

**Instructions for Using TAS Functions That Have Been  
Migrated to WebLGY**

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# TAS Re-platform Project

Several key functions of The Appraisal System (TAS), including the requesting of appraisals, and the issuance of Notices of Value (NOVs), have been moved to WebLGY. This informational document will guide users through the process of performing these functions in the new WebLGY environment.

## Function 1: Requesting an Appraisal (VA Form 26-1805)

### Log-In and Navigation



Log into WebLGY in order to request an appraisal. On the WebLGY home page, there are two links to the Request Appraisal page. Scroll the cursor over the Loan link in the top menu which will activate the drop down menu. Or, you can click on the Request Appraisal link in the lender workspace area.

## Selecting an Appraisal Type

Select the appropriate type of appraisal (either ‘origination’ or ‘liquidation’), then click Submit.

Note: Appraisals are not required on Interest Rate Reduction Refinance Loans (IRRRLs).

## Entering Requester’s Information

Fill in all fields of data. NOTE: Please make sure to separate all email addresses entered in Box 1-C (email address), using semicolons.

## Verify Property Address

User Entered Address	System Suggested Address
1111 ELM ROAD CORTLAND OH - 44410	-NONE-

At the Verify Property Address screen, please enter the address of the property, and click on the 'verify' button. The verify property address tool checks the address, which was entered, against the United States Postal Service (USPS) mailing address record. If the property address entered does not match a USPS address, the system will return an error screen, stating that no match was found. If you receive this error message, please double check the address information entered to ensure no input errors were made. If you find that you entered the correct information, please select the Close Window icon to proceed. If you find an entry error was made, please correct it and again click the verify property address button. Click the 'Close Window' button to proceed. NOTE: VA guarantees the actual physical address of the property. USPS mailing addresses and physical addresses do not always match.


## Review and Accept Terms of Responsibility

**Acceptance of Responsibility**

By selecting the CHECKBOX above, you are certifying that you are requesting an appraisal by the VA appraiser to be assigned automatically by TAS and you are aware that you are responsible for any fees up to the full amount of the approved appraisal fee as a result of this assignment. The assigned appraiser will automatically receive an e-mail notification of the assignment and may begin to process the assignment. Please provide any supporting documentation to the appraiser as soon as possible. A copy of this e-mail will be sent to the address you entered on the assignment screen for your records. If you do not wish to make this appraisal assignment, do not select the CHECKBOX and you will be returned to the requestor screen.

Carefully review the terms of responsibility. Click the acceptance of responsibility box, indicating that you agree and wish to submit the request for appraisal (VA Form 26-1805). Click Submit to complete the appraisal request.

## Print the Request for Appraisal (VA Form 26-1805) for Your Records

1805				
HOME    LOAN    ELIGIBILITY    CONTACT RLC				
<p>You may print this to keep for your records.</p> 				
<p>RESPONDENT BURDEN: We need this information to request an appraisal on the property for which VA guarantee of the loan is requested (38 U.S.C. 3701(b)). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 12 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB numbers can be located on the OMB Internet Page at <a href="http://www.whitehouse.gov/omb/library/OMB/INVA_EPA.html#VA">www.whitehouse.gov/omb/library/OMB/INVA_EPA.html#VA</a>. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form. Your obligation to respond is required to obtain or retain this benefit.</p>				
Department of Veterans Affairs			VA REQUEST FOR DETERMINATION OF	
1. CASE NUMBER -- LAPP 25-25-6.				
2. PROPERTY ADDRESS (Include ZIP Code and County) 1111 ELM ROAD TRUMBULL County			3. LEGAL DESCRIPTION lot 10	
5A. NAME AND ADDRESS OF FIRM OR PERSON MAKING REQUEST/APPLICATION (Include ZIP Code) -- LAPP			8. LOT DIMENSIONS 0.0 x 0.0 1. IRREGULAR: 0.0	7. UTILITIES ELECTRIC - WATER -
5B. E-MAIL ADDRESS (TO BE NOTIFIED WHEN APPRAISAL IS UPLOADED): steve.varlas@va.gov			8. EQUIP.:	
9. BUILDING STATUS: Existing	10. BUILDING TYPE:	11. FACTORY FABRICATED? NO	12A. NO. OF BUILDINGS: 0	12B. LIV 1
14A. CONSTRUCTION WARRANTY INCLUDED? (If "Yes", complete items 14B and 14C also) NO	14B. NAME OF WARRANTY PROGRAM:		14C. EXPIRATION D	
16. NAME OF OWNER:		17. PROPERTY: Occupied By Owner		
19. NAME OF OCCUPANT:		20. TELEPHONE NO.:	21. NAME OF BROK	

Print the request for appraisal for your records. It will display the VA loan number issued for the appraisal request. If the request for appraisal is misplaced, the VA loan number may also be found using the advanced search.

