Quick Reference Document

For

Condo Approval for Lenders

March 2020
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/17/2016</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>
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**Introduction**

Procedures outlined in this Quick Reference Document assist lenders to view and create new condominium records in WebLGY.

**Navigating WebLGY**

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

![WebLGY Condo Navigation](image1)

**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](image2)

**Declined Condominium Record Validation**
Errors that are found during form validation return with an alert in red font, as displayed in the figure below.

![Figure 3. Declined Validation Alert Example.](image)

**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.

![Figure 4. Condo Search Screen.](image)

**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](#).

![Figure 5. Condo Search No Results Found Alert.](image)
3. If condominium records results are found, results are returned under the search window (Figure 6).

<table>
<thead>
<tr>
<th>ID</th>
<th>Condo Name</th>
<th>State</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>81234</td>
<td>CONDO ONE</td>
<td>DE</td>
<td>Accepted Without Conditions</td>
</tr>
<tr>
<td>65432</td>
<td>CONDO TWO</td>
<td>DE</td>
<td>Accepted Without Conditions</td>
</tr>
<tr>
<td>61212</td>
<td>CONDO THREE</td>
<td>DE</td>
<td>Accepted Without Conditions</td>
</tr>
</tbody>
</table>

Figure 6. Condo Search Results.

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.](image)

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).

![Image of Enter Correspondence form]

**Figure 12. Upload Condo Correspondence.**

![Image of Condo Documents table]

**Figure 13. Successful Condo Correspondence Upload.**