



DEPARTMENT OF VETERANS AFFAIRS  
Regional Office  
1240 East Ninth Street  
Cleveland, OH 44199

February 25, 1999

In Reply Refer To: 325/261  
Information Letter 26-99-01

**TO: All VA Lenders doing business in Delaware, Indiana, Michigan,  
New Jersey, Ohio, and Pennsylvania**

**SUBJ: Abbreviated Documentation for Guaranty**

1. Reduced Paper Work. VA Pamphlet 26-7, VA Lender's Handbook, indicates on page G-14 that lenders must send only limited documentation to VA for a loan guaranty certificate. This procedure was not designed to be optional. The purpose of this modified submission procedure is to reduce paper work for everyone. We are joining other VA regional loan centers in requiring that this procedure be implemented. Accordingly, effective 30 days after the date of this notice, we will return closing packages received here for guaranty which do not conform to this modified submission procedure.

2. Abbreviated Documentation. When requesting a loan guaranty certificate for home purchase loans or cash-out refinance loans, please

**SEND VA ONLY THE FOLLOWING DOCUMENTS.**

Please fasten them together (preferably by two-hole clasp at the top and in letter-size format) and arrange them in the following order:

- a. Copy of front and back of VA Form 26-0286, Loan Summary Sheet, dated "SEP 98". (Please note that your accurate completion of this form is essential in order to avoid a delay in the issuance of your Guaranty Certificate.)
  - b. Original VA Form 26-8320 or 26-8320a, Certificate of Eligibility for the veteran. This form should be the first item which you obtain for the requested loan. Older half sheet versions of this form may be incorrect and should be updated to ensure accuracy.
  - c. For new loans needing entitlement restored from a previous loan, include evidence of payment in full of the previous loan, along with a VA Form 26-1880, Request for Determination of Loan Guaranty Eligibility and Available Loan Guaranty Entitlement. The VA Form 26-1880 should contain the original signature of the veteran. Also include a copy of evidence proving military service described in paragraph E on the back of the VA Form 26-1880.
  - d. Copy of evidence indicating that the veteran is exempt from paying the funding fee, or  
Copy of VA Form 26-8998, Acknowledgment of Receipt of Funding Fee, or  
Copy of VA Form 26-0500, Notification to Mortgagee of Funding Fee Shortage plus a copy of VA Form 26-8999, Acknowledgment of Receipt of Funding Fee Shortage.
  - e. Copy of VA Form 26-1843, Certificate of Reasonable Value (CRV), or  
Copy of Master CRV with front and option pages highlighted to indicate the particular property, or  
Copy of Lender's Notice of Value, authorized by VA's Lender Appraisal Processing Program (LAPP).
  - f. Copy of front and back of VA Form 26-1820, Report and Certification of Loan Disbursement.
  - g. Copy of front and back of HUD-1, Settlement Statement.
  - h. Copy of the contact person name, mailing address, telephone numbers for fax and voice, as well as e-mail address, if any, for use by VA to request full documentation from your company for audit purposes.
3. These instructions do not change the guaranty procedures for interest rate reduction refinance loans or for non-supervised lenders during their probationary period for automatic authority.

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4. Again, closing packages received here for guaranty after March 25, 1999 which do not conform to this modified submission procedure will be returned without action.

5. Copies of our telephone list are available upon request.

6. Also, if you need more details or want to schedule VA training for your company or organization, please fax your request to VA Loan Production at (216) 522-2416, 3101 or 3103.

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JAMES L. BRUBAKER, JR.  
Loan Guaranty Officer