CHECKLIST · START TO FINISH

One report, the whole day

Keep this on your phone or by your keyboard. The walkthrough video goes step by step.

BEFORE YOU GO AT YOUR DESK · 2 MINUTES

- [ ] **Click New** at the top.
- [ ] **Drop the engagement letter** on its spot, and **the MLS listing sheet** on the spot next to it.
- [ ] When they're read, click **Use this address**. The report is started.

AT THE HOUSE ON YOUR PHONE

- [ ] **Open your report:** tap the three lines, top right, and tap it. Didn't start one? Tap **New**, open Subject Property, type the address.
- [ ] **Take them now** on the Photos spot. Take the picture, then **tap what it is**, like Kitchen. Another of the same room? **Same**.
- [ ] After each label, **tap the microphone** and say what the camera can't show.
- [ ] Get the **required photos**: a street scene, the front, every kitchen, every bathroom, and the main living areas, every bedroom too.
- [ ] Tap **Done Capturing**.
- [ ] **The sketch:** Sketch spot, **Start sketch**, walk the walls with your tape. **Finish**, then **Save**.

BACK AT YOUR DESK ON YOUR COMPUTER

- [ ] **Open the same report.** If it was already open, **reload the page** first, so it picks up what you did on the phone.
- [ ] Drop your **comp sheet**, the **purchase contract** if there is one, and your **market search** if you have MarketPilot.
- [ ] Open the Photos section and click **Analyze my photos**.
- [ ] **Work down the left panel**, top to bottom. Dark ink is your paperwork. Teal is a draft: **Keep** it, or fix it. A blank is yours to answer.
- [ ] **Make your calls:** condition and quality ratings, highest and best use, your adjustments and weights in the grid, and your value.

FINISH OUT TO TOTAL

- [ ] **QC Shield:** click **Take me there** on each Stop.
- [ ] **Export to TOTAL.** If Before you export opens, keep your last drafts, or export anyway and finish in TOTAL.
- [ ] **Double-click the file.** TOTAL opens your report. Finish what it flags, review it, and sign it in TOTAL.

> **ALWAYS YOURS**
>
> Your ratings, highest and best use, your adjustments, your weights and your value. AppraisalPilot never fills them in. Every teal answer is a draft until you keep it.

Required photos: Fannie Mae and Freddie Mac, UAD 3.6 Job Aid: Photo and Image Requirements, v1.0, June 23, 2026. Required Photos, p. 1 ("If a required photo is missing, the report is considered incomplete."); Site, p. 2; Dwelling Exterior, p. 3; Unit Interior, pp. 3 to 4. TOTAL opens the file once you have AppraisalPilot from the TOTAL Store on your TOTAL login. Stuck? Open the menu and tap Email us.