



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

In Reply Refer To: 325/262
Information Letter 26-03-11

June 16, 2003

TO: ALL PHILADELPHIA AREA VA FEE APPRAISERS

SUBJ: ANNUAL PHILADELPHIA AREA VA FEE APPRAISERS MEETING

- 1. Purpose:** The purpose of this information letter is to announce the up-coming Annual Fee Appraiser meeting for *all Philadelphia Area VA Fee Appraisers*.
- 2. When Will the Meeting Take Place?** The meeting is scheduled for July 18, 2003, beginning at 9:00am and concluding at 3:00pm.
- 3. Where Will the Meeting Be Held?** The meeting will be held at the VA Regional Office and Insurance Center, 5000 Wissahickon Avenue, Royal Sims Room, Philadelphia, PA

You will be required to go through security screening (building opens 7:00 a.m. to the general public) at the main entrance on Wissahickon Avenue. 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, Quality Work as well as other important topics.

You must bring to the meeting a copy of the new VA Fee Appraiser Training Guide which can be downloaded from our Cleveland RLC Website. The address for the Cleveland Website is (<http://www.vba.va.gov/ro/central/cleve/index1.htm>). Upon access, click **Appraisers and Builders** in the menu, then click on Cleveland VA Fee Appraisers Training Guide (PDF) for our brand new (January 2003) 59 page guide of information for VA Fee Appraisers in our jurisdiction (Delaware, Indiana, Michigan, Ohio, New Jersey and Pennsylvania).

- 5. Is This a Mandatory Meeting?** Attendance by all Philadelphia area VA fee appraisers is mandatory. We do recognize however, that some appraisers might have a legitimate reason for not attending. All requests for being excused from this important meeting must be promptly sent in writing (preferably by e-mail to **325C&VGENERAL@VBA.VA.GOV** or FAX (216) 522-2514 attn: Joe Print).

Requests will be evaluated on a case by case basis; otherwise, failure to attend the conference can result in withholding of new appraisal assignments.

Page 2

6. What if There are Questions? Any questions regarding this conference may be directed to the C&V staff by e-mail at **325C&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, thank you for completing 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? _____