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Web Site www.vba.va.gov/houstonrlc.htm

BULLETIN NO. 2006-10-Revised

May 26, 2006

TO: ALL SERVICERS AND HOLDERS

SUBJ: ELECTRONIC SUBMISSION OF DOCUMENTS

Purpose

The purpose of this bulletin is to advise servicers and holders that additional electronic mailboxes are now available for the transmission of servicing and foreclosure documents to the Houston Regional Loan Center (RLC).

Types of Documents

Most documents and forms can be e-mailed or faxed directly to VA employees. Please see the Loan Administration Telephone List on the RLC website, **www.vba.va.gov/houstonrlc.htm**. The list provides e-mail addresses and fax numbers for every Loan Administration employee. Special mailboxes, named below, have been established to receive the following documents:

- Notice of Default (VA Form 26-6850)
- Notice of Default and Intention to Foreclose (VA Form 26-6850a)
- Notice of Intention to Foreclose (VA Form 26-6851)
- Status of Loan Account – Foreclosure or Other Liquidation [VA 26-567 (362)]
- Notice of Election to Convey and/or Invoice for Transfer of Property, VA Form 26-8903

Format Required

The format required for documents is Portable Document Format (.PDF). We will continue to accept the VA 26-567 (362) form in Excel format. Attach the document to an e-mail message. Please send only one document per e-mail message. When addressing your e-mail message, put the VA Loan Identification Number (LIN) in the SUBJECT block using all 12 digits, e.g. 62-62-6-1234567. Also, please name or rename the .PDF file itself with the VA LIN. Do not use 1234567.

E-Mail Addresses

Submit the Notice of Default (VAF 26-6850), the Notice of Default and Intention to Foreclose (VAF 26-6850a), and the Notice of Intention to Foreclose (VAF 26-6851) to **vbahoulgynodnoi@vba.va.gov**.

Submit the Status of Loan Account – Foreclosure or Other Liquidation [VA 26-567 (362)] to **lgyvaf567@vba.va.gov**.

Submit the Notice of Election to Convey and/or Invoice for Transfer of Property (VAF 26-8903) to **vbahoulgyconvey@vba.va.gov**.

VA Forms

Forms can be downloaded from our website, www.vba.va.gov/houstonrlc.htm. Click on **VA Forms** to go to the **VA Electronic Forms** Website and download VAF 26-6850, VAF 26-6850a, VAF 26-6851, and VAF 26-8903. VA 26-567 (362) can be downloaded by clicking on **Local Forms** at the website.

Questions and Comments

If you have questions or comments concerning this bulletin, please contact Helen Galer, Loan Administration Officer, at 713-383-1799 or Helen.Galer@vba.va.gov.

R. BIAGIOLI
Loan Guaranty Officer