

Appraiser Information



Appraisal Portlet

Appraiser Landing Page

Appraisers will see a new landing page when logging into the portal. The appraiser's landing page will display a short list of pending work. From this listing of pending cases the appraiser may click through to view a selected case. The appraiser can view the entire list of cases assigned on My Appraiser Workspace.

VA Home VIP Home Veteran Services Business About V

Welcome, VICTORIA

- My Services
 - My Profile
- Applications
 - [Redacted]
 - [Redacted]
 - CPB
 - Life Insurance Online
 - myHealthVet
 - VONAPP

VETERANS INFORMATION PORTAL

Appraiser Portlet

Pending Assignments

Name :	VICTORIA	ID:	[Redacted]	Status:	A
LIN	Assignment Date	Upload Indicator			
45-45-6	06/07/2010	Required			

Lookup Current / Previous Appraisal Request

LIN Format (xx-xx-x-xxxxxxxx)

[My Appraiser WorkSpace](#)

Announcements

Date	Message

Featured Items

Click on LIN to view Assignment Summary

Click on My Appraiser Workspace

Appraisal Landing Page

Important New Features

Appraiser ID

An important change that will be displayed on the landing page is the Appraiser ID. The Appraiser ID has been changed to a seven digit format. The ID will be displayed on many different portal pages for appraisers. Please make sure to save your ID in a safe place.

Pending Assignments

Recently assigned cases will be displayed under pending assignments. These cases will have a status of out for appraisal.

Lookup Current/Previous Appraisal Request

This function allows the user to locate any record that has been assigned to their Appraiser ID. Enter the full twelve digit VA Loan identification number.

My Appraiser Workspace

My Appraiser Workspace will link the appraiser to a comprehensive list of cases that have been assigned to the Appraiser ID.

Note: E-appraisal and TAS will no longer be available for appraisers when they log into the portal.

Assignment Summary Page

Appraiser will upload appraisals and sales contracts, modify property address, and update fee appraiser value estimate. It is very important that both the appraisal and sales contract are uploaded concurrently if no appraisal has been uploaded.

My Appraiser Workspace

The screenshot shows the 'My Appraiser Workspace' interface. At the top, there is a navigation menu with links: VA Home, VIP Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Logout. Below the menu, the page title is 'My Appraiser WorkSpace' with a 'Home' link. The main content area is divided into several sections:

- Appraiser Information:** Appraiser Name: VICTORIA, Appraiser ID: [blank], Appraiser Status: A
- Lookup Current / Previous Appraisal Request:** A search box with a 'Submit LIN' button and a note 'LIN Format (00-00-X-0000000)'
- Assignment Cancelled In Past 72 Hours:** A table with columns: Assignment Number, Assignment Date, Status / Disposition, Appraisal Type, Property Address.
- Pending Assignments:** A table with columns: Assignment Number, Assignment Date, Appraisal Type, Property Address, Sales Contract Uploaded. It shows 1 pending assignment: 45-45-6 [blank] on 06/07/2010, LAP, PHOENIX, AZ 85012, Required.
- Locate Case:** A section with a 'Click on a link to View' and three links: 'Loans Cancelled in the Past 90 Days', 'Assignments in the Past 90 Days', and 'Cases with Appraisals Uploaded in the Past 30 Days'.

A red arrow labeled 'LINKS' points to the navigation menu and the 'Locate Case' section.

The My Appraiser Workspace organizes the appraiser's workload in a manageable order. My Appraiser Workspace links to the appraiser's cases and personal information. On this page, appraisers may find cases and perform tasks.

Cases are listed under several categories.

- Assignments Cancelled in the Past 72 Hours
- Pending Assignments
- Loans Cancelled in the Past 90 days
- Assignments in the Past 90 days
- Appraisals Uploaded in the Past 90 days

Assignments will be listed in groups of 20 cases with the oldest assignment displayed first by assignment date. If there are more than 20 assignments provided, then a link to view all assignments will be displayed.

Appraiser Personal Information

- Personal/Business Profile
- Most Recent Unavailability
- GEO Area

An appraiser may click on any link on this page to view assignments details and personal information.

