

Introduction

This informational document will guide users through the process of requesting a VA appraisal. Please note that the following are required to order a VA appraisal properly:

- The loan must be registered in AmeriTrust Broker Portal .
- The broker must request the Certificate of Eligibility (COE) before ordering the appraisal.
- The appraisal order must include AmeriTrust VA Lender ID (7061490000).
- The broker is responsible for paying the appraisal fee once the appraisal is complete.

Reminder: Appraisals are not required on Interest Rate Reduction Refinance Loans (IRRRLs).

Click the applicable link view the process:

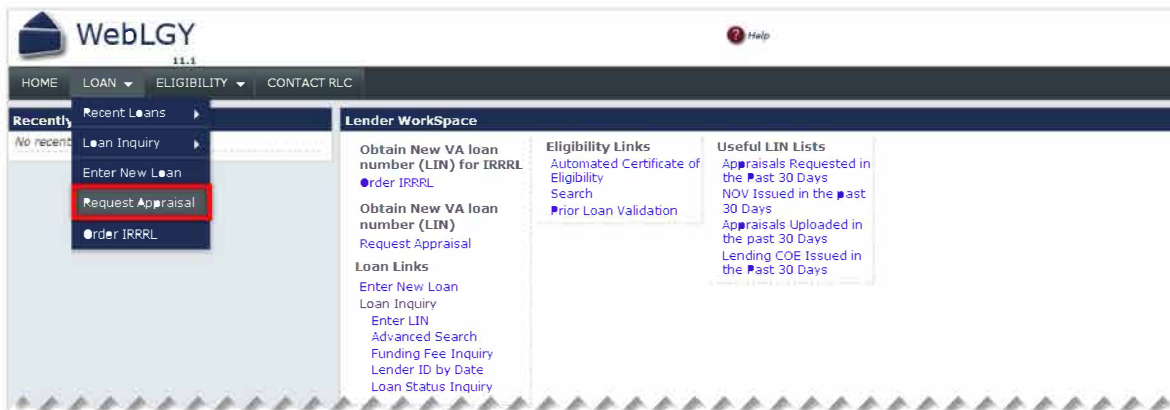
- [How to Request an Appraisal](#)
- [Frequently Asked Questions \(FAQ\)](#)
 - [How can I order a Certificate of Eligibility \(COE\)?](#)
 - [How can I obtain a new VA LIN number for a VA IRRRL?](#)
 - [How can I search for an existing LIN number?](#)

How to Request an Appraisal:

1. Log into the [VA Loan Guaranty \(LGY\)](#).

Note: AmeriTrust does not have access to your login information for WebLGY; please contact your company's support team for login information.

2. Click **Loan > Request Appraisal**.



3. Select **LAPP - Lender Appraisal Processing Loans** as the appraisal type.
4. Enter the **Veteran/Surviving Spouse SSN** and **Year of Birth (YOB)**.
5. Click **Submit** to associate a COE to the Appraisal.

*** 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

*** Enter Veteran/Surviving Spouse SSN & Year of Birth (YOB) to associate a COE to the Appraisal:**

SSN 1: YOB 1:

SSN 2: YOB 2:

SSN 3: YOB 3:

6. Ensure the information is for the correct applicant and the COE status indicates Approved.

Note: If a COE does not appear, order a COE before continuing.

7. Click the radio icon for the **Primary Obligor** and select **Submit** to continue.

*** Select Veteran/Surviving Spouse to be the Primary Obligor:**

Name	SSN	Date of Birth	COE Status	Primary Obligor
			Approved	<input checked="" type="radio"/>

8. Complete the required* fields and be sure to include the following in addition, be sure to include your AmeriTrust Account Manager's email address in the **E-mail address** field. This notifies AmeriTrust the appraisal has been ordered and completed, which will facilitate a timely NOV issuance.

i. **Section 2 (Person Authorizing This Request):**

- o Enter your contact information in each field.

ii. **Section 3 (Property Information):**

- o Enter the property information.
- o Be sure to click the **Verify Property Address** link to ensure the address information is entered correctly.
- o In the **Legal Description of the Property field**, provide a complete legal description of the property. If the legal description is too long, upload a copy of the complete legal description into WebLGY on the same day the assignment is made.

iii. **Section 4 (Leasehold Cases):**

- o Complete this section as applicable.

iiii. **Section 5 (Firm or Persona Making Request/Application):**

- o Enter your information.

lv. **Section 6 (Applicable Lender Point of Contact):**

- o Ensure the Point of Contact (POC) information is accurate and the POC can provide access to the property for the appraiser.

lv. **Section 7 (Property Facts):**

- o Complete all fields as applicable.

lvi. **Section 8 (Warranty/Warrantor Information):**



- o Complete all fields as applicable.

