

When the Broker places the VA appraisal order on the VA Loan Guaranty (LGY) Hub, the Broker must first 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). It is the Broker’s responsibility to pay the appraisal fee once the appraisal is completed.

Step	Action
1	Client to create a loan number in Boost by uploading a 3.2 file.
2	If necessary, 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 Regional Loan Center (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 following the instructions in WebLGY (https://www.benefits.va.gov/homeloans/documents/docs/lender_coe_tutorial.pdf) through the VA Loan Guaranty (LGY) Hub. <ul style="list-style-type: none"> • Login and select WebLGY > Eligibility > Search/Automated Certificate of Eligibility
5	Order the appraisal following the instructions in WebLGY through the VA Loan Guaranty (LGY) Hub. <ul style="list-style-type: none"> • Login and select WebLGY > Request Appraisal > Select Appraisal Type: LAPP – Lender Appraisal Processing Loans • Enter First Guaranty Mortgage Corporation (FGMC) VA Lender ID: 6852450000
6	Enter all requested information to generate VA Form 26-1805-1, VA Request for Determination of Reasonable Value. <ul style="list-style-type: none"> • Reflect FGMC as the Sponsor on the 26-1805-1. • Ensure that the Point of Contact (POC) information is accurate, and that the POC can provide access to the property for the appraiser. • Include the FGMC loan number (Institution Case Number) with the request. • 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, VA Escape Clause 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	Submit your loan to FGMC!

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.