



## DEPARTMENT OF VETERANS AFFAIRS

Regional Loan Center  
3333 N. Central Avenue  
Phoenix, AZ 85012-2436

Website: <http://www.vba.va.gov/ro/phoenixlgy/index.htm>

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Loan Guaranty Information Bulletin No. 26-03-09

### **SUBJ.: Conversion of the Master Appraisal Program to Electronic Files**

#### **Purpose**

Since implementing our E-Commerce initiative in 2001, virtually all Department of Veterans Affairs (VA) appraisals are now routinely transmitted electronically (by e-mail) from fee appraisers to lenders and to VA. This has resulted in significant savings in time, cost, and storage for participating lenders; for our fee appraisers, and for VA. The overwhelming success of E-Commerce in the processing of Lender Appraisal Processing Program (LAPP) and other individual appraisals now prompts us to extend these advantages to builders, lenders, and sponsors participating in VA's Master Appraisal Program. The purpose of this bulletin is to outline the procedures for requesting an electronic master appraisal and to standardize and streamline the required appraisal exhibits to be provided. We are confident that these changes will lead to superior service and improved timeliness in the master appraisal process for the benefit of all concerned.

#### **IMPLEMENTATION OF E-COMMERCE MASTER APPRAISAL PROCESS**

Lenders, builders, their sponsors, or agents may request a package of MCRV forms from our office at [45/MCRVs@vba.va.gov](mailto:45/MCRVs@vba.va.gov). You may then send the completed files in electronic form as an E-Commerce request for a master case number to [45/MCRVs@vba.va.gov](mailto:45/MCRVs@vba.va.gov). The master case number, along with the names of the assigned appraiser and compliance inspector will be returned via e-mail.

#### **REDUCED PLAN SIZE**

In order to accommodate conversion of our master appraisals process to E-Commerce, **all** plans and specifications **must** be in a reduced size format when furnished to the fee appraiser and compliance inspector. Building plans, details, elevations, etc. are traditionally drawn at ¼ scale or larger which can be reduced to a clear readable 8 ½ X 14 inch sheet. This size is compatible with standard industry scanner equipment. Exhibits that are normally in the 8½ X 11 inch format must not be further reduced.

## **WHAT DOES THE LENDER NEED TO SEND TO THE FEE APPRAISER?**

To further facilitate the E-Commerce master appraisal process, we are asking lenders, builders, their sponsors, or agents to electronically transmit by "Rewritable CD" or by E-Commerce, the following proposed construction exhibits. The construction exhibits should be identified with the project name, VA master case number, and assigned date.

- a. Cover letter listing enclosed exhibits being submitted, along with the project description.
- b. VA assignment letter.
- c. VA Form 1805-1 per plan.
- d. Thomas Brother's location map w/project highlighted.
- e. REDUCED (8 ½ X 14) house/building plans.
- f. REDUCED (8 ½ X 14) composite grading & drainage plans.
- g. CC&Rs -- for Condo/PUDs.
- h. Budget worksheet -- for Condo/PUDs.
- i. Builder certification of plans and specs or HUD 92541.
- j. Building program statement or Department of Real Estate (DRE) white report, if available.
- k. VA Form 26-1852 -- Description of Materials.
- l. VA Form 26-1843b -- Master Certificate of Reasonable Value Worksheet (word doc).
- m. MNOV information sheet (Adobe .pdf or MS Word .doc file).
- n. MNOV options list (Adobe .pdf or MS Word .doc file).
- o. MNOV template with preliminary information completed (Adobe .pdf or MS Word .doc file).
- p. Preliminary title report showing fee simple title to the project vested in the declarant. Must be dated within 3 months.
- q. Subdivision plat maps (final tract map & condominium plan).

## **HOW DO LENDERS AND BUILDERS ORDER ENDORSEMENTS?**

Lenders, builders, their sponsors, or agents should electronically transmit all master appraisal lot or plan increase requests and endorsements to our office at [45/MCRVs@vba.va.gov](mailto:45/MCRVs@vba.va.gov) (no original hard copies please).

## **HOW DO FEE APPRAISERS SUBMIT MASTER APPRAISAL REPORTS TO VA?**

VA fee appraisers in Arizona, California, and Nevada will create electronic master appraisal reports recorded on a "Rewritable CD". VA fee appraisers will forward a "Rewritable CD" containing the electronic master appraisal files, identified by the VA master case number, to the Phoenix RLC at the street address shown in letterhead above. VA fee appraisers may transmit electronic copies by E-Commerce in lieu of forwarding a "Rewritable CD". Electronic copies may also be provided to all lenders, builders and/or their agents that participate in the VA Master Appraisal Program.

### **WHAT DOES THE FEE APPRAISER NEED TO SEND TO VA?**

VA Fee Appraisers in Arizona, California, and Nevada will electronically forward to VA all electronic files from the submission, plus the following:

- a. URAR for each plan type -- identified by project name, VA master case number, plan type, and date.
- b. Thomas Brothers location map with comps highlighted.
- c. Photos.
- d. Narrative file -- identified by project name, VA master case number, and date.
- e. Building project statement; alternatively, a DRE white report, if available. (*REV. 6/16/2003*)
- f. MNOV information sheet -- identified by project name, VA master number, and date (unsigned in Word .doc file).
- g. MNOV options -- identified by project name, VA master case number, and date (Adobe .pdf or Word .doc file).

### **IF YOU HAVE PROBLEMS OR QUESTIONS**

If you experience problems in setting up your system, we suggest that you contact your hardware or software providers for assistance. If you have any questions, please do not hesitate to contact the Construction & Valuation Section toll-free at 1-888-869-0194, Extension 3050, or direct at 602-627-3050.

Sincerely,

ROBERT JOHNSON

Loan Guaranty Officer

DISTRIBUTION: Arizona, California, and Nevada Lenders, Builders and Fee Appraisers