



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

March 9, 1999

In Reply Refer To: 325/261  
Information Letter 26-99-06

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

**SUBJ: 1999 VA Lender Training Broadcasts**

1. VA Loan Guaranty Service has scheduled four interactive televised training broadcasts for employees of lenders during 1999. These free broadcasts may be viewed at any VA Regional Office. Attendees may feel free to attend the broadcasts at the site most convenient to them. They should make reservations (and confirm the room where the broadcast may be viewed) by calling the contact person listed below for the VA Regional Office where they plan to attend. Each broadcast is targeted to a specific group of employees. Since these seminars are interactive, all attendees will have the opportunity to ask questions.

2. SCHEDULE AND CONTENT OF BROADCASTS

**April 7, 1999 (11:00 a.m. to 1:00 p.m. Eastern Time) for Closers, Post-Closers, and Shippers.** All lender employees involved with requesting Loan Guaranty Certificates (LGCs) from VA should attend this seminar on "Closing Packages" required for VA Loan Guaranty Certificates.

- How can you get your LGC processed promptly and completed correctly?
- What documents are required under the new modified submission procedure?
- What are the most common pitfalls that cause delays and errors on LGCs?
- What is the Lender ID Number? How do you know which one to use?
- What are allowable fees and charges to the veteran?
- What documents are needed to satisfy CRV/NOV/MCRV requirements?
- How does a case get selected by VA for full review?

**May 12, 1999 (11:00 a.m. to 1:00 p.m. Eastern Time) for Originators, Loan Officers, and Agents.** Loan Officers, Agents, and other employees who are responsible for VA loan origination activities should attend. Topics which will be discussed:

- Veteran Eligibility
- Property Eligibility
- Appraisal Issues
- VA Processing Requirements
- Types of VA Loans
- Credit Standards Overview

**July 22, 1999 (11:00 a.m. to 1:00 p.m. Eastern Time) for Loan Processors.** Loan Processors and Underwriters who are “new” to VA credit underwriting should attend. Topics which will be discussed:

- Veteran Eligibility
- Loans Requiring VA “Prior Approval” Underwriting
- Credit Documentation and Development of the Loan Application
- Property Requirements

**August 11, 1999 (11:00 a.m. to 1:30 p.m. Eastern Time) for Underwriters.** All underwriters involved with VA loans should attend this seminar, which will discuss the following topics:

- How are the following types of income considered by VA?
  - Self-employed income
  - Income earned by trailing spouse
  - Commissions
  - Overtime
  - Second Jobs
  - Seasonal Workers
  - Child Support
- How are the following types of expenses viewed by VA?
  - Child Care
  - Child Support
  - Alimony
  - Maintenance and Utilities
  - Divorce Decree Debts
- These credit issues will be covered:
  - Bankruptcies
  - Consumer Credit Counseling
  - Delinquent Federal Debts
  - Judgments and Collections
  - Foreclosures

3. List of Broadcast Locations in Delaware, Indiana, Michigan, New Jersey, Ohio, and Pennsylvania.

<b><u>VA Regional Office Address and Room</u></b>	<b><u>Contact Name</u></b>	<b><u>Phone Number</u></b>
VA Regional Office 1240 E. 9 <sup>th</sup> Street Cleveland, OH 44199	Kimberly Lessa	(216) 522-3610, X3868
VA Regional Office 575 N. Pennsylvania St., Room 392 Indianapolis, IN 46204	Wardah Bakr	(317) 226-7811
Philadelphia Regional Office & Insurance Center 2 <sup>nd</sup> Floor Conference Room 5000 Wissahickon Ave. Philadelphia, PA 19144	Carole Harlow	(215) 842-2000, option 1, extension 4590
VA Regional Office 477 Michigan Ave., Room 1417 Detroit, MI 48226	Carol Queen	(313) 226 4225.
VA Regional Office 20 Washington Pl. Newark NJ 07102	Linda Tolentino	(973) 645-3404
VA Regional Office Moorhead Federal Office Building 1000 Liberty Avenue, Room 610 Pittsburgh PA 15222	Maureen Bolden	(412) 395-6985

Each of the above stations will have a representative from Loan Guaranty present during each broadcast to facilitate discussions and answer questions. Student materials will be distributed at each broadcast.

4. Your interest and participation in our program is greatly appreciated.

/s/

JAMES L. BRUBAKER, JR.  
Loan Guaranty Officer