



## LENDER'S STAFF APPRAISAL REVIEWER (SAR) APPLICATION

**PRIVACY ACT NOTICE:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (for example: Authorize release of information to Congress when requested on how many Lenders and/or SARs are participating in LAPP) as identified in the VA system of records, 17VA26, Loan Guaranty Fee Personnel and Program Participant Records - VA, and published in the Federal Register. Your obligation to respond is mandatory. Giving us your SSN account information is mandatory. Applicants are required to provide their SSN under 38 U.S.C. 3702 (d). The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law in effect prior to January 1, 1975, and still in effect.

**RESPONDENT BURDEN:** We need this information to determine your acceptability to participate in the VA Lender Appraisal Processing Program (LAPP) as a lender Staff Appraisal Reviewer (SAR) 38 U.S.C. 3702 (d) and 38 CFR 36.4347. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 5 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 control numbers can be located on the OMB Internet Page at [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

**IMPORTANT:** Please type or print. Must be legible.

### SECTION I - STAFF APPRAISAL REVIEWER (SAR) NOMINEE

1. FULL NAME

2. SOCIAL SECURITY NUMBER

3. RESIDENTIAL ADDRESS

4. BUSINESS NAME AND ADDRESS (WHERE SAR LOCATED)

5. BUSINESS TELEPHONE NUMBER (Include area code)

6. 10-DIGIT VA LENDER ID FOR OFFICE WHERE REVIEWER LOCATED

7. FAX NUMBER (Include area code)

8. E-MAIL ADDRESS

### STAFF APPRAISAL REVIEWER NOMINEE'S STATEMENTS AND CERTIFICATIONS:

**PREVIOUS LAPP APPROVAL** - If I was previously approved by VA as a LAPP Staff Appraisal Reviewer (SAR), the SAR ID number assigned was \_\_\_\_\_.

**DISCLOSURE OF SANCTIONS** - I have not been suspended, debarred or had a similar sanction taken against me by any Federal or State entity or any professional organization. I am not aware of any unresolved investigation involving me. Any potential problem regarding this disclosure has been submitted to VA, and a letter from VA indicating that the problem is resolved is attached.

**CONFLICTS OF INTEREST** - As a LAPP staff appraisal reviewer, I understand that I may not be employed by or perform appraisal review services for any other lender and may not be on the VA fee panel. I agree to report to VA any private interests or pursuits which might be considered by VA to be a conflict of interest.

**APPRAISAL REVIEW EXPERIENCE** - As indicated in the attached resume, or statement of work experience or evidence of HUD Direct Endorsement participation, I have the requisite experience outlined in chapter 15 of the VA Lender's Handbook.

**APPRAISAL REPORT REVIEWS** - I understand that all staff appraisal reviews made for VA loan guaranty purposes must be completed in accordance with the requirements in chapter 13 of the VA Lender's Handbook. I also understand that no pressure or influence is to be exerted on the appraiser to remove or change valid appraisal report information, or to reach a predetermined value for a property.

**I CERTIFY THAT** my signature below affirms that the information I am providing in all of the above statements and certifications is accurate and true, to the best of my knowledge.

9. SIGNATURE OF STAFF APPRAISAL REVIEWER (Sign in ink)

10. DATE SIGNED (MM/DD/YYYY)

**SECTION II - OFFICER RESPONSIBLE FOR QUALITY OF APPRAISAL REVIEWER'S WORK**

11. FULL NAME AND TITLE

12. BUSINESS NAME AND ADDRESS

13. BUSINESS TELEPHONE NUMBER

**SECTION III - SENIOR LENDING OFFICER**

**SENIOR LENDING OFFICER'S STATEMENTS AND CERTIFICATIONS:**

**STAFF APPRAISAL REVIEWER NOMINATION** - The nominee is a full-time salaried employee of this company and is authorized to act on our behalf as a staff appraisal reviewer. Based on our personal interview with the nominee and a thorough review of the nominee's appraisal-related capabilities and performance, we find the nominee to be qualified as a staff appraisal reviewer in accordance with the requirements in chapter 15 of the VA Lender's Handbook. We acknowledge the responsibility that any improper actions of the nominee as a staff appraisal reviewer shall be imputed to the employer. We agree to promptly notify the appropriate VA office(s) if we ever change or limit this recommendation, or terminate our relationship with the nominee.

**PROCESSING FEE** - The \$100 processing fee for this nominee is attached.

**PROPERTIES ALREADY VALUED** - Unless VA grants authorization for a specific case, this company will not knowingly request an appraisal for a property which already has a valid value determination for VA loan purposes.

**NO APPRAISAL REVIEWS FOR AFFILIATES** - This company will not use LAPP for any builder, land developer, real estate broker or other entity which it owns or has a financial interest in, or with which it is otherwise affiliated. We realize that this restriction does not apply if our only relationship with a builder is a construction loan, or if VA agrees that the attached formal corporate agreement or other documentation demonstrates that we and our affiliate(s) are essentially separate entities operating independently of one another, free of all cross influences. In this latter situation, our quality control plan addresses the insulation of the fee appraiser, staff appraisal reviewer and the underwriter from the influence of the affiliate.

**NO APPRAISAL REVIEWS FOR/FROM OTHER LENDERS** - Although appraisal reports may be transferred from one lender to another, this company will not make VA value determinations for other mortgage lenders, nor use a value determination for VA loan guaranty purposes which was made by another mortgage lender, under any circumstances.

**NO PRESSURE/INFLUENCE ON FEE APPRAISER OR STAFF APPRAISAL REVIEWER** - This company will not exert pressure or influence on the fee appraiser or staff appraisal reviewer to remove or change valid appraisal report information, or to reach a predetermined value for a property.

**QUALITY CONTROL SYSTEM** - This company has an effective quality control or other system to ensure the adequacy and quality of its staff appraisal reviews. That system contains all of the basic elements identified in chapter 15 of the VA Lender's Handbook.

**I CERTIFY THAT** my signature below affirms that the information I am providing in all of the above statements and certifications is accurate and true, to the best of my knowledge.

14. SIGNATURE AND TITLE OF SENIOR OFFICER *(Sign in ink)*

15. DATE SIGNED *(MM/DD/YYYY)*