Assignment Summary

The screenshot shows a web form titled "Assignment Summary" with a breadcrumb trail: Home > My Appraiser Workspace > Assignment Summary. The form is divided into several sections:

- Assignment Summary:** Assignment Number: 45-45-4, Appraisal Type: LAP-Origination, Assignment Date: 06/07/2010, Status: Out for Appraisal, RLC: 345, Status Date: 06/07/2010.
- Requester Details:** Name, Id, Request Received Date: 06/07/2010.
- Property Description / Purchaser Details:** Street Number, Address Line 1, Address Line 2, City: PHOENIX, County: MARICOPA, State: Arizona, Zip, Purchaser Name.
- Assignment Details:** Date Last Updated: 06/07/2010, Sale Price: \$125,000, Legal Description: downtown, lot 40, Fee Appraiser Value Estimate.
- Documents Upload:** Appraisal Report File, Sales Contract File, with "Browse..." buttons.
- Buttons:** Submit, Reset Form.
- Documents Upload History:** A table with columns: Date Uploaded / Generated, Document Type, Document Name, Correspondence Type, User Preparing Correspondence.

Red annotations include:

- An arrow pointing to the "Fee Appraiser Value Estimate" field with the text "Enter Value".
- An arrow pointing to the "Appraisal Report File" field with the text "Upload Appraisal and Sales Contract Concurrently".
- An arrow pointing to the "Sales Contract File" field with the text "Upload Appraisal and Sales Contract Concurrently".

When an appraiser clicks on a VA case number, they will be directed to the Assignment Summary screen. Appraisers who are authorized to access an appraisal case may view a case assignment summary. The purpose of the Appraisal Assignment Summary page is to give the appraiser an overview of the appraisal record, a place to upload documents and retrieve the most recently uploaded appraisal and/or sales contract.

All appraisal work will be completed on the Assignment Summary page. In order to complete any task, the appraiser will click the **Submit** button in order to save changes.

Appraiser Work Tasks

- An appraiser may click to open their most recently uploaded appraisal/sales contract documents.
- An appraiser may select links to View/Print VA Form 26-1805
- An appraiser may select links to My Appraiser Workspace or go to Appraiser Assignment Detail.
- An appraiser may upload Appraisal and Sales Contract.
- An appraiser may enter Fee Appraiser Value Estimate.
- An appraiser may modify the address.

Assignment Details

VA Home VIP Home Veteran Services Business About VA Media Room Locations Contact Us Logout			
Home > My Appraiser Workspace > Assignment Detail			
Assignment Detail Home			
View / Print 1805 Assignment Summary		Assignment Number: 45-45-6[redacted] Appraisal Type: LAP-Origination	Assignment Date: 06/07/2010 RLC: 345 Status: Out for Appraisal Status Date: 06/07/2010
Assignment Description		Appraisal Information	
Address:		Fee Appraiser Value	
County: MARICOPA		Estimate:	
Legal Description: downtown, lot 40		Expiration Date:	
Proposed / Existing Structure:		Report Date:	
Request Received Date: 06/07/2010		Upload Date:	
		Assignment Date: 06/07/2010	
		Appraiser Name and ID: VICTORIA [redacted]	
		Appraiser Address:	
		Appraiser Phone Number:	
		Appraiser Email Address:	
NOV / SAR Information		Requester Information	
Est Reasonable Value:		Appraisal Originator / Requester Type: Lender	
CRV / NOV Expiration Date:		Requester Name and ID: [redacted]	
NOV Issue Date:		Address:	
SAR Name and ID:		0000	
Address:		Lender Loan Number:	
Phone Number:		Sponsor Name and ID:	
Email Address:		Appraisal Requested By: VICTORIA [redacted]	

From the Assignment Summary page, an appraiser may click on the Assignment Details page. The purpose of the Appraiser Assignment Details page is to give the appraiser a read-only overview of the appraisal record.

