

Effective Date: January 1, 2020

VA Appraisal Ordering Process

VA appraisals are required to be ordered by the client on the VA Loan Guaranty (LGY) Hub. Prior to ordering the appraisal, the Broker/Lender must establish a loan with First Guaranty Mortgage Corporation (FGMC) and include the FGMC loan number with the appraisal order request in WebLGY. The order must also include FGMC’s VA Lender ID (6852450000) and the email address of fgmctpounderwriting@fgmc.com. It is the client’s responsibility to pay the appraisal fee once the appraisal is completed.

If a newly approved client does not have access to the VA Loan Guaranty (LGY) Hub, First Guaranty Mortgage Corporation (FGMC) will provide a service for clients and order the appraisal until the client obtains their login information for the VA Loan Guaranty (LGY) Hub. These requests must be sent to fgmctpounderwriting@fgmc.com.

Step	Action
1	Client to create a loan number in Boost by uploading a 3.2 file.
2	Obtain user ID and password for VA Loan Guaranty (LGY) Hub at https://lgy.va.gov/lgyhub/ .
3	Refer to the VA Lender’s Handbook to ensure the property is eligible for an appraisal. Contact the RLC with questions regarding property eligibility, or if the property is not eligible, but is already the security for a VA loan.
4	Request the Certificate of Eligibility (COE) prior to ordering the appraisal.
5	Client to order the appraisal following the instructions in WebLGY through the VA Loan Guaranty (LGY) Hub. <ul style="list-style-type: none"> • Log in and select WebLGY > Request Appraisal > Select Appraisal Type: LAPP – Lender Appraisal Processing Loans • Enter First Guaranty Mortgage Corporation (FGMC) VA Lender ID: 6852450000

6	<p>Enter all requested information to generate VA Form 26-1805-1, VA Request for Determination of Reasonable Value.</p> <ul style="list-style-type: none">• Include fgmctpounderwriting@fgmc.com in the contact email address to ensure that First Guaranty Mortgage Corporation (FGMC) is notified when the appraisal has been ordered and completed, which will facilitate a timely Notice of Value (NOV) issuance.• The VA Form (26-1805) must have the Client/Broker listed as the Originating Lender and First Guaranty Mortgage Corporation (FGMC) listed as the Sponsor for Wholesale and Non-Delegated Correspondent loans.• Ensure that the Point of Contact (POC) information is accurate, and that the POC can provide access to the property for the appraiser.• Provide a complete legal description of the property. If the legal description is too long for the legal description block on the appraisal request, upload a copy of the complete legal description into WebLGY on the same day the assignment is made.• 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.
7	<p>WebLGY will:</p> <ul style="list-style-type: none">• Assign a case number• Assign an appraiser• Generate a completed VA Form 26-1805-1, VA Request for Determination of Reasonable Value• Email the assignment to the VA-assigned appraiser <p>Note: <i>In most cases, the appraisal will be assigned instantly. If an appraiser is not assigned by WebLGY, notify the RLC of jurisdiction. Requester must not re-enter the information, as a duplicate appraisal request will be generated.</i></p>

8	<p>Client to email First Guaranty Mortgage Corporation (FGMC) at fgmctpounderwriting@fgmc.com once the appraisal order has been placed via the VA Loan Guaranty (LGY) Hub and include the following information:</p> <ul style="list-style-type: none">• FGMC Loan Number• VA Case Number (Loan Identification Number)• Attached printout of VA Form 26-1805-1 (VA Request for Determination of Reasonable Value)
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Appraisal Timeliness

- From the date of the appraisal order, the VA Appraiser has up to two (2) business days to contact the borrower.
- Refer to [VA Appraisal Fee Schedules and Timeliness Requirements](#) for timeliness details, which vary by state and/or county.
- The SAR has up to five (5) business days from the date the completed appraisal is uploaded into WebLGY to issue the Notice of Value (NOV).
- VA does not allow any rush order requests; the client should expect the appraisal to be completed within the turnaround time detailed in the [VA Appraisal Fee Schedules and Timeliness Requirements](#).
- Only the SAR may request appraisal corrections and submit an appraisal dispute.

Appraisal Transfers

Refer to [Chapter 10](#) of the VA Handbook for appraisal transfer requirements.