



U. S. DEPARTMENT OF VETERANS AFFAIRS
Regional Office
210 Franklin Road S.W.
Roanoke, VA 24011

JUNE 12, 2001

LOAN GUARANTY INFORMATION LETTER NO. 26-01-22

FROM: LOAN GUARANTY OFFICER

TO: ALL FEE APPRAISERS

SUBJ: PROCEDURES FOR ELECTRONIC SUBMISSION OF APPRAISAL REPORTS

What Are The New Procedures?

VA appraisals completed on or after August 1, 2001, must be electronically transmitted to the Regional Office. In addition, copies of all Lender Appraisal Processing Program (LAPP) appraisals must be transmitted to the Regional Office and to those lenders that elect to participate in this new E-Commerce program. Appraisals for those LAPP lenders that elect not to participate must be mailed to the lender as usual with an electronic copy to VA. **Exception:** Those Fee Appraisers who do a yearly average of fewer than **12** appraisals for VA will not be required to (but are encouraged to) use E-Commerce to transmit their appraisal reports. Appraisers who are granted this exception will use an overnight service provider to deliver their appraisal reports to VA and to the E-Commerce participating LAPP lender. Appraisers must apply to the Regional Office for this exception.

How Will The Appraisals Be Transmitted?

The appraisal package must be in a **Portable Document Format (PDF)** and attached to the Fee Appraiser's e-mail. Send only one appraisal report per e-mail message. When you address your e-mail message, you **MUST** put the VA case number in the SUBJECT block as the 12 digit VA case number. Example: **Subject-141460123456appr.** You will also be required to name the PDF file with the 12 digit case number. Example: **141460123456.pdf.** There are several attachments to this letter that provide useful information on how to create PDF files. Additional information may be found at an Appraiser's Forum page on the internet. The web address is **<http://www.appraisersforum.com/messages/23100.shtml>.**

Can The Software Be Tested?

We want to make sure that this system is going to work prior to the August 1, 2001 deadline. Therefore, all appraisers must submit a test case to our office as soon as possible but not later than July 15, 2001. Please e-mail your **test** appraisal report PDF file to **roanoke.appraisal@vba.va.gov** . Your test case should be identified as follows: **141460123456test.pdf**. Upon approval of the test file we will advise you that you may start sending active VA appraisal report PDF files to our office and to any participating Lender Appraisal Processing Program (LAPP) lenders.

What Must Be Transmitted?

Appraisers must furnish their complete appraisal report including all certifications, pictures and location maps. VA form 26-1805 (Appraisal Request Form) **is not** required.

What About File Size?

Limiting file size is important when monitoring storage of files on our system, and it should be an important item to consider for your system storage also. As a rule of thumb, an existing .PDF appraisal file should not exceed 2000 KB and a proposed PDF appraisal file should not exceed 3000KB. The following information is to assist you in reducing your file size:

a. Camera Settings

- 1) If your camera has good, **better**, best options for picture quality and **standard**, fine options for resolution, settings need to be **better** and **standard**.
- 2) If your camera has other options for quality and resolution, select the medium or low setting.
- 3) Contact the hardware vendor for any assistance.

b. Scanner Settings

- 1) Be sure that the scanner you own or purchase has the capability of 100 DPI. This is necessary to ensure your file size remains within specified limits.
- 2) Most scanners default to Color Photo as the type of scan. This is not a viable choice for our purposes. Therefore, a different setting will need to be selected. Typically, black and white is the best setting.
- 3) Turn off any automatic features of the scanner.
- 4) Contact the hardware vendor for assistance in selecting appropriate settings and changing default settings to reflect the settings best for you.

- 5) Most scanned items are acceptable at 100 DPI, maps are the main exception. In order to ensure that maps are of an acceptable quality, the resolution may need to be higher than 100 DPI. This will depend largely on the quality of the original map used in the scan.

What About Proposed Construction Appraisals?

Only the following proposed construction required exhibits will be electronically transmitted with the Fee Appraiser's appraisal package:

Description of Materials (VA Form 26-1852)
Plot Plan
Foundation Plan
Floor Plan
Exterior Elevations
Typical Wall Section
Appraiser's Certification (regarding proposed construction)

Please make the construction exhibits a part of your appraisal package e-mail.