Assignment Details

<ul style="list-style-type: none"> Assignment Description <ul style="list-style-type: none"> Property Address 	<ul style="list-style-type: none"> NOV/SAR Information <ul style="list-style-type: none"> Estimated Reasonable Value Amount
<ul style="list-style-type: none"> Property County 	<ul style="list-style-type: none"> CRV/NOV Expiration Date
<ul style="list-style-type: none"> Legal Description 	<ul style="list-style-type: none"> NOV Issue Date
<ul style="list-style-type: none"> Proposed/Existing Structure 	<ul style="list-style-type: none"> SAR Name and ID
<ul style="list-style-type: none"> Request Received Date 	<ul style="list-style-type: none"> SAR Address
<ul style="list-style-type: none"> Appraisal Information 	<ul style="list-style-type: none"> SAR Phone Number
<ul style="list-style-type: none"> Fee Appraiser Value Estimate 	<ul style="list-style-type: none"> SAR e-Mail Address
<ul style="list-style-type: none"> Expiration Date 	<ul style="list-style-type: none"> NOV/SAR Information
<ul style="list-style-type: none"> Report Date 	<ul style="list-style-type: none"> Estimated Reasonable Value Amount
<ul style="list-style-type: none"> Upload Date 	<ul style="list-style-type: none"> CRV/NOV Expiration Date
<ul style="list-style-type: none"> Assignment Date 	<ul style="list-style-type: none"> NOV Issue Date

Assignment Details

• Appraiser Name and ID	• SAR Name and ID
• Appraiser Address	• SAR Address
• Appraiser Phone Number	• SAR Phone Number
• Appraiser e-Mail Address	• SAR e-Mail Address

• Requester	• Purchaser/Owner Information
• Appraisal Originator/Requester Type	• Purchaser/Owner Name
• Requester Name and ID	• Purchaser/Owner Address
• Requester Address	• Sale Price of Property
• Lender Loan Number	• Refinancing Amount of Proposed Loan
• Sponsor Name and ID	• Is Buyer Purchasing Lot Separately (26)
• Appraisal Requested By	

• Property Information	• New or Proposed Construction
• Title Limitations and Restrictive Covenants	• Builder Information
• Lot Dimensions	• Builder Name and ID
• Width	• Builder Address
• Length	• Builder Phone Number
• Total Square Feet	• Builder e-Mail
• Irregular	• Warrantor Information
• Acres	• Warrantor Name
• Source of Utilities	• Warrantor Address)
• Electric	• Warrantor Phone Number
• Gas	Other Information
• Water	• Point of Contact (POC)
• Sewage	• POC Name
• Acres	• POC Phone Number
• Equipment	• POC e-Mail
• Building	• Annual Real Estate Taxes
• Building Status	• Are There Mineral Rights Reserved
• Building Type	• Mineral Rights Explanation
• Factory Fabricated	• Leasehold Cases
• Number of Buildings	• Lease Is
• Street Access	• Lease Expiration Date
• Number of Living Units	• Annual Ground Rent
• Street Maintenance	New or Proposed Construction
• Warranty	• Builder Information
• Construction Warranty Included?	• Builder Name and ID
• Construction Completion Date	• Builder Address
• Name of Warranty Program	
• Warranty Expiration Date	
• Occupancy	
• Property Occupancy	

• Monthly Rent	
• Occupant Name	
• Occupant Phone Number (53)	
• Broker Name (54)	
• Broker Phone Number (55)	
• Address Where Keys Are Located (56)	

View/Print VAF 26-1805

The 1805 is linked from the Assignment Summary page and the Assignment Details page.

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(d)), 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/OMB/INVA_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.

