



# 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 [click here](#) 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

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages  Search  
[Open Advanced Search](#)

VA Home VIP Home Veteran Services Business About VA Media Room Locations Contact Us

VETERANS INFORMATION PORTAL

**VIP Sign In**

User Name:

Password:

PIV Login

User Registration

Lost Password

Change Password

**Announcements**

Date	Message
03/19/2018	VIP and LGY sites down Wednesday 3/21 from 8-10pm

**Veteran Information**

- Benefits Information
- Operations Enduring Freedom and Iraqi Freedom
- Compensation and Pension Benefits
- Education Benefits (GI Bill)
- Vocational Rehabilitation & Employment Services
- Benefits for the surviving spouse, dependent children

**How Can I...**

- Apply for a VA guaranteed Home Loan?
- Locate a State VA Office?
- Get Vocational-Educational counseling?
- Get help starting a business?

**Featured Items**

Condo Reports - Receive a customized report of VA registered

# STEP 2: NAVIGATE TO WEBLGY

Under the Applications header in the left menu, click on “WebLGY”

The screenshot shows the top of the VA website with the header "UNITED STATES DEPARTMENT OF VETERANS AFFAIRS" and the VA seal. A search bar is located in the top right corner. Below the header is a navigation bar with links: VA Home, VIP Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Logout. On the left side, there is a "Welcome, DANI" message and a "My Services" section. Below that is the "Applications" section, which is highlighted with a red box and a red arrow pointing to the "webLGY" link. Other links in the "Applications" section include "Credit Standards Course", "Life Insurance Online", "myHealthVet", "SAR LSAM Training", "SAR TPSS Training", and "VONAPP". Below the "Applications" section is a "Help" section. The main content area is titled "VETERANS INFORMATION PORTAL" and contains three columns of information: "Announcements", "Veteran Information", and "Loan Guaranty". The "Announcements" column has a table with columns "Date" and "Message". The "Veteran Information" column lists various services like "Benefits Information", "Operations Enduring Freedom and Iraqi Freedom", "Compensation and Pension Benefits", "Education Benefits (GI Bill)", "Vocational Rehabilitation & Employment Services", and "Benefits for the surviving spouse, dependent children". The "Loan Guaranty" column lists "Property Management", "Construction & Valuation", "Real Estate Professionals", "VA Monitoring Unit", "Loan Production", and "Video Broadcasts". Below the "Loan Guaranty" column is a section for "Loan Guaranty Returning Users" with a link to "Lenders Handbook".

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages [v]  
[input type="text"] Search  
» Open Advanced Search

VA Home VIP Home Veteran Services Business About VA Media Room Locations Contact Us Logout

Welcome, DANI

My Services

- My Profile

Applications

- webLGY
- Credit Standards Course
- Life Insurance Online
- myHealthVet
- SAR LSAM Training
- SAR TPSS Training
- VONAPP

Help

VETERANS INFORMATION PORTAL

Announcements

Date	Message
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Featured Items

- Condo Reports - Receive a customized report of VA registered Condominiums across the US.
- Builder Locator - Receive a customized report of VA registered

Veteran Information

- Benefits Information
- Operations Enduring Freedom and Iraqi Freedom
- Compensation and Pension Benefits
- Education Benefits (GI Bill)
- Vocational Rehabilitation & Employment Services
- Benefits for the surviving spouse, dependent children

Loan Guaranty

- Property Management
- Construction & Valuation
- Real Estate Professionals
- VA Monitoring Unit
- Loan Production
- Video Broadcasts

Loan Guaranty Returning Users

- Lenders Handbook

# STEP 3: CLICK REQUEST APPRAISAL

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

**WebLGY**  
Version: 18.2.0.1 Build: 1792

HOME | LOAN ▾ | ELIGIBILITY ▾ | CONTACT RLC

Lender Name: **PENNYMAC LOAN SERVICES LLC** Lender ID: **9023800000** Lender Status: **Active**

**Recently Accessed Loans**

No recently accessed Loans

**Lender WorkSpace**

- Obtain New VA loan number (LIN) for IRRRL Order IRRRL
- Obtain New VA loan number (LIN)
- Request Appraisal**
- Loan Links**
  - Enter New Loan
  - Loan Inquiry
  - Enter LIN
  - Advanced Search
  - Funding Fee Inquiry

## IMPORTANT REMINDER:

- 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 PennymacLoan Services, LLC Lender ID: 9023800000.

# 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

**Request Appraisal/LIN Only**

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 \***

**Select Appraisal Type \***

**Origination Appraisals**  
\* 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.

LAPP -- Lender Appraisal Processing Loans  
 IND -- Individual NOV

**Liquidation appraisals**  
 LGI -- Liquidation of a VA Guaranteed Loan

# 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 (1C). Pennymac Email Address is: [vaappraisal@pennymac.com](mailto: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.

