

# Loan Review for Lenders Users Guide

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## 1. General Information

Effective April 2, 2012, the loan review module has been moved to WebLGY for lenders. A tutorial video can be located at:

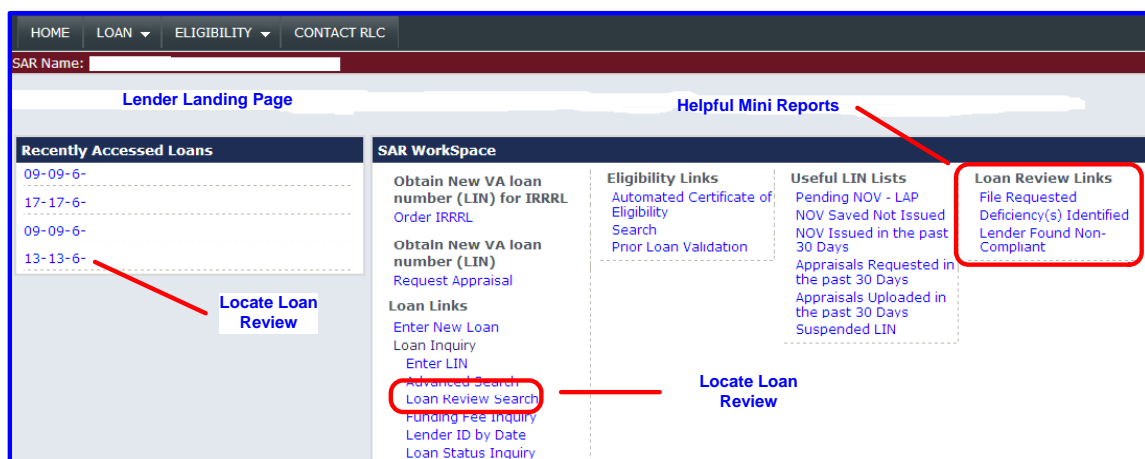
[http://www.benefits.va.gov/homeloans/weblgy\\_stakeholder\\_video.asp](http://www.benefits.va.gov/homeloans/weblgy_stakeholder_video.asp)

## 2. Getting Started

This section details the Loan Review related functionalities that lender can use post migration to webLGY. New Functions for lenders in WebLGY

- Lenders may view the loan review details and correspondence.
- Lenders may upload loan review files and responses to deficiencies.
- The WebLGY landing page will have new mini reports that will help lenders work their loan review back log.

### WebLGY Landing Page



### 2.1 Reports for lenders in WebLGY

The landing page will include the mini reports.

- File Requested
- Deficiency(s) Identified
- Non Compliant

These reports will list cases that have been selected for review.

File Requested

File Requested report will list cases that have been selected for review but VA is still pending receipt of file.

| Loan Review File Requested   |                    |                         |                              |                  |                |                            |
|------------------------------|--------------------|-------------------------|------------------------------|------------------|----------------|----------------------------|
| Total Number of Record(s): 5 |                    |                         | Result(s) retrieved within t |                  |                |                            |
| LIN                          | Lender Loan Number | First File Request Date | Status                       | Disposition Date | Appraisal Type | Property Address           |
| 10-10-6-                     | 006.               | 02/06/2012              | Guaranty Issued              | 11/08/2007       | IRR            | 19938<br>County Name: KENT |

Deficiency(s) Identified

Deficiency(s) Identified report will list all cases where the review has been completed, deficiencies identified and pending receipt of response from lender.

| Loan Review Deficiencies Identified |                    |                              |                              |                  |                |                       |
|-------------------------------------|--------------------|------------------------------|------------------------------|------------------|----------------|-----------------------|
| Total Number of Record(s): 3        |                    |                              | Result(s) retrieved within t |                  |                |                       |
| LIN                                 | Lender Loan Number | First Deficiency Letter Date | Status                       | Disposition Date | Appraisal Type | Property Address      |
| 59-59-6-                            | 52                 | 08/30/2005                   | Guaranty Issued              | 06/15/2005       | IND            | County Name: HONOLULU |

Non Compliant

The Non Compliant report will list cases where the lender has not sent in the loan package or responded to deficiency findings within a reasonable time period required by VA.