## Function #2: Locate an Appraisal Record

### Log-In and Navigation

The screenshot shows the WebLGY home page with a navigation menu on the left. The 'Loan Inquiry' menu is expanded, and the 'Enter LIN' option is highlighted with a red box. A red arrow points from this box to another 'Enter LIN' option in the 'Lender Workspace' section, which is also highlighted with a red box. A third red box highlights the 'LIN\*' input field in the 'LIN Inquiry' section, with a red arrow pointing to it from the 'Enter LIN' options. A red label 'Locate Appraisal Record' is positioned near the 'LIN\*' field. The top navigation bar includes 'HOME', 'LOAN', 'ELIGIBILITY', and 'CONTACT RLC'. The 'Recently' section shows '13-13-6' and 'Loan Inquiry'. The 'Lender Workspace' section contains links for 'Obtain New VA loan number (LIN) for IRRRL Order IRRRL', 'Obtain New VA loan number (LIN) Request Appraisal', 'Loan Links', 'Enter New Loan', 'Loan Inquiry', 'Enter LIN', 'Advanced Search', 'Funding Fee Inquiry', 'Lender ID by Date', and 'Loan Status Inquiry'. The 'Eligibility Links' section includes 'Automated Certificate of Eligibility Search' and 'Prior Loan Validation'. The 'Useful LIN Lists' section includes 'Appraisals Requested in the Past 30 Days', 'NOV Issued in the past 30 Days', 'Appraisals Uploaded in the past 30 Days', and 'Lending COE Issued in the Past 30 Days'. The 'LIN Inquiry' section has a 'LIN\*' input field and a 'Submit' button. An 'Advanced Search' link is visible at the bottom right.

Log into WebLGY in order to locate an appraisal record. There are three places on the WebLGY home page where an appraisal record may be located. You will need to have the VA Loan Identification Number (LIN) in order to search for the record in this manner. If you do not have the LIN, follow the instructions for the 'Advanced Search' option below.

### Advanced Search

The screenshot shows the 'Advanced Search' form in WebLGY. The form is divided into several sections: 'Property Address', 'Appraisal Information', 'Lender / Requester', 'Assignment', and 'Veteran'. The 'Property Address' section includes fields for 'Number / Street', 'City', 'State \*', 'County', and 'ZIP'. The 'Appraisal Information' section includes fields for 'Appraisal Type', 'Appraisal Disposition', 'Disposition Start Date', 'Disposition End Date', and 'Lender Loan Number'. The 'Lender / Requester' section includes fields for 'Lender ID', 'Sponsor ID', 'Servicer ID', and 'Other Requester ID'. The 'Assignment' section includes fields for 'Appraiser ID', 'LAPP SAR ID', and 'SAPP SAR ID'. The 'Veteran' section includes fields for 'First Name' and 'Last Name'. The form also includes a 'Submit' button at the bottom right.

If you are attempting to locate an appraisal record, and do not have the LIN, an advanced search option from the WebLGY home page may be of assistance. The Advance Search link is located at the bottom right hand side of the WebLGY home page. A record may be located using many different record attributes.

## Helpful Hints for Running Useful LIN Mini-Reports

WebLGY 11.1

HOME LOAN ELIGIBILITY CONTACT RLC

SAR Name: SUE SAR ID:

Pending NOV - LAP

State: Florida  
County: HILLSBOROUGH  
Submit

State is only required search criteria

LIN	Appraisal Date	Status	Disposition Date	Property Address
13-13-6		Appraisal Pending Review	11/1//2010	County Name: CHARLES

Please note that in order to run a mini-report from the Useful LIN List, you will need to enter a 'State' in the appropriate box. Additionally, adding a 'County' in the appropriate box will further assist the system in running the report quickly and efficiently.

