

ORDERING VA APPRAISALS

Non-Delegated

March, 2022

GETTING STARTED

Before ordering, let's make sure we're ready to roll.

- 1. VA Appraisals are required to be ordered by Non Delegated Correspondent on the Veteran's Information Portal (VIP), so if you don't have VIP access, please <u>click here</u> to visit the registration page.
- 2. Prior to signing in to VIP and ordering an appraisal, a Pennymac loan number must be created in the portal by uploading a 3.2 file.

IMPORTANT:

- · Veterans cannot pay for the appraisal upfront.
- It is the correspondent's responsibility to pay the VA Appraiser invoice once the appraisal is completed.
- · If the appraisal was completed with a different lender:
 - Please contact the appropriate VA regional office and request that the appraisal is transferred to Pennymac Loan Services, LLC: 9023800000.



STEP 1: LOG INTO VIP

Click here (https://vip.vba.va.gov/portal/VBAH/Home) to visit the VIP home page, then proceed to log in



STEP 2: NAVIGATE TO WEBLGY

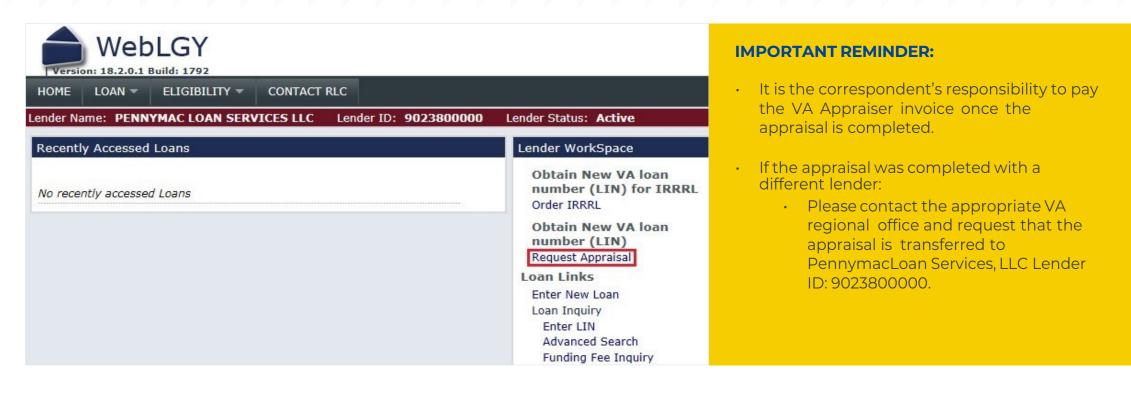
Under the Applications header in the left menu, click on "WebLGY"





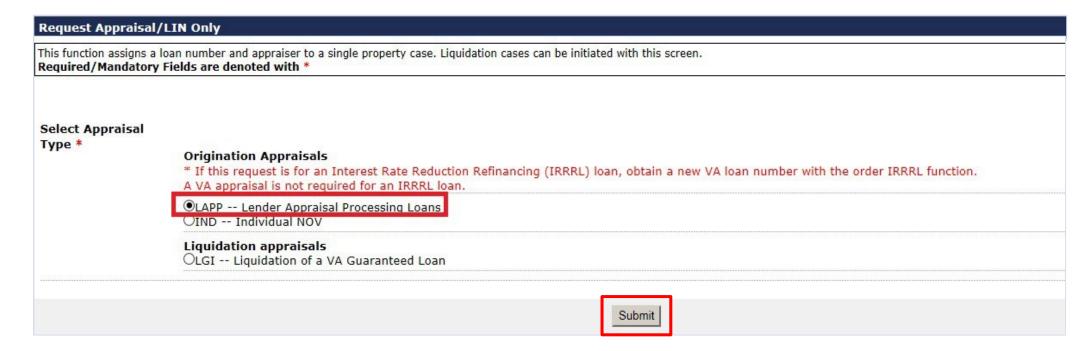
STEP 3: CLICK REQUEST APPRAISAL

Please click on "Request Appraisal" in the Lender WorkSpace menu on the right-hand side of WebLGY.



STEP 4: SELECT LAPP APPRAISAL TYPE

- 1. On the Request Appraisal/LIN Only screen, select LAPP (Lender Appraisal Processing Loans)
- 2. Hit the "Submit" button





STEP 5: REQUESTER INFORMATION

Complete the Requester Information in the WebLGY Application:

- 1. User ID should automatically populate
- 2. Sponsor ID is Pennymac ID 902380-00-00
- 3. Requester contact info (1B) is Correspondent's info (phone number, extension, name)
- 4. Required Pennymac E-mail Address- See (IC). Pennymac Email Address is: vaappraisal@pennymac.com
- 5. Institution's case number (1D) is the Pennymac loan number

The loan number available in the Correspondent portal. It was generated when the 3.2 file was submitted.

Note: The email address above will notify Pennymac when the appraisal has been ordered and completed to ensure the quickest turnaround time for the Notice of Value (NOV) to be issued.



STEP 6: AUTHORIZING PARTY

Complete the section to identify the Person Authorizing This Request (Correspondent).