WebLGY | 14.1.2

HOME LOAN ▾ ELIGIBILITY ▾ ADMIN ▾ CONTACT R

**Request Single Property Appraisal: IND Case**

**1. Requester Information**

User Id 9023800000

Name PENNYMAC LOAN SERVICES LLC

Address 6101 CONDOR DR  
MOORPARK, CA 93202

Select a different Branch

Sponsor's Identification Number

1B. Requester Phone Number, Extension, Name\*   
(Please provide full 10-digit phone number last name)

1C. E-mail Address\*   
(Address where notification will be sent when it by \';' for multiple emailIds.)

1D. Institution's Case Number

# STEP 6: AUTHORIZING PARTY

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

The screenshot shows a web application interface with a dark navigation bar at the top containing the links: HOME, LOAN (with a dropdown arrow), ELIGIBILITY (with a dropdown arrow), and CONTACT RLC. Below the navigation bar is a dark blue header for the current section, labeled '2. Person Authorizing This Request', with the number '2.' highlighted in a red box. The form contains three input fields, each with a yellow highlight: 'Name\*' (a single wide field), 'Title' (a single wide field), and 'Phone Number\*' (two separate fields for area code and number). All fields are currently empty.

# STEP 7: PROPERTY INFORMATION

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

**WebLGY 11.3**  
HOME LOAN ▾ ELIGIBILITY ▾ CONTACT RLC

### 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  **Only when applicable**  
Condo/PUD Builder

3B. Name of Owner

#### 3C. Property Address

**Items with "\*" are REQUIRED input**

Street Number\*

Address One Text\*

Address Two Text

City\*

State\*

County\*  Select the State first

Zip\*  -

**Verify Property Address**

**WebLGY 11.3**  
HOME LOAN ▾ ELIGIBILITY ▾ CONTACT RLC

3D. Legal Description of the Property\*

3E. Title Limitations and Restrictive covenants

3F. Mineral Rights Reserved?

Please Explain

3G. Annual Real Estate Taxes

3H. Sale or Refinance?\*  **Sale Price  
Refinance Price  
Conditional Appraisal**

Sale or Refinance Amount \$

3I. Proposed Sale contract Provided?

3J. Is Buyer Purchasing Lot Separately?

**WebLGY 11.3**  
HOME LOAN ▾ ELIGIBILITY ▾ CONTACT RLC

#### 3K. Property Occupancy Information

Property Occupancy  **Occupied By Owner  
Never Occupied  
Vacant  
Occupied By Tenant  
N/A**

Rent per Month

Name of Occupant

Occupant Phone Number

#### 3L. Broker Information

Name

Phone Number

#### 3M. Keys Location Information

Address

Telephone

# 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](mailto:vaappraisal@pennymac.com)

5. Firm or Person Making Request/Application	
Name	<input type="text"/>
Address Line One	<input type="text"/>
Address Line Two	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/> - <input type="text"/>

  

6. Applicable Lender Point of Contact(POC)	
Name*	<input type="text"/>
Phone Number*	<input type="text"/>
E-Mail Address*	<input type="text"/>

# STEP 9: CONTINUING THE FORM

Complete the Building and Builder Information sections:

**7D. Building**

Status\*

Proposed  
 Existing  
 Built less than one year and never occupied

Builder ID

(Required if Building Status is "Proposed")  
[Condo/PUD Builder](#)

**7E. Builder Information**

No Builder ID

Builder Name

Address One

City, State and Zip Code

Phone Number

Construction completion Date

Building Type

Factory Fabricated

Number of Buildings

Number of Living Units\*

1 Family Unit  
 2 Family Units  
 3 Family Units  
 4 Family Units  
 5 Family Units

# 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

**Application Submission**

Please verify the following information and read the statements below.

FEDERAL STATUTES PROVIDE SEVERE PENALTIES FOR FRAUD, INTENTIONAL MISREPRESENTATION, CRIMINAL CONNIVANCE OR CONSPIRACY PURPOSED TO INFLUENCE THE ISSUANCE OF ANY GUARANTY OR INSURANCE BY THE SECRETARY OF VETERANS AFFAIRS.  
By checking this box, you certify, to the best of your knowledge, that the information entered was correct.  
Lenders - You also certify that this form was submitted on behalf of the veteran and you will be able to provide the signed form upon request. Please keep a signed copy of VA form 28-1880 with the loan package.

I Certify

Please provide an email address. This email address will be used to notify you of the progress of this application

Submit

# VA APPRAISAL TURN TIMES

## Contacting the Borrower:

From the date of the appraisal order, the VA Appraiser has up to 5 business days 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 5 business days.

## 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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