## Status and History Page

HOME LOAN ELIGIBILITY CONTACT RLC

Correspondence LIN: 25 25 6 RLC: 325 - CLEVELAND Appraisal Type: LAPP - Origination Status: Out for Appraisal

Notes

LAPP 09/28/2010 Out for Appraisal

Status & History

Assignment Details

Point of Contact

Form 1805

Review/Update Existing Case

Sponsor & Requestor Information

Originating Requestor Name

Originating Requestor ID

Requestor Type Lender

Originating Sponsor Name

Originating Sponsor ID

Property Information

Upload Property Doc(s)

Property Address

County: TRUMBULL

NOV / SAR Information

Refinance / Loan Code Purchase

Sales Price \$150,000

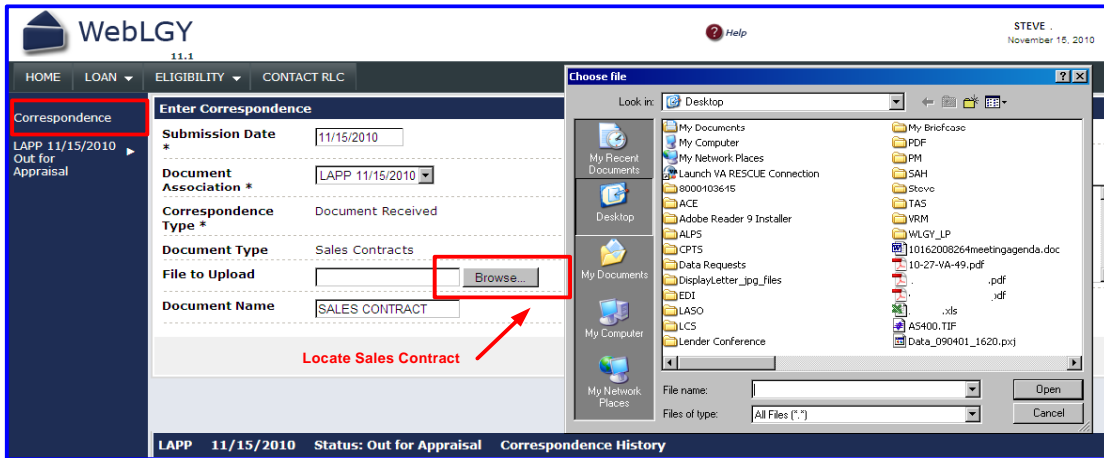
Estimated Reasonable Value

NOV Issued Date

Once an appraisal record is located, the user will be directed to the Status and History page. The Status and History page has a left blue navigation menu where different work transactions maybe accessed. Lenders and Staff Appraiser Reviewers (SARs) may enter notes from this page. Lenders may also edit case information from here as well.



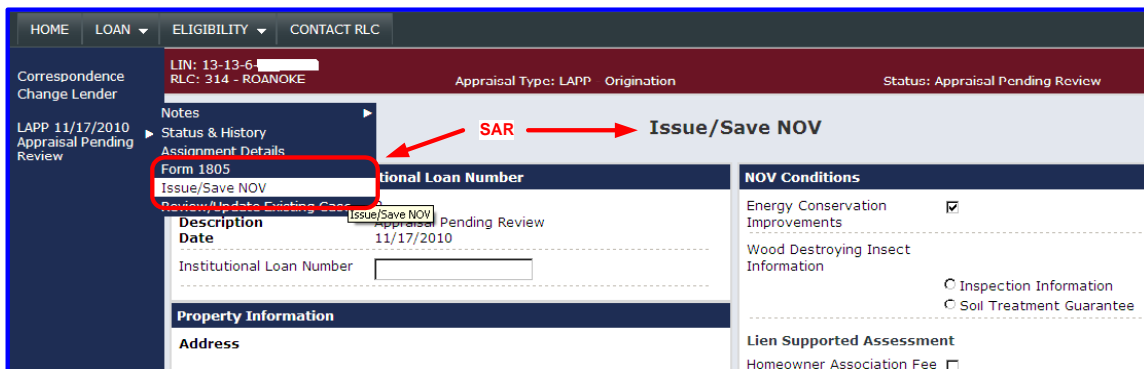
## Sales Contract



After a lender orders an appraisal, the next step is to upload the Sales Contract. This can be accomplished by selecting the Correspondence option from the left blue navigation menu on the Status and History page. Populate each required field (marked with an asterisk), then click on the 'Browse' icon and locate the document (sales contract) that you wish to upload. Double-click on the document (sales contract). Select Submit.

