



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

February 25, 1999

In Reply Refer To: 325/261
Information Letter 26-99-03

TO: All VA Lenders

SUBJ: Update for Nonsupervised Automatic Lenders and Supervised Lenders with Agents

1. Our office is conducting its annual update of the roster of VA approved mortgage lenders and agents. The following instructions apply **ONLY** to nonsupervised automatic lenders and supervised lenders with agents. The information requested below must be submitted within 120 days after the end of your company's fiscal year:

- a. Statement identifying your company officers;
- b. Evidence of state registration as a business or financial institution;
- c. Names, titles, social security numbers and signature samples of employees and representatives authorized to sign VA forms;
- d. Name, title, mailing address and telephone number of your contact person designated to receive routine VA loan origination instructions.
- e. Name, title, mailing address and telephone number of your contact person designated to receive routine VA loan servicing instructions.
- f. Name, title, mailing address and telephone number of your contact person designated to receive routine VA appraisal instructions.
- g. Payment or evidence of payment of fees due VA in accordance with VA Pamphlet 26-7, Lender's Handbook, paragraph 1.11, as it applies to automatic nonsupervised lenders and supervised lenders with agents.

2. If your company's fiscal year ended more than 120 days ago, we request that the above items be sent to our office no later than 30 days after the date of this letter.

3. If additional information is needed concerning these instructions, please fax your request to Mr. John Everard, VA Loan Production Officer, at (216) 522-3103.

/s/

JAMES L. BRUBAKER, JR.
Loan Guaranty Officer

