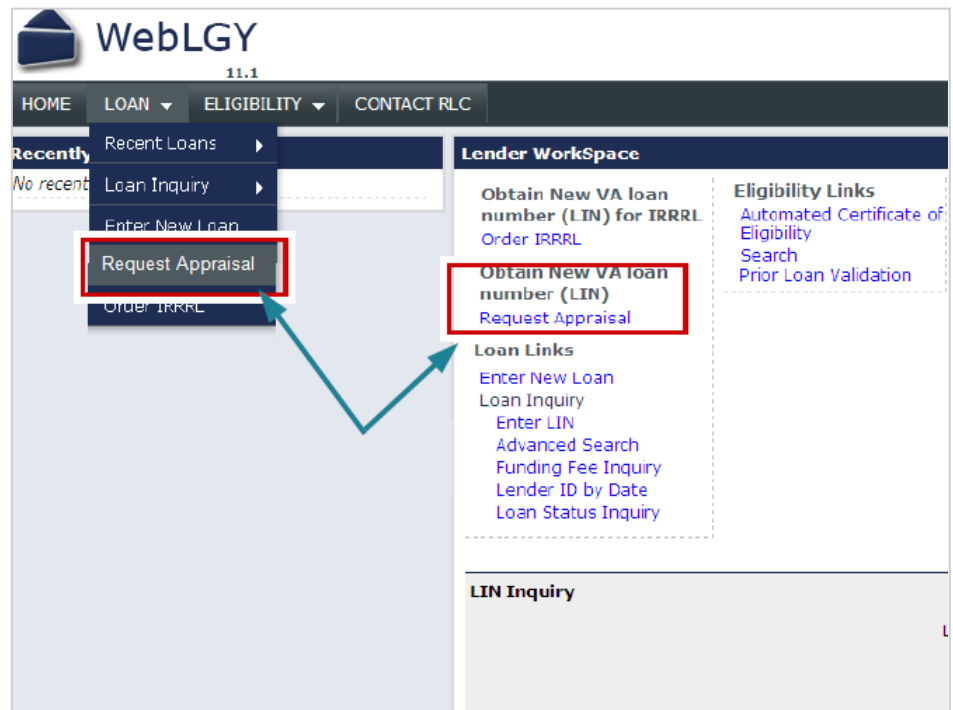


1 Navigate to the VA Portal and log in. To start a new appraisal there are two ways to access this:

- 1) The Loan dropdown and select **Request Appraisal**
- 2) Or within the Lender WorkSpace select **Request Appraisal** under Obtain New VA Loan Number (LIN)



2 Next select the radio button for **LAPP – Lender Appraisal Processing Loans** and then click **Submit**.

The screenshot shows the 'Request Appraisal/LIN Only' form. The title bar reads 'Request Appraisal/LIN Only'. Below the title, there is a description: 'This function assigns a loan number and appraiser to a single property case. Liquidation cases can be initiated with this screen. Required/Mandatory Fields are denoted with *'. The form has two main sections: 'Select Appraisal Type *' and 'Origination Appraisals'. Under 'Select Appraisal Type *', there are three radio buttons: 'LAPP -- Lender Appraisal Processing Loans' (which is selected and highlighted with a red box), 'IND -- Individual CRV', and 'LGI -- Liquidation of a VA Guaranteed Loan'. Under 'Origination Appraisals', there are two sub-sections: 'Origination Appraisals' with a note '* If this request is for an Interest Rate Reduction Refinancing (IRRRL) loan, obtain a new VA loan number with the order IRRRL function. A VA appraisal is not required for an IRRRL loan.' and 'Liquidation appraisals'. At the bottom right of the form, there is a 'Submit' button highlighted with a red box.

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3 Section 1: Requester Information

User ID, Name and Address will default based on user access.

Sponsor's Identification Number = Not applicable for Wholesale

1B = Broker's Phone Number and Last Name

1C = Email Address – multiple emails can be used, but please separate by a semi-colon

1D = Enter VA Case Number

1. Requester Information

User Id

Name

Address

Costa Mesa, CA

Select a different Branch

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.)

1D. Institution's Case Number

4 Section 2: Person Authorizing This Request

Enter in the Broker's details Name, Title and Phone Number.

2. Person Authorizing This Request

Name*

Title

Phone Number*

TIP For condominium transactions, the condo is required to be VA Approved. To determine if the condo is VA approved please see the VA Approved Condo Search located [HERE](#).