## Function #3: Issuing a Notice of Value (NOV)

### Status and History Page



In order to issue an NOV, log in to WebLGY and navigate to the Status and History page. WebLGY allows Staff Appraisal Reviewers (SARs) to issue an NOV after the appraisal has been uploaded and the case status is *Appraisal Pending Review*. First, scroll over the Lender Appraisal Processing Program (LAPP) link in the left blue navigation menu, and select the 'Issue/Save NOV' button.

## Issuing the Notice of Value

HOME LOAN ▾ ELIGIBILITY ▾ CONTACT RLC

LIN: [REDACTED] RLC: 325 - CLEVELAND Appraisal Type: LAPP - Origination Status: Appraisal Pending Review

Correspondence Change Lender

LAPP 09/28/2010 Appraisal Pending Review

### Issue/Save NOV Add Conditions

Current Disposition/Institutional Loan Number		NOV Conditions
Code	P	Energy Conservation Improvements <input type="checkbox"/>
Description	Appraisal Pending Review	Wood Destroying Insect Information
Date	09/28/2010	<input type="radio"/> Inspection Information
Institutional Loan Number	545465464	<input type="radio"/> Soil Treatment Guarante
Property Information		Lien Supported Assessment
Address	1111 ELM ROAD CORTLAND, OH 44410	Homeowner Association Fee <input type="checkbox"/>
County	TRUMBULL	Fee Amount(\$)

Complete the required data fields, ensuring that any NOV conditions are selected, that the physical property address is correct, and that any additional appraisal information has been added and reviewed for accuracy.

## Reasonable Value Warning Message

HOME LOAN ▾ VETERAN ▾ ELIGIBILITY ▾ WORKBUCKETS ▾ ADMIN ▾ CONTACT RLC

Requester Address

Requester Phone/Name TEST

Notes

- Status & History
- Assignment Details
- Point of Contact
- Form 1805
- Upload & Retrieve
- Issue/Save NOV**
- Print NOV
- Change Appraisal Type

Appraisal Value(\$)\* **1,000,000**

URAR Report Date\* 11/18/2010

Validity Period Expires 5/19/2011

Appraisal Received Date 11/18/2010

**The Reasonable Value is greater than \$500,000.**

**If reasonable value is correct click through and continue**

Construction Warranty

Other Conditions / Requirements

Authorized Signatory

Appraiser Information

Name / ID

Assignment Date 11/18/2010

Contact Information

Work Home Fax Email

Reviewer Information

Reviewer SAR

If the Reasonable Value entered is greater than \$500,000, a warning message will appear. Double-check the value that appears on screen is correct. To proceed, click through the warning message; WebLGY will permit you to do so.

## Reviewing and Adding Appraisal Information

Appraisal Information	
Economic Life*	<input type="text" value="60"/>
Age of Property*	<input type="text" value="20"/>
Living Area*	<input type="text" value="2100"/>
Reasonable Value(\$)*	<input type="text" value="150,000"/>
Appraisal Value(\$)*	<input type="text" value="150,000"/>

You will then be asked to enter information regarding the appraisal. Please fill in all required fields and ensure data input is correct.

## Save or Issue an NOV

Issue NOV Information	
NOV Issue Date	<input type="text" value="09/29/2010"/>
Show VA Letterhead on NOV	<input type="checkbox"/>
Action	<input type="radio"/> Save Changes (Issue NOV Later) <input checked="" type="radio"/> Issue NOV

**SAR completes NOV** →

After inputting all required appraisal data, you must choose to either Save the NOV (for issuance later), or Issue the NOV. Select the appropriate option and click Submit.