9. **Section 9 (Purchaser Information):**

- o Complete all fields as applicable.

9. Review the Terms of Responsibility.

10. Check the box and click submit to send your appraisal request.

Certification For Submissions to VA
 On receipt of "Notice of Value" of advice from the Department of Veterans Affairs that a "Notice of Value" will not be issued, we agree to forward to the appraiser the approved fee which we are holding for the appraiser.

WARNING: Warning: Section 1010 of Title 18, U.S.C. provides: "Whoever for the purpose of ...influencing such Administration ...makes passes, utters or publishes any statement knowing the same to be false ...shall be fined not more than \$5,000 or imprisoned not more than two years or both."

Acceptance of Responsibility

By selecting the CHECKBOX above, you are certifying that you are requesting an appraisal by the VA appraiser to be assigned automatically by TAS and you are aware that you are responsible for any cost 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 the 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 you do not wish to make this appraisal assignment, do not select the CHECKBOX and you will be returned to the requestor screen.

Submit **Reset**

11. If you need to upload a sales contract, click the **Upload Sales Contract** link.

HOME LOAN ELIGIBILITY ADMIN CONTACT RLC

LIN: RLC: Appraisal Type: LAPP - Origination Status: Out for Appraisal

Your appraisal order was successful! As a best practice, VA recommends that you obtain a COE as early in the loan process as possible. By doing so you are ensuring that the Veteran is getting a great service and any concerns with eligibility can be addressed promptly. If you have any questions or concerns about the COE for your Veteran please call [redacted].

Thank you for your continued support of Veterans and the VA Home Loan program.

[View Printable 1805](#) **Upload Sales Contract**

Note: For purchase transactions, upload a copy of the sales contract and any construction exhibits into WebLGY on the same day the assignment is made. Refer to [VA Handbook](#) for format requirements.

12. Print the Request for Appraisal (VA Form 26-1805) for your Records.

HOME LOAN ELIGIBILITY CONTACT RLC

You may print this to keep for your records.

RESPONDENT BURDEN: We need this information to request an appraisal on the property for which VA guarantee of the loan is requested (38 U.S.C. 3701(b)). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 12 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBIN/VA-EPA.html#VA. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form. Your obligation to respond is required to obtain or retain this benefit.

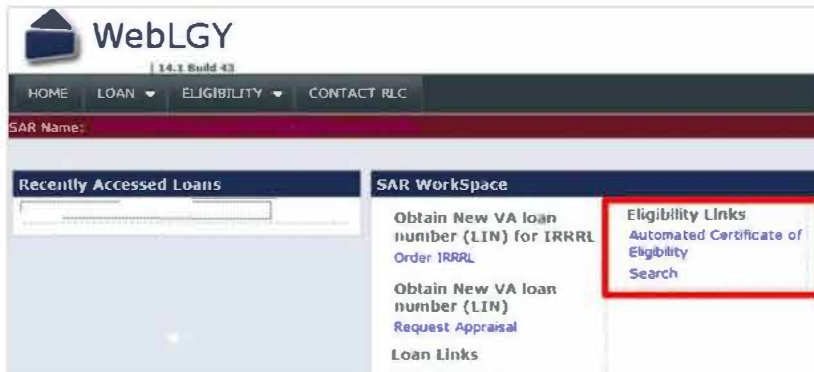
Department of Veterans Affairs		VA REQUEST FOR DETERMINATION OF	
1. CASE NUMBER -- LAPP 25-25-6		3. LEGAL DESCRIPTION lot 10	
2. PROPERTY ADDRESS (Include ZIP Code and County) 1111 ELM ROAD TRUMBULL County		6. LOT DIMENSIONS 0.0 x 0.0 1. IRREGULAR: 0.0	
5A. NAME AND ADDRESS OF FIRM OR PERSON MAKING REQUEST/APPLICATION (Include ZIP Code) -- LAPP		7. UTILITIES ELECTRIC - WATER -	
5B. E-MAIL ADDRESS (TO BE NOTIFIED WHEN APPRAISAL IS UPLOADED): steve.varise@va.gov		8. EQUIP.:	
9. BUILDING STATUS: Existing	10. BUILDING TYPE:	11. FACTORY FABRICATED? NO	12A. NO. OF BUILDINGS: LIV 0 1
14A. CONSTRUCTION WARRANTY INCLUDED? (If "Yes" complete items 14B and 14C also) NO	14E. NAME OF WARRANTY PROGRAM:	14C. EXPIRATION D	
16. NAME OF OWNER:	17. PROPERTY: Occupied By Owner		
18. NAME OF OCCUPANT:	20. TELEPHONE NO.:	21. NAME OF BROK	



Frequently Asked Questions (FAQ):

How can I order a Certificate of Eligibility (COE)?