OMB Approved No.:
2900-0045
Respondent Burden:
12 minutes

Department of Veterans Affairs		VA REQUEST FOR DETERMINATION OF REASONABLE VALUE (Real Estate)					
1. CASE NUMBER -- LAPP 45-45-6-2737306		3. LEGAL DESCRIPTION Downtown, lot 40			4. TITLE LIMITATIONS RESTRICTIVE COVENANTS		
2. PROPERTY ADDRESS (Include ZIP Code and County) PHOENIX, AZ MARICOPA County		5A. NAME AND ADDRESS OF FIRM OR PERSON MAKING REQUEST/APPLICATION (Include ZIP Code) -- LAPP 0.			6. LOT DIMENSIONS: 1. IRREGULAR: SQ/FT 2. ACRES:		
5B. EMAIL ADDRESS (TO BE NOTIFIED WHEN APPRAISAL IS UPLOADED): janet.lintz@va.gov		7. UTILITIES ELECTRIC - _____ GAS - _____ WATER - _____ SEWER - _____			8. EQUIP.:		
9. BUILDING STATUS:		10. BUILDING TYPE:	11. FACTORY FABRICATED? NO	12A. NO. OF BUILDINGS:	12A. NO. OF LIVING UNITS:	13A. STREET ACCESS:	13B. STREET MAINTENANCE.:
14A. CONSTRUCTION WARRANTY INCLUDED? (If "Yes", complete items 14B and 14C if so) NO		14B. NAME OF WARRANTY PROGRAM:		14C. EXPIRATION DATE:	15. CONSTRUCTION COMPLETED:		
16. NAME OF OWNER:		17. PROPERTY: Occupied By Owner			18. RENT (if applicable)		
19. NAME OF OCCUPANT:		20. TELEPHONE NO.:		21. NAME OF BROKER:	22. TELEPHONE NO.:		
23. KEYS AT (Address)		24. ORIGINATOR'S IDENT. NO.:		25. SPONSOR'S IDENT. NO.:	26. INSTITUTION'S CASE NO.:		
27. PURCHASER'S NAME AND ADDRESS (complete mailing address, include ZIP Code)		<p style="text-align: center;">EQUAL OPPORTUNITY IN HOUSING</p> <p style="text-align: center;"><small>NOTE: Federal laws and regulations prohibit discrimination because of race, color, religion, sex, or national origin in the sale or rental of residential property. Numerous State statutes and local ordinances also prohibit such discrimination. In addition, section 805 of the Civil Rights Act of 1968 prohibits discriminatory practices in connection with the financing of housing. If VA finds there is noncompliance with any antidiscrimination laws or regulations, it may discontinue business with the violator.</small></p>					
28. NEW OR PROPOSED CONSTRUCTION (complete items 28A through 28E for new or proposed construction cases only)							
28A. NAME AND ADDRESS OF BUILDER		28B. VA BUILDER ID NO.:	28C. TELEPHONE NO. (Include Area Code)	28D. NAME AND ADDRESS OF WARRANTOR:		28E. TELEPHONE NO. (Include Area Code)	
29. APPLICABLE POINT OF CONTACT (POC) INFORMATION Name: Phone: Email:		30. ANNUAL REAL ESTATE TAXES		31. LEASEHOLD CASES (complete if applicable)		31. MINERAL RIGHTS RESERVED?	
		31. MINERAL RIGHTS RESERVED?	32A. LEASE IS:	32B. EXPIRES date			

The 1805 link allows appraisers to view or print the 26-1805 form for any specific single case.

Upload Appraisal and Sales Contracts

Important Note: The Sales Contract and the Appraisal Report have to be uploaded at the same time if no appraisal exists.

The screenshot shows the VA Home portal interface. At the top, there are navigation links: VA Home, VIP Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Logout. Below this is the breadcrumb trail: home > My Appraiser Workspace > Assignment Summary. The main content area is titled "Assignment Summary" and includes a "Home" link. It displays assignment details: Assignment Number: 45-45-d, Assignment Date: 06/07/2010, RLC: 345, Appraisal Type: LAP-Origination, Status: Out for Appraisal, and Status Date: 06/07/2010. There are links for "View / Print 1805 Assignment Detail". The "Requester Details" section shows Name, Id, and Request Received Date: 06/07/2010. The "Assignment Details" section shows Date Last Updated: 06/07/2010, Sale Price: \$125,000, Legal Description: downtown, lot, and Fee Appraiser Value Estimate. A "Documents Upload" section has two "Browse..." buttons. A "Choose file" dialog box is open, showing the Desktop folder with various files and folders, including "10-C392-VBA-06.doc".

