Loan Guaranty Service (LGY)

Quick Reference Document

For

Condo Approval for Lenders

October 2016
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2016</td>
<td>1.1</td>
<td>Include edits based on business line review</td>
<td>LGY Tech Writer</td>
</tr>
<tr>
<td>8/19/2106</td>
<td>1.0</td>
<td>Initial Release</td>
<td>LGY Tech Writer</td>
</tr>
</tbody>
</table>
Table of Contents

Introduction.................................................................................................................................4
Navigating WebLGY....................................................................................................................4
Condominium Record Validation...............................................................................................4
Approved Condominium Record Validation.............................................................................4
Declined Condominium Record Validation...............................................................................4
Search Condo............................................................................................................................5
Create Condo Record................................................................................................................6
Upload Condominium Package.................................................................................................8

Table of Figures

Figure 1. WebLGY Condo Navigation.........................................................................................4
Figure 2. Approved Validation Alert Example...........................................................................4
Figure 3. Declined Validation Alert Example...........................................................................5
Figure 4. Condo Search Screen..................................................................................................5
Figure 5. Condo Search No Results Found Alert......................................................................5
Figure 6. Condo Search Results...............................................................................................6
Figure 7. Condo Information Screen.........................................................................................6
Figure 8. Condo Information Screen........................................................................................7
Figure 9. Condo Processing Notes............................................................................................7
Figure 10. New Condo Created Message..................................................................................7
Figure 11. Condo Correspondence Link...................................................................................8
Figure 12. Upload Condo Correspondence.................................................................................9
Figure 13. Successful Condo Correspondence Upload.............................................................9
Introduction

Procedures outlined in this Quick Reference Document assist lenders to view and create new condominium records in WebLGY. This function was previously limited to the Veterans Information Portal (VIP), but is now in process of migrating to the WebLGY environment platform.

Navigating WebLGY

Condominium functions are located from the WebLGY top-navigation menu under Loan > Condo, as shown in the figure below.

![WebLGY Condo Navigation](image)

Condominium Record Validation

WebLGY performs validation checks on submitted form data fields and returns system alerts for both approved and declined information.

Approved Condominium Record Validation

Submittal of approved forms returns a *success* alert in green font, as displayed in the figure below.

![Approved Validation Alert Example](image)

Declined Condominium Record Validation

Errors that are found during form validation return with an alert in red font, as displayed in the figure below.
Search Condo

Selection of the Search Condo menu option navigates the user to the Condo Search page, as displayed below.

NOTE: Selection of the State drop-down menu field is mandatory.

Steps:

1. Enter the respective information into the search form.

2. Select the <Search> button.

NOTE: If no results are found, the system will return a No Results Found alert (Figure 5). The user may then create a new condo record.

3. If condominium records results are found, results are returned under the search window (Figure 6).
4. Select the hyperlinked ID number of the condominium to open the Condo Information screen (Figure 7).

**NOTE:** Condo Information search results are read-only. Additional enhancements to edit this screen will be addressed in future WebLGY enhancements.

**Create Condo Record**

Selection of the Create Condo menu option navigates the user to the Create Condo Information screen. In order to be eligible for VA loan guaranty, a condominium or lot must be approved by VA.

**NOTE:** Information is entered in the Condo Information and Condo Contact Information sections only. The Condo Review Dates section is system-generated and read-only.
Steps:
1. Enter information in the *Condo Information* and/or *Condo Contact Information* sections.
2. Enter related comments in the *Condo Processing Notes* text box.

**NOTE:** Entering comments in the Condo Processing Notes field is optional.

3. Select the `<Submit>` button to create the condo record.
4. The user navigates to the *Enter Correspondence* screen once the record is created. The following system message appears at the top of the *Enter Correspondence* screen:

   **New Condo has been Successfully added. Please upload Condo Documents.**

5. Refer to the [Upload Condo Package](#) procedures to upload the proper documents to the new condominium record.
Upload Condominium Package

Documents necessary for VA Condominium review are uploaded in the Enter Correspondence screen found by selecting the Condo Correspondence link from the left-hand navigation panel.

Steps:
1. From the Enter Correspondence screen, enter data into all form fields.
2. Select the <Browse> button and choose the file to upload.

**NOTE:** When creating a new record, documents within the file or that are uploaded individually (maximum file size is 30MB) must be stacked and labeled in the following order:

1. Declaration
2. Bylaws
3. Amendments
4. Plat Map
5. Rules and Regulations
6. Meeting Minutes
7. Budget
8. Special Assessment Letter
9. Litigation Letter
10. Presale Letter
11. Other
3. Select the `<Submit>` button to upload the file.

4. Following upload, the system will return a “New Condo Correspondence uploaded successfully” message, and create an entry in the Condo Documents table (Figure 13).