

VA Appraisal Order Process

Cardinal Financial Company - Wholesale

TABLE OF CONTENTS

Scope	2
Ordering the VA Appraisal	2
Additional Information	2
References	3
Revision History	3

Scope

VA Appraisals can be ordered by the broker once the loan has been registered with CFWholesale. VA Appraisals must be ordered through the VA Web Portal (WebLGY) and the order must include CFWholesale's VA **Lender ID: 6051230000**.

Ordering the VA Appraisal

1. Log-in to [VA Web Portal](#).
 - a. Id.me> Sign in with ID.me.Go to Google Authenticator app to retrieve 6-digit security code.
2. Select WebLGY in Applications from the left hand side window.
3. Follow [Step-by-Step Instructions](#) to Order appraisal onWebLGY.
 - a. Certificate of Eligibility (COE) must be; "Active" or "Pending" status.
 - b. Order Appraisal Type > Lender Appraisal Processing Loans(LAPP).
 - c. Add appraisal.desk@cardinalfinancial.com and the email addresses in the requester field for each Cardinal Financial Company performer assisting with the loan.
 - i. **Best Practice:** To ensure all parties are receiving notifications in regards to the appraisal order and prevent delays include all email addresses for both the broker agency and Cardinal Financial task performers assigned to the loan. This information can be found within Octane on the team screen in the assigned loan.
4. Ensure VA Appraiser is paid within 30 days of appraisal receipt.

Additional Information

- Purchase Contract & fully executed VA Amendatory/Escape Clause must be provided for Purchase Loan Transactions
- A new appraisal cannot be requested if there is a valid VA value determination on the property.
- Builders of new construction must be on the VA Approved BuilderList.
- Builder's Certification must be provided for New Construction and Proposed properties.
- Condo projects must be on the VA Approved CondoList.

For Turn-Time and Current Appraisal Fees, go to [VA Appraisal Fee Schedules and Timeliness Requirements](#).

References

Reference List

[VA Web Portal](#)

[Octane](#)

[Ordering VA Appraisal - Step-by-Step Instructions](#)

Revision History

Revision Details

Dakota Kennedy	Initial Release	9/3/2020
Stephanie Simon	Revised	9/3/2020
Stephanie Simon	Revised	11/30/2020
Timothy Williams	Revised	3/4/2021