

Fee Personnel Request for holding of VA assignments

This information is covered in the Fee Appraiser Handbook & required by VA as your client.

Email form to 39/VA262@va.gov at least 7 days in advance of the date you wish to have your VA appraisal assignments stopped.

In emergency situations that preclude advance notice, please contact VA as soon as possible.

To: CONSTRUCTION AND VALUATION/DENVER REGIONAL LOAN CENTER EMAIL:
39/VA262@VA.GOV FAX NUMBER: (303) 914-5618 (please only use if email unavailable).

FROM: _____ VA ID# _____
Printed VA Fee Panel Member Name

I request to have my assignments stopped for the period of time shown below for the following reason:

- . Vacation
- Other scheduled absence (appraiser education, etc.)
- Workload
- Emergency of illness
- Other:

I request that no new assignments be made beginning (date) _____ and that new assignments resume on (date) _____.

[Note: assignments must be stopped at least five (5) working days prior to the date of actual unavailability. This allows time for any in-transit appraisal assignments to be completed or reassigned by VA. Your signature below acknowledges that you accept responsibility for completing and emailing all pending assignments prior to your departure or contacting VA to arrange for reassignment.]

Appraiser's signature: _____ Date: _____

For VA Use Only

Request approved as indicated above & documented in SIM.

Comments: _____

Date and Initials of C&V Staff: _____