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5 Section 3: Property Information

No Condo Indicator: If the property does not have a Condo ID from the VA Approved Condo List select this box

Condo ID: Enter Condo ID from VA Approved list

3B: Name of Owner per preliminary title report (refinance/purchase) or sales contract (purchase)

3C: Property Address, complete. Once this is complete click **Verify Property Address** to be sure that the address entered is formatted properly

3D: Purchase: Type "See Attached" since the Legal Description will be on the purchase contract

Refinance: Type out Legal Description

3E: Leave blank

3F: Leave blank

3G: Leave blank

3H: Indicate if it is a sale or a refinance

Sale or Refinance Amount \$: Leave blank

3. Property Information

3A. Condo Appraisal?
Note: Condo must be approved for VA financing purposes prior to loan closing. Please enter condo name to search our database for VA Approved Condo

No Condo Indicator

Condo ID
[Condo/PUD Builder](#)

3B. Name of Owner

3C. Property Address

Street Number*

Address One Text*

Address Two Text

City*

State*

County*

Zip* -

Verify Property Address

3D. Legal Description of the Property*

3I. Proposed Sale contract Provided?

3J. Is Buyer Purchasing Lot Separately?

3K. Property Occupancy Information

Property Occupancy

Rent per Month

Name of Occupant

Occupant Phone Number

3L. Broker Information

Name

Phone Number

3M. Keys Location Information

Address

Telephone

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<p>3I: If proposed complete this section.</p> <p>3J: Indicate if borrower is purchasing lot separately</p> <p>3K: Complete this section, rent per month may be left blank.</p> <p>Purchase: leave phone number blank</p> <p>Refinance: will need contact information for occupant</p> <p>3L/3M: This is for the Listing Agent's Information on purchase transactions. Not applicable for refinances</p> <p>IMPORTANT! If the property is a condominium it MUST be VA Approved.</p>	<div data-bbox="565 277 1425 940"> <p>3I. Proposed Sale contract Provided? <input type="button" value="No"/> ▾</p> <hr/> <p>3J. Is Buyer Purchasing Lot Separately? <input type="button" value="No"/> ▾</p> <hr/> <p>3K. Property Occupancy Information</p> <p>Property Occupancy <input type="button" value=""/> ▾</p> <p>Rent per Month <input type="text"/></p> <p>Name of Occupant <input type="text"/></p> <p>Occupant Phone Number <input type="text"/></p> <hr/> <p>3L. Broker Information</p> <p>Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <hr/> <p>3M. Keys Location Information</p> <p>Address <input type="text"/></p> <p>Telephone <input type="text"/></p> </div>
<p>6</p> <p>Section 4: Leasehold Cases</p> <p>This section is only to be completed if applicable</p>	<div data-bbox="565 1163 1425 1331"> <p>4. Leasehold Cases</p> <p>Lease is <input type="button" value=""/> ▾</p> <p>Expires <input type="text"/> (MM/YYYY)</p> <p>Annual Ground Rent <input type="text"/></p> </div>
<p>7</p> <p>Section 5 and Section 6: Firm or Person Making Request and Applicable Lender Point of Contact (POC)</p> <p>Consist of the Broker's name and contact information.</p>	<div data-bbox="565 1352 1425 1789"> <p>5. Firm or Person Making Request/Application</p> <p>Name <input type="text"/></p> <p>Address Line One <input type="text"/></p> <p>Address Line Two <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="button" value=""/> ▾</p> <p>Zip <input type="text"/> - <input type="text"/></p> <hr/> <p>6. Applicable Lender Point of Contact(POC)</p> <p>Name* <input type="text"/></p> <p>Phone Number* <input type="text"/></p> <p>E-Mail Address* <input type="text"/></p> </div>

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8 Section 7: Property Facts

7A/7B/7C: This section can be left blank

7D: Check as applicable.

7E: Complete as applicable and fill in **Building Type**.