Upload Instructions

- Appraiser clicks on the Browse button on the Assignment Summary page.
- A box will appear that will allow the appraiser to browse for the document.
- First retrieve the Sales Contract File.
- Once the document is found then double click on the document.
- Once the document path is located within the Document Upload function then locate the Appraisal Report File.
- If no appraisal record has been uploaded then both the sales contract and the appraisal report will have to be uploaded concurrently.
- Once the Sales Contract File and the Appraisal Report file are located then select **Submit** to complete the upload process.

The screenshot shows the "Documents Upload" form. It has two input fields: "Appraisal Report File" with the path "C:\Documents and Settings\lgysvar\l\Desktop\10-C392" and "Sales Contract File". Both fields have "Browse..." buttons. Below the fields are "Submit" and "Reset Form" buttons. A red arrow points from the "Submit" button to the "Appraisal Report File" field. A red text box says "Once the Appraisal is located then Click Submit to upload". Below the form is a "Documents Upload History" table with columns: Date Uploaded / Generated, Document Type, Document Name, Correspondence Type, and User Preparing Correspondence.

Left Navigation Read Only Information Pages

The My Appraiser Workspace has links to the appraiser's personal information. The Personal/Business Profile page, Unavailability page and the GEO area page are read-only pages for the appraiser.

My Appraiser Workspace links to personal information.

The screenshot shows the 'My Appraiser Workspace' page. The top navigation bar includes: VA Home, VIP Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, Logout. The breadcrumb trail is: Home > My Appraiser Workspace. The page title is 'My Appraiser WorkSpace'. On the left, there is a navigation menu with links: Personal / Business Profile, Most Recent Unavailability, and GEO Area. Red arrows labeled 'LINKS' point from this menu to the corresponding sections on the right. The main content area shows: Appraiser Name: VICTORIA, Appraiser ID: [redacted], Appraiser Status: A. Below this is a 'Lookup Current / Previous Appraisal Request' section with a search box and a 'Submit LIN' button. The LIN Format is (00-00-00-00000000). There are two tables: 'Assignment Cancelled In Past 72 Hours' and 'Pending Assignments'. The 'Pending Assignments' table has 6 columns: Assignment Number, Assignment Date, Appraisal Type, Property Address, and Sales Contract Uploaded. It shows one pending assignment with ID 45-45-6- [redacted] on 06/07/2010, type LAP, in PHOENIX, AZ 85012, with a 'Required' sales contract. At the bottom, there is a 'Locate Case' section with links to view cancelled assignments and cases with appraisals uploaded in the past 90 and 30 days.

Personal/Business Profile

The screenshot shows the 'Personal/Business Profile' page. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is: Home > My Appraiser Workspace > Personal/Business Profile. A red arrow points from the text 'Top Navigation Links back to My Appraiser Workspace' to the 'My Appraiser Workspace' link in the breadcrumb. The page title is 'Personal/Business Profile'. On the left, there is a navigation menu with links: My Appraiser Workspace, Most Recent Unavailability, and GEO Area. A red arrow labeled 'Links to appraiser personal information' points from this menu to the 'Personal Information' section on the right. The main content area shows: Appraiser Name: VICTORIA, Appraiser ID: [redacted], Appraiser Status: A. Below this are two columns of information: 'Personal Information' and 'Business Contact Information'. The 'Personal Information' section includes: License Number: [redacted], License Expiration Date: 09/30/2008, Gender: F, Race: W. The 'Business Contact Information' section includes: Address: [redacted], City: TEMPE, State: AZ, Zip: [redacted], Rep Code: [redacted], Email: [redacted], Phone (work): [redacted], Phone (cell): [redacted], Phone (home): [redacted], Fax: [redacted].

Left Navigation Read Only Information Pages

The My Appraiser Workspace has links to the appraiser's personal information. The Personal/Business Profile page, Unavailability page and the GEO area page are read-only pages for the appraiser.

