

VA APPRAISAL PROCEDURE

The following procedures must be met when requesting VA appraisals.
All VA appraisals must be ordered through WebLGY in the VA portal.

Agent's (Broker/Correspondent) Steps:

- Log into the VA portal (<https://vip.vba.va.gov/portal/VBAH/Home>).

Select the WebLGY in the Applications Section.

- Select "Request Appraisal" under the "Obtain a New VA Loan Number (LIN)" Section.
- Select Appraisal Type Section:

The origination type for all VA products, **excluding VA IRRRL's**, must be selected as LAPP – Lender Appraisal Processing Loans.

- Populate the option for LAPP and hit "Submit".
- Requestor Information Sponsor Identification Number: All AFR Clients must enter AFR's Sponsor Identification Number: **5551980000**
- Requestor Information Line 1B: "Requestor Phone Number, Extension, Name":

Enter 877-280-5152 AFR AMD

- Requestor Information Line 1C: "E-mail Address":

Enter AFR's Appraisal Management Desk's e-mail address: appraisal@afrwholesale.com

- Person Authorizing this Request: Enter Agent information
- Property Information Enter: Fill in **all** applicable screens for the subject property
- Leasehold Cases: Fill in if applicable.
- Firm or Person Making Request / Application:

Enter Agent Information

- Applicable Lender Point of Contact (POC): Name – Enter AFR's Appraisal Management Desk (AMD) Phone Number 877-280-5152 e-mail address: appraisal@afrwholesale.com
- Property Facts: Fill in all applicable information
- Warranty/Warrantor Information: Fill in all applicable information
- Purchaser Information: fill in borrower(s) information
- The Box "Acceptance of Responsibility" **MUST** be checked off
- Hit Submit – You will receive a confirmation page of appraisal order
- NOTE: If the loan is a purchase transaction, agent must upload contract of sale in the "Correspondence Section: once the confirmation of appraisal order is received. Follow the instructions on the page to upload document.
- NOTE: for OTC appraisal orders: the purchase / sales agreement, plans & specs, description of materials, and the VA Builder ID are required to be included in the upload.



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Additional Information:

If the Broker or Correspondent aka "agent"...	... then
Is acting on behalf of AFR	He or she must request the VA appraisals, receive appraisal reports and forward them to AFR's staff appraisal reviewer (SAR).
Requests an appraisal	<p>He or she must use his or her own logon to request appraisals. An appraisal cannot be requested unless the sponsoring lender (AFR) is known at the time of the request.</p> <p>If the agent is to receive the appraisal report, the request in WebLGY must include the agent's:</p> <ul style="list-style-type: none"> • Address in item 5 • Signature in item 38 • Firm's name in item 39, and • Telephone number on item 40. <p>Note: In requesting an appraisal, the authorized agent is making the required certifications.</p>
Contacts the fee appraiser	That contact may only be about the timeliness of the appraisal, and not about the value or condition of the property.
Has LAPP authority	He or she can not issue a LAPP NOV for any other lender (see Chapter 13 section 10 of the WARMS Lender Handbook)



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