Will ALL LAPP Lenders Participate?

Participation by LAPP lenders is **optional**. Lenders may download a free copy of the "Acrobat Reader" from the Adobe web-site (www.adobe.com) to view and print the E-Commerce appraisal package. If a lender wants a Fee Appraiser to electronically transmit a LAPP appraisal package to their office, the lender must indicate their e-mail address under their mailing address on the Request for Determination of Reasonable Value (VA Form 26-1805, Block 5). This will be the authorization for the Fee Appraiser to electronically transmit the LAPP appraisal directly to the lender (no original hard copy required).

Where Will The Appraisals Be Sent?

Appraisals should be e-mailed to our office at the following addresses:

<u>Appraisal Type</u>	<u>E-mail Address</u>
Non LAPP	roanoke.appraisal@vba.va.gov
LAPP	roanoke.copylapp@vba.va.gov
Liquidation	roanoke.liquidation@vba.va.gov

Lenders will be instructed to e-mail their Notice of Value (NOV) letters to a separate e-mail mailbox.

What If I Plan To Use A Scanner?

If you are an appraiser that plans on scanning your entire appraisal report and create a Portable Document Format (.PDF) file, please contact Sandy Stewart, Chief Construction and Valuation at (800) 933-5499 ext. 3175. We have developed a **.PDF** template to make it easier for you.

What About Problems?

If you experience problems in setting up your system, we suggest that you contact your hardware or software providers for assistance. If your hardware or software providers are unable to assist you in setting up your system, we suggest you hire a professional to assist you.

Attached is a copy of the release we sent to the lenders regarding this program. If you have any questions, please do not hesitate to contact Sandy Stewart, Chief, Construction & Valuation Section, at 800-933-5499 ext. 3175 or Greg Shelton at ext. 3179.

Sincerely,

/s/

W.D. Hogan
Loan Guaranty Officer

Department of Veterans Affairs

E-Commerce of Appraisal Reports

Overview for Fee Appraisers

Fee appraisers must have:

- **Personal Computer**
- **Scanner**
- **E-mail capability on the Internet**
- **Acrobat 4.0 (or newer version)* or PDF Publisher software**
 - **contained within appraisal software**
 - or
 - **stand alone software**

How E-Commerce Works:

- **Fee appraisers will use the Internet E-MAIL system to send appraisal reports to VA and participating LAPP lenders**
- **The Common Thread in this process is a PORTABLE DOCUMENT FORMAT (a .PDF file)**
- **Fee appraisers can create a .PDF file using ADOBE ACROBAT 4.0 (or newer version) or PDF Publisher**

software.

Three Ways to Produce an Appraisal Report
in a .PDF file

- 1. Use an appraisal software package that contains Adobe Acrobat 4.0 (or newer version) or PDF Publisher software and produce a PDF file.**

Known supporting software:

a la mode, Inc. (WinTotal 2000)

Day One (Appraisal Manager)

Polaroid (ACI/MCS)

Software for R.E. Professionals (AppraiseIt)

United Systems (HighPerform)

Bradford Technologies (Appraiser's Toolbox)

- 2. Use Adobe Acrobat 4.0 (or newer version) or PDF Publisher to *IMPORT* a file created by another appraisal software package. Most appraisal software packages that do not produce a .PDF extension produce one of these extensions. The following file extensions can be imported:**

.GIF .JPEG .TIF

.TIFF .PCX .PNG

.BMP .PICT (for Macintosh PCs)

3. Use Adobe Acrobat 4.0 (or newer version) or PDF Publisher to SCAN an appraisal report into a VA PDF file template.

- **The template can be obtained from VA.**
- **This template is a one page .PDF file.**
- **The fee appraiser inputs the required 14 fields in the template page (eg property address, city...)**
- **The fee appraiser then scans in the appraisal report (this makes pages 2, 3, 4, 5, 6, ... of the PDF template file)**
- **The fee appraiser e-mails the .PDF file to VA or the participating LAPP Lender**

*Adobe Acrobat version 5.0 is the current version as of 4/22/01