



DEPARTMENT OF VETERANS AFFAIRS  
Regional Office, Fort Snelling  
Bishop Henry Whipple Federal Building  
1 Federal Drive  
St. Paul, MN 55111-4050

March 22, 1999

REGIONAL LOAN CENTER MEMORANDUM NO. 99-04

TO: All LENDERS, SERVICERS AND APPRAISERS

SUBJ: NEW VA ASSIGNMENT SYSTEM AND AN AUTOMATED CONDOMINIUM,  
PLANNED UNIT DEVELOPMENT AND BUILDER SYSTEM

1. **Purpose.** This is to notify all VA Loan Guaranty program participants that there will soon be a new, centralized VA Assignment System (VAAS) and an automated system listing Condominiums, Planned Unit Developments, and Builders (CPB).

2. **Improvements**

a. VAAS/CPB will be Internet-based, reached via the Internet service provider of the user's choice.

b. Appraisal assignments will be based on the mailing address of the property, **including the county name**. This will eliminate the need for users to maintain the list of geographic codes now required under the Automated Appraisal Assignment Processing System (AAAPS). Nationwide lenders and loan servicers will no longer need to maintain multiple User IDs and contact different VA offices.

c. Using the information entered by the lender or loan servicer at the time of the appraisal request, VAAS will generate an online VA Form 26-1805-1, *Request for Determination of Reasonable Value*. This will save users the time and effort of manually preparing that form, as well as allow them to print and fax it to the appraiser or download it as a HTML (Hyper Text Markup Language) file for e-mailing to the appraiser.

d. In addition to obtaining VA case numbers and having appraisers and inspectors assigned, lenders and loan servicers will be able to check the status of appraisal requests, use the property address or veteran's name to search for misplaced case numbers, and easily shift between VAAS and the CPB.

e. Fee appraisers and inspectors will also be able to access VAAS to review and update their basic reference file information, such as mailing address, telephone numbers and some aspects of their availability for assignments. They will also be able to review information about their pending assignments (e.g., property address, VA case number, appraisal requester information, the current status of each assignment).

f. As a public Internet site, the CPB will be available to anyone who wants to know if a particular condominium or PUD is VA-approved or if a particular builder is eligible to participate in the Loan Guaranty program. The list will provide names, locations (i.e., city/county, State) and VA-assigned identification numbers.

2.

RLC MEMORANDUM 99-04

3. **Getting Started**

a. The first user of the new system for each lender or loan servicer must provide the VA ID (identification number for the company (or branch, if applicable)). VAAS will then assign a User ID number and provide a password that the user can modify for security purposes. That User ID and password must be used each time the system is subsequently accessed by anyone from that company (or branch, if applicable).

b. Other requesters (i.e., appraisers or inspectors) may need to contact their local VA office for their ID number to use as described above.

c. The system operates using Netscape Navigator 4.x or Microsoft Internet Explorer 4.x. Free downloads are available on the Internet from Netscape and Microsoft. The User Guide for the system is contained within the system. Technical assistance will be available from a central help desk at (215) 381-3050.

4. **System Availability.** Requesters will continue to use AAAPS until installation of VAAS. Phased installation of VAAS/CPB is scheduled to begin April 12 and be completed nationwide by mid-July. Individual VA offices will keep requesters informed via AAAPS screen messages. As each station goes live, their AAAPS will be replaced by the new VAAS. AAAPS will continue to operate as a Bulletin Board for a limited time. The tentative installation dates are as follows:

Albuquerque (July 6)	Jackson (July 6)	Phoenix (June 21)
Anchorage (June 14)	Lincoln (July 6)	Pittsburgh (June 7)
Atlanta (June 7)	Little Rock (June 28)	Portland (June 21)
Baltimore (June 21)	Louisville (June 28)	Roanoke (June 21)
Boise (July 6)	Los Angeles (June 14)	St. Louis (June 14)
Buffalo (June 14)	Manchester (June 28)	St. Paul (May 24)
Chicago (June 21)	Milwaukee (July 6)	St. Petersburg (June 7)
Cleveland (June 28)	Montgomery (June 28)	Salt Lake City (July 6)
Columbia (June 21)	Muskogee (June 21)	San Diego (June 14)
Denver (June 14)	Nashville (June 28)	San Juan (June 28)
Des Moines (July 6)	Newark (June 28)	Seattle (June 21)
Detroit (June 14)	New Orleans (April 12)	Waco (June 7)
Honolulu (July 6)	New York (June 14)	Washington, DC (June 21)
Houston (June 7)	Oakland (June 14)	Wichita (July 6)
Indianapolis (June 28)	Philadelphia (June 7)	Winston-Salem (June 14)

5. If you have any questions, please contact the St. Paul Regional Loan Center at (612) 970-5421 or the appropriate Regional Office for your area of business.

/s/D. F. MUNRO  
D. F. MUNRO  
Loan Guaranty Officer