| Loan Review Lender Found Non-Compliant |                    |                     |                                     |                 |                  |                |                   |
|--|--------------------|---------------------|-------------------------------------|-----------------|------------------|----------------|-------------------|
| Total Number of Record(s): 1           |                    |                     | Result(s) retrieved within the last |                 |                  |                |                   |
| LIN                                    | Lender Loan Number | Non-Compliance Date | Non-Compliance Reason               | Status          | Disposition Date | Appraisal Type | Property Address  |
| 10-10-6-                               | 006                | 03/07/2012          | No Package Received                 | Guaranty Issued | 11/08/2007       | IRR            | County Name: KENT |

**Note: An existing feature located on the landing page. The Lender ID by Date report will pull all guaranteed loans and display each loan selected for review.**

## 2.2 Locate Loan Review

A loan review may be located by simply searching for a loan record. Any link to a loan record from either a mini report, recently accessed cases or a simple **‘Enter LIN’** search will locate a loan record.

*Locate Loan Review from the WebLGY Landing Page*

The screenshot shows the WebLGY Landing Page with a top navigation bar (HOME, LOAN, ELIGIBILITY, CONTACT RLC) and a SAR Name search field. The main content area is divided into several sections:

- Recently Accessed Loans:** A list of loan numbers (09-09-6-, 17-17-6-, 09-09-6-, 13-13-6-). A red arrow points from the text "Locate Loan Review" to the 13-13-6- entry.
- SAR WorkSpace:** Contains links for obtaining new VA loan numbers (LIN) for IRRRL and Request Appraisal.
- Loan Links:** Includes links for Enter New Loan, Loan Inquiry, Enter LIN, Advanced Search, Loan Review Search (circled in red), Funding Fee Inquiry, Lender ID by Date, and Loan Status Inquiry. A red arrow points from the text "Locate Loan Review" to the Loan Review Search link.
- Eligibility Links:** Includes Automated Certificate of Eligibility Search and Prior Loan Validation.
- Useful LIN Lists:** Includes Pending NOV - LAP, NOV Saved Not Issued, NOV Issued in the past 30 Days, Appraisals Requested in the past 30 Days, Appraisals Uploaded in the past 30 Days, and Suspended LIN.
- Loan Review Links:** Includes File Requested, Deficiency(s) Identified, and Lender Found Non-Compliant. A red arrow points from the text "Locate Loan Review" to this section.

From the Status and History page, there will be a link to the loan review.

*Loan Status and History Page*

The screenshot shows the Loan Status and History page for a specific loan (LIN: 09-09-6-). The page includes a top navigation bar and a left navigation menu. The main content area displays loan details:

- Loan Status:** Guaranty Issued
- RLC:** 325 - CLEVELAND
- Appraisal Type:** LAPP - Origination
- Status:** CRV/NOV/I

The left navigation menu includes links for Notes, Status & History, Summary, Certificates, Activity, Correspondence, and a red box highlights the link "LR 02/06/2012 STANDARD (Click to View)". A red arrow points from this link to the text "Loan Review located in left blue menu".

The main content area is divided into two columns:

- Veteran / Obligor Information:** Includes Obligor Name, Date of Birth, SSN (xxx-xx-9680), Entitlement Code (10 Persian Gulf), Entitlement Charged (\$65,120), and Restoration Code (No Restoration).
- Property Information:** Includes Property Doc(s) (Appraisal Report), Property Address, and County (CAMDEN).

The bottom section displays **Loan Information:**

- Refinance / Loan Code:** 1-Purchase
- Purchase Price:** \$255,000

The Loan Status and History page will have a link to the loan review details page in the left navigation menu. The link will with either state Standard or Early Default loan review depending on the type of loan review selected.

The LR link will direct to the Loan Review Details & Findings Page.

