

Regional Office
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Department of
Veterans Affairs
July 23, 2001

Information Bulletin

Loan Guaranty Letter 01-12
Construction & Valuation 262-4

SUBJ: **Electronic Submission of Proposed Construction Appraisal Report Exhibits**

Purpose

This release supplements our Information Bulletins 01-8 and 01-9. If you do not have these bulletins, they are available on our website at www.denverva.com. All Colorado, Montana and Wyoming appraisers will be required to transmit their appraisals electronically to the Department of Veterans Affairs (VA) and to Lender Appraisal Processing Program (LAPP) lenders that elect to participate in this new E-Commerce program. VA Fee Appraisers who are exempt because of a minimal number of assignments are not required to complete the process described in this Information Bulletin.

Builder and Lender Requirements

In order to better facilitate the transition to an E-Commerce business process, **all** plans and specifications **must** be in a reduced size format when furnished to the fee appraiser. Building plans, details, elevations, etc., are traditionally drawn at 1/4 inch scale and can be reduced to a clear readable 8.5 X 14 inch sheet. Exhibits that are normally in the 8.5 X 11 inch format must not be further reduced. At their option, appraisers may reject material that is not clear and legible.

Electronic File Types

Lenders and Builders must transmit to the appraiser using one of the following electronic file types:

- .BMP
- .GIF
- .JPEG
- .PCS
- .PICT (for MacIntosh)
- .PNG
- .TIF
- .TIFF

Required Exhibits

- Description of Materials (VA Form 26-1852) or comparable builder version
- Plot plan
- Foundation plan
- Floor plan
- Exterior elevations
- Typical wall section

Additional Information for Lenders

We expect to have all non-exempt appraisers E-Commerce ready on August 1, 2001. VA Assignment System (VAAS) will provide the case number, the appraiser's name, address, office and fax phone numbers. The appraiser is E-Commerce ready if an E-mail address is provided. Please transmit your Request for Determination of Reasonable Value (VA Form 26-1805) via E-mail. Remember to insert your E-mail address in block 5 of the Request for Determination of Reasonable Value (26-1805). The E-mail address provided to the appraiser will be the address used for transmitting the appraisal.

New E-Mail Addresses for LAPP Lenders

We have changed the E-Commerce mailbox address for submission of Notices of Value (NOV's) (along with the Staff Appraisal Reviewer (SAR) Certification) to 39/LAPPNOV@vba.va.gov.

LAPP cases for VA to issue the Certificate of Reasonable Value (CRV) should be submitted to 39/LAPP@vba.va.gov.

If You Have Questions

Please contact the Construction and Valuation section at (303) 914-5638.

Sincerely,

VLINDA CHILDS
Loan Guaranty Officer

Distribution: All Builders, Lenders and VA Fee Appraisers