



**DEPARTMENT OF VETERANS AFFAIRS**  
Regional Loan Center  
1240 East Ninth Street  
Cleveland OH 44199

**In Reply Refer To: 325/262**  
Information Letter 26-08-01

March 25, 2008

**TO:** Staff Appraiser Reviewers (SARs)

**SUBJ:** VA Lender Appraisal Processing Program (LAPP) Training

- 1. Purpose:** The purpose of this information letter is to announce the up-coming LAPP training. This training is for newly appointed Staff Appraiser Reviewers (SARs), as well as for those SARs needing refresher training. If you are interested in becoming a VA approved SAR, this training will satisfy the required training as mandated in VA Pamphlet 26-7, Lender's Handbook.
- 2. When:** 9:00 a.m. to 3:00 p.m. on Tuesday, April 22, 2008.
- 3. Where will the training be held?** The training will be held at the VA Regional Loan Center in the Anthony J. Celebreeze Federal Building located at 1240 East Ninth Street, Cleveland, Ohio. The training room is located in Room 1373.

Upon entrance to the building, you will be required to go through security screening. Then, take one of the middle set of elevators to get to the 13<sup>th</sup> floor.

***Please plan to arrive early to allow sufficient time for the security screening.***

- 4. Cost of Training:** Free
- 5. Materials Required:** Please bring with you a copy of VA Pamphlet 26-7, Lender's Handbook. A copy can be downloaded from [http://www.warms.vba.va.gov/pam26\\_7.html](http://www.warms.vba.va.gov/pam26_7.html).
- 6. Parking:** There are several City of Cleveland parking lots and private parking lots near the building. Rates are reasonable. ***However, we are unable to validate parking fees.***
- 7. Lunch:** The lunch hour will be from 12:00 p.m. to 1:00 p.m. There is a cafeteria in the building or a food court located across the street in the Galleria shopping center.
- 8. Registration:** PRE-REGISTRATION IS REQUIRED. Complete the registration form and FAX to the attention of Mr. John Diez or Mr. Zeddie Adams at 216-522-2514 or e-mail to [325CNV@vba.va.gov](mailto:325CNV@vba.va.gov).
- 9. Deadline:** Please register by April 11, 2008.

/s/

JENNIFER R. NADIAK  
Loan Guaranty Officer

Attachment: Registration Form

JRN: mg

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# VA LAPP TRAINING

Tuesday, April 22, 2008  
9:00 a.m. – 3:00 p.m.  
Pre-Registration Required  
Registration Deadline: April 11, 2008

## Registration Form

Complete and FAX to 216-522-2514 or  
e-mail to [325CNV@vba.va.gov](mailto:325CNV@vba.va.gov)

NAME	
TITLE	
SAR ID #	
SAR PORTAL USER ID	
COMPANY NAME	
COMPANY STREET	
ADDRESS 1	
ADDRESS 2	
CITY, STATE, ZIP	
WORK PHONE NUMBER:	
WORK FAX NUMBER	
E-MAIL ADDRESS (REQUIRED)	