



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

January 27, 2003

**In Reply Refer To:** 325/262  
Information Letter 26-03-05

**TO: ALL INDIANA VA FEE APPRAISERS**

**SUBJ: ANNUAL INDIANA FEE APPRAISERS MEETING**

1. **PURPOSE:** The purpose of this information letter is to announce the up-coming Annual Fee Appraiser meeting for *all Indiana* Fee Appraisers.
2. **WHEN WILL THE MEETING TAKE PLACE?** The meeting is scheduled for Thursday, February 13, 2003, beginning at 9:00 a.m. and concluding at 3:00 p.m.
3. **WHERE WILL THE MEETING BE HELD?** The meeting will be held at the VA Regional Office, 575 North Pennsylvania Street, Indianapolis, Indiana. We will be using Room 392 which is the 3<sup>rd</sup> floor conference room.

You will be required to go through security screening (building opens 7:00 a.m. to the general public) at the main entrance off Pennsylvania Street. Please make sure you have a photo ID, and you are not carrying anything considered dangerous or a hazard which can be confiscated by the security guard.

4. **WHAT WILL BE DISCUSSED?** We will be reviewing Loan Origination Appraisals, Liquidation Appraisals, Reconsideration of Value, VA E-Commerce, Timeliness, and Quality Work as well as other important topics.
5. **IS THIS A MANDATORY MEETING?** Attendance by all Indiana fee appraisers is mandatory. We do recognize however, that some appraisers might have a legitimate reason for not attending. Requests for being excused from this important meeting must be promptly sent in writing (preferably by e-mail to **VAVBACLE/RO/LGY/C&VGENERAL@VBA.VA.GOV** or FAX (216) 522-2514, attn. Joe Print), and they will be evaluated on a case by case basis. Otherwise, failure to attend the conference can result in withholding of new appraisal assignments.
6. **WHAT IF THERE ARE QUESTIONS?** Any questions regarding this conference may be directed to the C&V staff by e-mail at **VAVBACLE/RO/LGY/C&VGENERAL@VBA.VA.GOV** or by telephone at (216) 522-3595. We look forward to the opportunity to meet with and work with each of you.

/s/

JAMES L. BRUBAKER, JR.  
Loan Guaranty Officer

Enclosure

# REGISTRATION INFORMATION

We are updating all appraiser records. Please complete this registration form and survey.

**FAX YOUR COMPLETED REGISTRATION TO 216-522-2514, ATTN: C&V SECTION**

## **Please print or type**

Your Appraiser ID # \_\_\_\_\_  
(four digits)

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(Work Phone)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Home)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Cellular)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Pager)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(FAX)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(SS/Tax ID)

1. Are you currently submitting your completed appraisal reports to your client via e-mail in .PDF format if requested? \_\_\_\_\_ (yes/no)

2. If you answered NO to the question above, please explain why not?  
\_\_\_\_\_

3. If you answered YES to the question above, what appraisal software are you currently using to transmit your appraisal work? \_\_\_\_\_

4. If you are not sending your appraisal reports as E-commerce, what is keeping you from being E-commerce compliant? \_\_\_\_\_