## Preview The NOV

If the 'Issue NOV' option is selected, WebLGY will present the NOV for preview. It is important that the SAR preview the NOV before it is submitted. If an error is found, select the back button at the top of the browser. Make the correction and re-submit the NOV. When the SAR is satisfied with all the information, save the NOV. The lender may close the loan after the veteran receives a copy of the NOV.

## Other Functions

### Mini-Reports

The Useful LINS List on the WebLGY home page can be used to assist lenders, servicers, and SARs locate NOVs, appraisal records, and certificates of eligibility.

## Helpful Hints for Running Mini-Reports

WebLGY 11.1

HOME LOAN ELIGIBILITY CONTACT RLC

SAR Name: SUE SAR ID:

Pending NOV - LAP

State: Florida  
County: HILLSBOROUGH  
Submit

State is only required search criteria

LIN	Appraisal Date	Status	Disposition Date	Property Address
13-13-6-		Appraisal Pending Review	11/17/2010	County Name: CHARLES

Please note that in order to run a mini-report from the Useful LIN List, you will need to enter a 'State' in the appropriate box. Additionally, adding a 'County' in the appropriate box will further assist the system in running the report quickly and efficiently.

## Adding Notes

WebLGY 11.1

HOME LOAN ELIGIBILITY CONTACT RLC

Correspondence LIN: 13-13-6- RLC: 314 - ROANOKE Appraisal Type: LAPP - Origination Status: Out for Appraisal

LAPP 11/15/2010 Out for Appraisal

Notes

Add New Note

Click on Left Menu, scroll over Notes then Click on Add New Note

Sponsor & Requestor Information

Originating Requestor Name  
Originating Requestor ID  
Requestor Type Lender  
Originating Sponsor Name

Property Information

Upload Property Doc(s)  
Property Address

NOV / SAR Information

Refinance / Loan Code Purchase  
Sales Price \$220,000  
Estimated

SAR and lenders may add notes to an appraisal record from the Status and History page.

## Adding Notes (cont.)

The screenshot shows the 'Add Note' dialog box in the WebLGY system. The dialog is titled 'Add Note - Windows Internet Explorer'. It contains the following fields and controls:

- Association:** A dropdown menu with 'LAPP 11/15/2010' selected.
- Public:** A checkbox.
- Note Text \*:** A large text area for entering the note.
- Buttons:** 'Add Note' and 'Cancel' buttons at the bottom.

The background interface shows the main appraiser page with the following information:

- WebLGY 11.1** logo and navigation menu (HOME, LOAN, ELIGIBILITY, CONTACT RLC).
- Case Information:** LIN: 13-13-6, RLC: 314 - ROANOKE, Appraisal Type: LAPP - Origination, Status: Out for Appraisal.
- Property Information:** Upload Property Doc(s), Property Address.
- NOV / SAR Information:** Refinance / Loan Code, Purchase Code, Sales Price (\$220,000), Estimated Reasonable Value, NOV Issued Date, CRV / NOV Expiration Date.

To enter a note, type in the Note Text box. Click Add Note when complete.

## Reviewing/Updating an Existing Case

The screenshot shows the 'Review/Update Existing Case' page in the WebLGY system. The page is titled 'Appraisal: LAP Case' and has the status 'Out for Appraisal'. The navigation menu on the left includes 'Review/Update Existing Case', which is highlighted with a red box and a 'Click Here' link. The main content area contains the following form sections:

- 1. Requester Information:**
  - User Id
  - Name
  - Address: BRIDGEWATER, NJ
  - Sponsor's Identification Number (Required if Requester is NON-LAPP Approved)
  - 1B. Requester Phone Number, Extension, Name\* (Please provide full 10-digit phone number. Extension followed by the Requester's last name)
  - 1C. E-mail Address\* (Address where notification will be sent when Appraisal Report is uploaded. Separate it by ";" for multiple emailIds.)
- 5. Firm or Person Making Request/Application:**
  - Name
  - Address Line One
  - Address Line Two
  - City
  - State
  - Zip
- 6. Applicable Lender Point of Contact(POC):**
  - Name\*: STEVE
  - Phone Number\*
  - E-Mail Address\*

From the Status and History page, lenders and SARs may update an existing case. To do so, scroll over the left blue navigation menu LAPP link, and select Review/Update Existing Case. Note that cases can be updated by external users until the status of the NOV changes to 'NOV Issued'.