



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

April 26, 2004

In Reply Refer To: 325/262  
Information Letter 26-04-03

**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 VA Fee Appraisers.
2. **WHEN WILL THE MEETING TAKE PLACE?** The meeting is scheduled for Thursday, May 20, 2004, beginning at 9:00 a.m. and concluding at 2:00 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 at 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 Customer Service Policy, Liquidation Appraisals, New procedures for Reconsideration of Appraised Value, VA E-Commerce, Timeliness, Work Quality, and other important topics.
5. **IS THIS A MANDATORY MEETING?** Attendance by all Indiana fee appraisers is mandatory. We do recognize however, that some appraisers may have a legitimate reason for not attending. Legitimate requests to be excused from the meeting must be promptly sent in writing (preferably by e-mail to **325C&VGENERAL@VBA.VA.GOV** or FAX to (216) 522-2514, attn. Assistant Valuation Officers, Joe Print or Joe Major), and they will be evaluated on a case by case basis. Otherwise, failure to attend the conference will 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 **325C&VGENERAL@VBA.VA.GOV** or by telephone at (216) 522-3610, extension 3893 or 3974.

/s/

JAMES L. BRUBAKER, JR.  
Loan Guaranty Officer