*Loan Review Details/Findings Page*

HOME LOAN ELIGIBILITY CONTACT RLC

Notes  
Status & History  
Summary  
Certificates  
Activity  
**Correspondence**

LR 02/06/2012  
STANDARD  
(Click to View)

LAPP 11/08/2007  
CRV/NOV/MCRV  
Issued  
(Click to View)

[Link to upload Documents](#)

### Loan Review Details / Findings

#### Loan Information

|   |                           |
|---|---------------------------|
| Lender Loan Number: <b>006</b>              | Zip Code: <b>08035</b>    |
| Procedure Code: <b>Automatic Supervised</b> | Agent Involved: <b>No</b> |
| Loan Type Code: <b>O - Origination</b>      | Agent ID:                 |
| EDI Indicator: <b>L</b>                     |                           |

#### Loan Review Information

|  |                              |
|--|------------------------------|
| Loan Review Type: <b>Standard</b>          | Date Declared Non-Compliant: |
| User Performing Review:                    | Non-Compliance Reasons:      |
| File Date Requested: <b>02/06/2012</b>     | Information Substantiated:   |
| 2nd File Date Requested: <b>02/21/2012</b> | Deficiency Letter Date:      |
| Date File Received:                        | 2nd Deficiency Letter Date:  |
| Date Review Completed:                     | Lender Reply Received Date:  |
|  | Final VA Response Date:      |

The loan review details and findings page will link to the Correspondence page, provide details concerning deficiencies identified and will provide an event history that will inform the user concerning the status of the case.

*Loan Review Details/Findings Page – Bottom of page*

LR 02/06/2012  
STANDARD  
(Click to View)

LAPP 11/08/2007  
CRV/NOV/MCRV  
Issued  
(Click to View)

#### Loan Deficiencies

| Type   | Deficiency   | Added By | Date Added | Response Required | Cleared Date |
|--------|--|----------|------------|-------------------|--------------|
| FEE_02 | UNALLOWABLE FEES<br>Unallowable Fee Refund Amount: \$25.00 |          | 02/09/2012 | Yes               |              |
| VOC_42 | PFST INSPECTION<br>Pest Insp. Refund Amount: \$100.00      |          | 02/09/2012 | Yes               |              |

#### Loan Review Details / Findings Notes

| Date       | Note Text                 | Author | Note Type                | Public |
|------------|---------------------------|--------|--------------------------|--------|
| 02/06/2012 | Loan Review Added for Sue |        | Loan Review Details Note | Yes    |

#### Loan Review Events

| Date       | Description              | User             |
|------------|--------------------------|------------------|
| 02/21/2012 | Second File Request Sent | WEBLGY.BATCHUSER |
| 02/06/2012 | First File Request Sent  |                  |
| 02/06/2012 | LOAN REVIEW INSERT       |                  |

## 2.3 Correspondence

Correspondence page is linked from the left navigation menu. The correspondence page allows lenders to upload and retrieve documents related to the loan review.

*Correspondence Page*

There are two types of documents that lenders will upload in the correspondence page, the loan review file and the response to deficiencies.

- LR File
- LR Deficiency

Uploading these documents will change the status for each case from the pending reports on the landing page.

Note: Do not upload each deficiency response separately. Address all deficiencies together.

**Note: Max Capacity for Loan Review files is 30 megabytes.**

*Correspondence History*

Lenders may view all documents associated with the Loan Review.

Lenders may view deficiency letters here.

| LR 02/06/2012<br>STANDARD<br>(Click to View)<br><br>LAPP 11/08/2007<br>CRV/NOV/MCRV<br>Issued<br>(Click to View) | Loan Review Correspondence History |                        |                          |                  |                     |                 |
|--|------------------------------------|------------------------|--------------------------|------------------|---------------------|-----------------|
|  | 4 Correspondence(s)                |                        |                          |                  |                     |                 |
|  | Submission Date                    | Document Type          | Document Name            | File Name        | Correspondence Type | Submitting User |
|  | 03/13/2012                         | LR Deficiency          | Response to Deficiencies |                  | Document Received   |                 |
|  | 03/13/2012                         | LR File                | Loan Package             |                  | Document Received   |                 |
|  | 02/21/2012                         | LR File Request Letter |                          | File Request.pdf |                     | WEBLGY.BAICHU   |
|  | 02/06/2012                         | LR File Request Letter |                          | File Request.pdf |                     |                 |

**Really, Really Important!!!!**

Email notices are generated to the lender Points of Contact for all correspondence between VA and lenders.

When Loan Guaranty automatically selects a loan for review, instead of sending a paper letter, we will send an email notification to the lender point of contact. Please make sure Loan Guaranty has the correct point of contact on file.

Loan Guaranty will also email the deficiency letters to the lender point of contact.

It is very important that the point of contact is up to date in Loan Guaranty systems.