Unavailability

VA Home	VIP Home	Veteran Services	Business	About VA	Media Room	Locations	Contact Us	Logout
Home > My Appraiser Workspace > Most Recent Unavailability								
Most Recent Unavailability								
My Appraiser Workspace			Appraiser Name: VICTORIA			Appraiser ID:		Appraiser Status: A
Personal / Business Profile			Most Unavailability History					
GEO Area			Appraiser Availability Status			Y		
			Unavailable From Date			08/07/2008		
			Unavailable To Date			08/14/2008		
			Reason for Unavailability			Vacation/classes		
			Requested by Appraiser			Y		

GEO Area

VA Home	VIP Home	Veteran Services	Business	About VA	Media Room	Locations	Contact Us	Logout
Home > My Appraiser Workspace > GEO Area								
GEO Area								
My Appraiser Workspace			Appraiser Name: VICTORIA			Appraiser ID:		Appraiser Status: A
Personal / Business Profile			GEO Area					
Most Recent Unavailability			State	County	City Name	Last Assignment Date		
			AZ	MARICOPA		08/19/2008		
			AZ	MARICOPA	GOODYEAR	08/20/2008		
			AZ	MARICOPA	SURPRISE	09/03/2008		
			AZ	MARICOPA	FOUNTAIN HILLS	04/09/2008		
			AZ	MARICOPA	BUCKEYE	08/14/2008		
			AZ	MARICOPA	LAVEEN	08/26/2008		
			AZ	MARICOPA	LITCHFIELD PARK	04/09/2008		
			AZ	MARICOPA	PHOENIX	06/07/2010		

An appraiser may review personal information and make requests to the Regional Loan Center of jurisdiction to make corrections.

My Appraiser Workspace links to pending cases.

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

Home > My Appraiser Workspace

My Appraiser WorkSpace Home

Personal / Business Profile
Most Recent Unavailability
GEO Area

Appraiser Name: VICTORIA Appraiser ID: Appraiser Status: A

Lookup Current / Previous Appraisal Request

Submit LIN

LIN Format (00-000-0-0000000)

Assignment Cancelled In Past 72 Hours

Assignment Number	Assignment Date	Status / Disposition	Appraisal Type	Property Address

Pending Assignments

Maximum Weekly Assignments Allowed: 99
Total Pending Assignments Found: 1

Assignment Number	Assignment Date	Appraisal Type	Property Address	Sales Contract Uploaded
45-45-6	06/07/2010	LAP	PHOENIX , AZ 85012	Required

Locate Case

Click on a link to View
[Loans Cancelled in the Past 90 Days](#)
[Assignments in the Past 90 Days](#)
[Cases with Appraisals Uploaded in the Past 30 Days](#)

The My Appraiser Workspace has links to past assignments. An appraiser may review past cases and click through each pending list to an individual case assignment.

Loans Cancelled in the Past 90 Days

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

Home > My Appraiser Workspace > Loans Cancelled in the Past 90 Days

Loans Cancelled in the Past 90 Days

Total Pending Cases: 0

LIN	Assignment Date	Status / Disposition	Disposition Date	Appraisal Type	Property Address

Assignments in the Past 90 Days

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

Home > My Appraiser Workspace > Assignments in the Past 90 Days

Assignments in the Past 90 Days

Total Pending Cases: 1

LIN	Assignment Date	Status / Disposition	Disposition Date	Appraisal Type	Property Address
45-45-6	06/07/2010	O	06/07/2010	LAP	PHOENIX , AZ MARICOPA

Appraisals Uploaded in the Past 30 days

[VA Home](#) [VIP Home](#) [Veteran Services](#) [Business](#) [About VA](#) [Media Room](#) [Locations](#) [Contact Us](#) [Logout](#)

[Home](#) > [My Appraiser Workspace](#) > Cases with Appraisals Uploaded in the Past 30 Days

Cases with Appraisals Uploaded in the Past 30 Days

Total Pending Cases: 0

LIN	Assignment Date	Status / Disposition	Disposition Date	Appraisal Type	Property Address
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