

April 18, 2002

**C&V MEMO 02-03**

To: Fee Appraisers

SUBJ: Ecommerce appraisal submissions

1. Apparently, some confusion exists with the proper distribution of ecommerce appraisals. Regardless of the appraisal type, one copy should be sent to the **Houston RLC (lgyhurar@vba.va.gov)**, one copy to the local **VARO** (including SAVAO), and one copy to the **requester**. Please encourage lenders to accept email transmissions, and to routinely list email addresses on appraisal requests (26-1805s). A draft letter was provided to fee appraisers for distribution to lenders, which assists in this process. Or you may call lenders and request this information.
2. The subject of each email submission must be titled as follows: 12 digit VA **case number/appraisal type** (LAPP, CRV or LIQ)/**your last name plus first initial (i.e., 62-62-6-0999999/LAPP/Smith W)**. A first revision to your original submission should be titled with the abbreviation **REV1** replacing your name (i.e. 62-62-6-0999999/LAPP/**REV1**). A second revision would be titled REV2. We also need to be made aware of the relatively rare portfolio loan appraisal requests (LPLs) which are requested to be sent directly to Countrywide Home Loans of Plano, so please substitute **LPL** for LIQ in these cases.
3. Several appraisers have been corrected on numerous occasions concerning these procedures (except for REV1 and LPL, which are new). Please carefully follow this format, because we are very busy and have limited time available for discussing corrections with you.
4. It would be unfortunate for anyone to be suspended for failure to title an email properly, but the honeymoon is quickly drawing to an end for some of us. If you have questions, please contact a staff appraiser in the Houston RLC at 1-(888)-232-2571, x-3117. Thanks.

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Valuation Officer