7. Property Facts	
7A. Lot Dimensions	
Width	<input type="text"/>
Length	<input type="text"/>
Total Square Feet	<input type="text"/>
Irregular Square Feet	<input type="text"/>
Acres	<input type="text"/>
7B. Utilities	
Electric	<input type="text"/> <input type="checkbox"/>
Water	<input type="text"/> <input type="checkbox"/>
Gas	<input type="text"/> <input type="checkbox"/>
Sewer	<input type="text"/> <input type="checkbox"/>
7C. Equipment	
<input type="checkbox"/> Clothes Dryer	<input type="checkbox"/> Clothes Washer
<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Vent Fan	<input type="checkbox"/> WW Carpet
7D. Building	
Status*	<input type="radio"/> Proposed <input type="radio"/> Existing <input type="radio"/> Built less than one year and never occupied
Builder ID	<input type="text"/> <small>(Required if Building Status is "Proposed") Condo/PUD Builder</small>

7E. Builder Information	
<input type="checkbox"/> No Builder ID	
Builder Name	<input type="text"/>
Address One	<input type="text"/>
City, State and Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Construction completion Date	<input type="text"/>
Building Type*	<input type="text"/>
Factory Fabricated	<input type="text"/>
Number of Buildings	<input type="text"/>
Number of Living Units*	<input type="text"/>
Street Access	<input type="text"/>
Street Maintenance	<input type="text"/>

Ordering a VA Appraisal Job Aid

<p>9 Section 8: Warranty/Warrantor Information</p> <p>Complete if the property is New Construction.</p>	<div style="background-color: #1a3d54; color: white; padding: 5px;">8. Warranty/Warrantor Information</div> <div style="background-color: #1a3d54; color: white; padding: 5px;">8A. Warranty Information</div> <p>Construction Warranty Included? <input type="checkbox"/> <input type="checkbox"/></p> <p>Name of Warranty Program <input type="text"/> <small>(Required if Construction Warranty Included? is 'Yes')</small></p> <p>Expiration Date <input type="text"/> <small>(Required if Construction Warranty Included? is 'Yes')</small></p> <div style="background-color: #1a3d54; color: white; padding: 5px;">8B. Warrantor Information</div> <p>Warrantor Name <input type="text"/></p> <p>Address 1 <input type="text"/></p> <p>City, State and Zip Code <input type="text"/></p> <p>Telephone Number <input type="text"/></p>
<p>10 Section 9: Purchaser Information</p> <p>If the property is a purchase then check the applicable box and complete the section.</p> <p>If the property is a refinance leave blank and do not check the box.</p>	<div style="background-color: #1a3d54; color: white; padding: 5px;">9. Purchaser Information</div> <p><input checked="" type="checkbox"/> Purchaser Exists <small>(The following fields are required if Purchaser Exists Indicator is selected. First Name, Last Name, First Address line, City, State and 5 digit Zip Code)</small></p> <p>Name <input type="text"/></p> <p>Address One Text <input type="text"/></p> <p>Address Two Text <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/> - <input type="text"/></p>
<p>11 Once the form is fully completed check the box for Acceptance of Responsibility.</p> <p>Then select Submit.</p>	<p><input type="checkbox"/> Acceptance of Responsibility</p> <p><small>By selecting the CHECKBOX above, you are certifying that you are requesting an appraisal by the VA appraiser to be assigned automatically by LDY and you are aware that you are responsible for any charges incurred 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 this appraisal 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 a conflict exists with the assigned appraiser, please notify the Regional Loan Center of jurisdiction immediately.</small></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>

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12 If the property is a purchase, the Purchase Contract is **required** to be uploaded or the appraisal will not be completed. To do this enter into the Correspondence section and uploaded the purchase contract.

LAPP APPRAISAL
 (NOV 2012)
 Out for Appraisal

LCN: [REDACTED] Appraisal Type: LAPP - Origination Status: Out for Appraisal

Correspondence
 Enter Correspondence

Submission Date* 05/09/2017
 Document Association LAPP 05/09/2017
 Correspondence Type Document Received
 Document Type Sales Contracts
 File to Upload AppraisalLocal/roofusers Browse...
 Document Name Sales Contract
 Public Document

User: [REDACTED]
 Note:
 Public Note:

Submit

LAPP	05/09/2017	Status: Out for Appraisal	Correspondence History			
Upload Date	Document Type	Document Name	File Name	Correspondence Type	Submitting User	
No Correspondences						

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Reviewed/Updated Date: February 15, 2006

13 Now print the **VA 26-1805** from the site and include in the file. Broker to include this in the Submission Package.

HOME | LOAN | ELIGIBILITY | CONTACT RLC

LAPP APPRAISAL
 (NOV 2012)
 Out for Appraisal

LCN: 77-77-6-5166885 Appraisal Type: LAPP - Origination Status: NOV Issued
 RLC: 245 - PHOENIX

Appraisal Menu

Appraisal Processing
 Status & History
 Notes
 Print NOV

Appraisal Assignment
 Print 1805

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