номе	LOAN 🕶	ELIGIBILITY 🕶	CONTACT RLC	
2. Perso	on Authoriz	ing This Reque	st	
Name*				
Title				
Phone N	umber*			

STEP 7: PROPERTY INFORMATION

Complete all of the applicable fields in the Property Information section:

WebLGY	■ WebLGY	WebLGY	
HOME LOAN ▼ ELIGIBILITY ▼ CONTACT RLC	HOME LOAN ■ ELIGIBILITY ■ CONTACT RLC	HOME LOAN → ELIGIBILITY → CONTACT RLC Occupied By Owner	
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	3D. Legal Description of the Property*	3K. Property Occupancy Information Property Occupancy Rent per Month Never Occupied Vacant Occupied By Tenant N/A	
Condo ID Condo/PUD Builder Condo/PUD Builder	3E. Title Limitations and Restrictive covenants	Name of Occupant Occupant Phone Number 3L. Broker Information	
3B. Name of Owner	<u> </u>	Name	
3C. Property Address Street Number* [Items with " * " are REQUIRED input]	3F. Mineral Rights Reserved?	Phone Number 3M. Keys Location Information	
Address One Text*	Please Explain	Address	
Address Two Text	3G. Annual Real Estate Taxes Sale Price	Telephone	
City*	3H. Sale or Refinance?* Refinance Price Conditional Appraisal		
State*	Sale or Refinance Amount \$		
County* Select the State first	3I. Proposed Sale contract Provided?		
Verify Property Address	3J. Is Buyer Purchasing Lot Separately?		



STEP 8: IDENTIFY CONTACTS

Complete all applicable and required fields in the following sections:

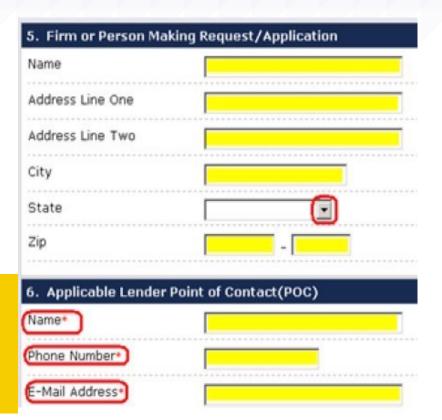
- Firm or Person Making Request/Application
- Applicable Lender Point of Contact (POC)

IMPORTANT:

POC Name: SAR Valuation Department

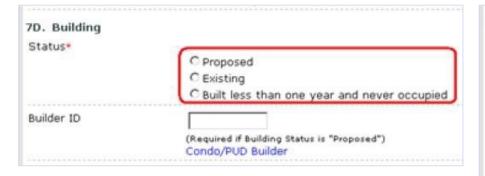
Phone Number: (Please enter Correspondent's phone

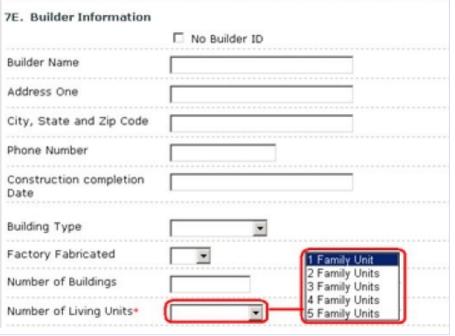
number) E-Mail Address: vaappraisal@pennymac.com



STEP 9: CONTINUING THE FORM

Complete the Building and Builder Information sections:





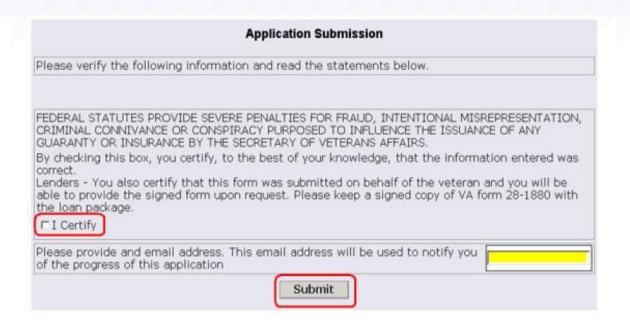


STEP 10: SUBMIT AND UPLOAD

- 1. Certify by reading through and clicking the check box if you agree
- 2. Enter your email address and hit "Submit"

After this step, WebLGY generates VA Form 26-1805 which functions as an appraiser assignment confirmation and includes:

- · The VA LIN (Loan Identification Number)
- Appraiser's contact information
- · Confirmation of the data entered in prior steps
- 3. Upload a copy of VA Form 26-1805 into the Correspondent Portal at Loan Submission



VA APPRAISAL TURN TIMES

Contacting the Borrower:

From the date of the appraisal order, the VAAppraiser has up to <u>5 business days</u> to contact the borrower.

Completing the Appraisal:

VA requires that the appraiser completes the appraisal report within 10 business days after contacting the borrower.

Notice of Value (NOV):

From the date of completion, Pennymac's SAR (Staff Appraisal Reviewer) will complete the Notice of Value (NOV) within <u>5 business days</u>.

IMPORTANT NOTES:

 The VA does not allow any rush order requests. Correspondent clients should expect the appraisal to be completed within 15 business days of the original order date.



THANK YOU FOR CHOOSING PENNYMAC TPO!

Please don't hesitate to contact your Pipeline Account Manager if you need assistance.



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