



**DEPARTMENT OF VETERANS AFFAIRS**  
**Roanoke Regional Loan Center**  
**210 Franklin Road SW**  
**Roanoke VA 24011**

***e-mail: roanoke.lp-lender@vba.va.gov***

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In Reply Refer To: 314/264

TO: All Lenders

SUBJ: Reporting Requirements for Paid-In-Full Loans, Closed Loans,  
and Withdrawn Loan Applications

**Paid-In-Full Loans**

Lenders are required to report to VA when a guaranteed loan is paid-in-full. Please review your portfolio to ensure that all VA loans are properly reported. Where the guaranty is evidenced by a Loan Guaranty Certificate, it should be marked "**Paid-In-Full**", dated, signed by the appropriate official of your institution, and sent to us.

If the guaranty is evidenced by an endorsement on the Note, write a letter stating the loan is paid-in-full; the endorsement has been canceled, and that VA has no further liability. This will also apply to payment in full on loans guaranteed for repurchase under VA Regulation 4600.

**Closed Loans**

Lenders are required to report closed loans for guaranty within 60 days following the date of loan disbursement.

**Withdrawn Loan Applications**

If you have outstanding VA Loan Commitments (VA Form 26-1866a) on applications which have been withdrawn, please return the commitments to us for cancellation.

/s/

W. D. Hogan  
Loan Guaranty Officer