1. Click the **Automated Certificate of Eligibly Link** from the Home screen.



2. Enter the borrower's name and SSN and click **Submit**.

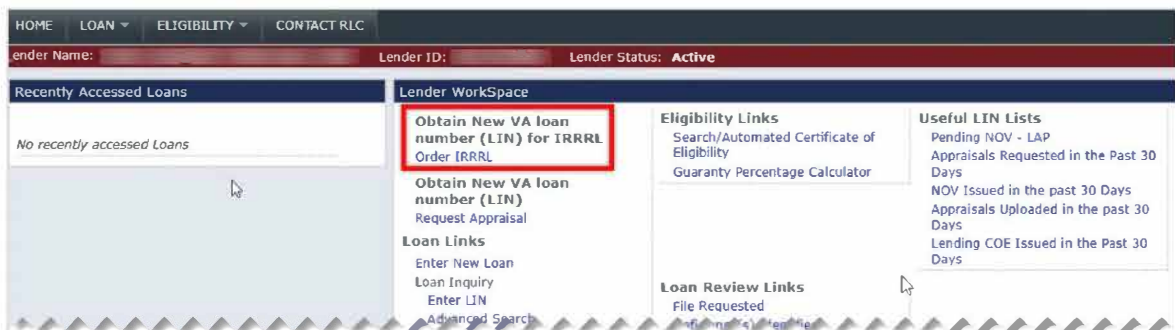


- o If the search function produces a COE, review the COE for accuracy. If the COE is correct, you can print the COE without completing an electronic application.
- o If the Search function does not produce a COE or a COE is not suitable and needs correction, submit and electronic application use the New Application hyperlink to order a COE.

Note: Please reference the VA's full guide: [How To Order a Certificate of Eligibility](#) for more details.

How can I obtain a new VA LIN number for a VA IRRRL?

1. Access the Home screen and select **Order IRRRL**.



2. Enter the information below and click **Submit**.



- o The LIN of the current Loan being refinanced with an IRRRL or the Veterans SSN.
- o The Birth Month and Year of the veterans' birth date.

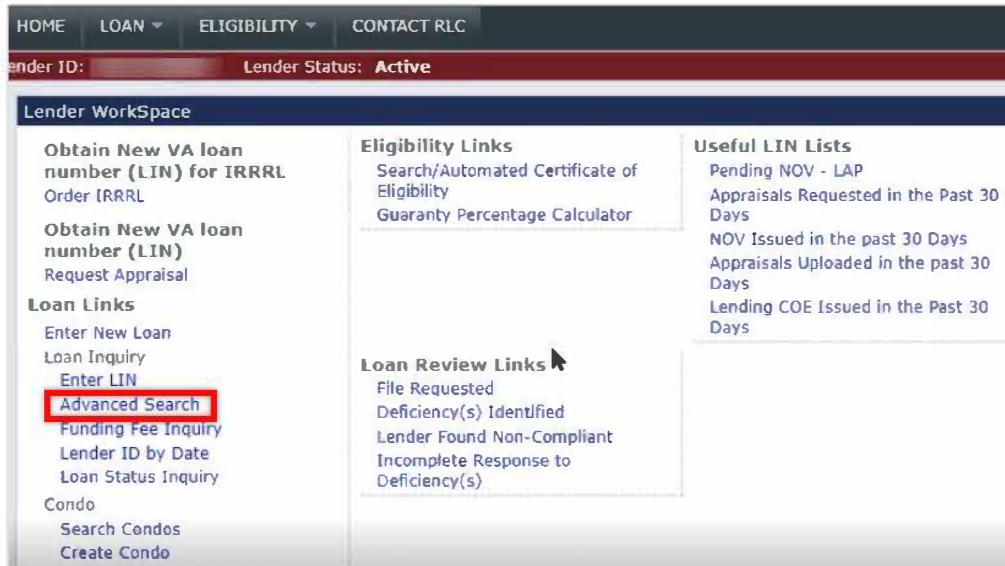
Note: If the veteran does not have an active VA loan, it will return an error message. If an active VA loan is located, then WebLGY will prompt the user to review the loan information.

3. Review the loan information for accuracy.
4. Enter AmeriTrust VA Lender ID: 7061490000 in the **Sponsor's Identification** field.
5. Click **Submit** to continue.

Note: Once an IRRRL is ordered successfully, a summary page appears with a successfully ordered message. Print the page or save the new case number.

How can I search for an existing LIN number?

1. Select **Advanced Search** from the Home screen.



2. Enter any known information about the loan in the search fields.
3. Click **Submit**.
4. Select any **LIN number** to review the loan information from the list of items found that matched your search.