



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

www.vba-roanoke.com

June 12, 2001

LOAN GUARANTY INFORMATION LETTER 26-01-23

TO: ALL LENDERS

SUBJ: ELECTRONIC TRANSMISSION OF APPRAISAL REPORTS

Effective on or after August 1, 2001, VA fee appraisers will be required to electronically transmit their appraisal reports to our office and to those Lender Appraisal Processing Program (LAPP) lenders that elect to participate in this new Appraisal E-Commerce initiative.

What Is The New Procedure?

All VA Fee Appraisers will be required to electronically transmit their appraisals to VA and to participating LAPP lenders. The appraisal package from the Fee Appraiser will be in a Portable Document Format (PDF) and attached to the Fee Appraiser's e-mail.

Exception: *Those Fee Appraisers who do an average of fewer than 12 VA appraisals per year will not be required to electronically transmit their appraisal reports. Those appraisers who are granted this exception by VA will use an overnight service provider to deliver their appraisal reports to VA and to the participating LAPP lender. Appraisers must apply to the Regional Office to qualify for this exception.*

Is Lender Participation Mandatory?

No. Participation by LAPP lenders is **optional**. However, if you choose to participate and want a Fee Appraiser to electronically transmit an appraisal package to your office, you will need to clearly indicate your e-mail address on the Request for Determination of Reasonable Value (VA Form 26-1805). This will be the authorization for the Fee Appraiser to electronically transmit the appraisal package directly to you. To view and print the electronic appraisal package, you will need to obtain a copy of Acrobat Reader. You may download a free copy of "Acrobat Reader" from the Adobe web-site at: <http://www.adobe.com/products/acrobat/readstep2.html>.

How The Procedure Works

If you elect to participate, the appraiser will e-mail a copy of the appraisal report to you at the same time a copy of the appraisal report is e-mailed to the VA. The Staff Appraiser Reviewer (SAR) will then e-mail the Notification Of Value Letter (NOV) directly to the local Regional Office having jurisdiction over the property. It should be noted that the Office of Jurisdiction (**OJ**) Number will always be the first two digits of the VA loan number and will indicate which office you should to e-mail the NOV. The SAR's certification and any comments regarding the appraisal must be on company letterhead and made a part of the NOV. You **will not** be required to send a copy of the appraisal with the NOV if the appraisal was completed on or after August 1, 2001. This applies even if you do not participate in this E-Commerce program. When addressing e-mail messages to VA, you **must** put the twelve digit VA case number in the SUBJECT block. An example of a Roanoke jurisdiction property would be: **SUBJECT: 141460123456lappnov**. The NOV must be attached to the E-mail as a PDF file, MS-Word document or Ms-Excel file and be properly named. Examples: **141460123456nov.pdf or 141460123456nov.doc or 141460123456nov.xls**. The SAR Certification and the NOV sent to our office do not have to be signed. If the SAR opts for this procedure, he/she will not be required to circle the Fee Appraiser's market value estimate on the appraisal report.

The e-mail addresses for the Roanoke Regional Loan Centers jurisdictions are:

<u>Regional Office</u>	<u>OJ Number</u>	<u>E-Mail Address</u>
Baltimore	13	baltimore.lappnov@vba.va.gov
Louisville	27	louisville.lappnov@vba.va.gov
Roanoke	14	roanoke.lappnov@vba.va.gov
Washington, DC	72	washington.lappnov@vba.va.gov

If You Have Questions

If you have any questions, please contact a member of the Construction & Valuation staff at the local regional office that has jurisdiction over the property that has been appraised. You may wish to e-mail your questions to VA by visiting http://www.homeloans.va.gov/cav_forum.htm.

Sincerely,

/s/

W.D. Hogan
Loan Guaranty Officer