaded to your appFile if your file is in compliance.
- It is your responsibility to review the DA for accuracy.
- You will then send the DA directly to the title company.

If you need a correction to your DA, please enter an update in your appfile and select the compliance department to send to. When requesting a DA modification, please be very specific in describing your request. Please use \$ amount and show calculations.

\*\*\* Please allow 1 to 2 business days for changes to be completed

**If you have any technical questions please call Appfiles Support 1-800-276-9235**