

Obtaining Prior Approval on VA Loans

Procedure

Document Information

Scope	Underwriting Underwriter (VA Credit Certified)
Governing Policy	Chapter 13 of the Lending Guide Department of Veteran's Affairs Lender's Handbook
Tools and Systems	Octane Quick Reference Instructions for Prior Approval Loan Processing for Lenders VA Loan Guaranty Website WebLGY (accessed via the Veterans Information Portal, to submit all requested documents)

Overview

Cardinal Financial, although an approved automatic lender, will be required to submit the below loan types to the Department of Veterans Affairs (VA) for prior approval underwriting. This procedure must be initiated and completed prior to loan closing when one of the following loan parameters is applicable.

Identifying Loans that Require Prior Approval

Once identified as a transaction requiring prior approval underwriting, the VA Credit Underwriter will be responsible for submitting the loan for prior approval for the following loan types and obtaining the underwriting decision from the Department of Veterans Affairs, as outlined within Chapter 5 of the VA Handbook.

Joint Loans (Veteran/Veteran or Veteran/non-Veteran)

Loans involving “Joint loans” must be submitted to VA for prior approval underwriting. “Joint loan” generally refers to a loan for which a veteran and another person(s) are liable, and the veteran and the other obligor(s) own the security.

The following are considered Joint Loans:

- Vet/Non-Vet Joint Loans
 - A loan involving one veteran and one or more non-veteran (not spouse) or a veteran and one or more veterans (other than the spouse) who will not be using their entitlement.
 - Veteran using entitlement must occupy.
 - Non-veteran not required to occupy.
 - Veteran’s income must be sufficient to cover their portion of the loan.
 - VA will only guarantee the veteran’s portion of the loan.

Note: A loan where a veteran and fiancé who intend to marry prior to loan closing and take title as veteran and spouse will be treated as a loan to a veteran and spouse (conditioned upon their marriage), and not a joint loan. Loans for two or more unmarried Veterans who are each using the home loan entitlement do not require prior approval.

Properties Vested in Leasehold Estates

Loans involving properties with leasehold ownership identified in preliminary title report, appraisal, or the Notice of Value must be submitted to VA for prior approval of the property type and legal vesting.

VA’s legal staff will review the leasehold documents and the RLC will notify the requester of the results of the review. Copies of the following documents must be sent to the RLC in order for the leasehold to be reviewed for acceptability:

- Lease identifying the property to be leased, the lessor, the lease term, and the rent,
- All preceding assignments that may have occurred prior to the current assignment,

-
- Sales contract, and
 - In cases of age or income restricted leasehold communities, the Veteran-lessee consent statement

Loans to Veterans in Receipt of VA Non Service-Connected Pension

Loans involving veterans receiving non service connected pension identified in the Certificate of Eligibility must be submitted to VA for prior approval underwriting. Service connected disabilities are defined as injuries or illnesses that are incurred in or aggravated by active military service. Disability benefits available for other disabling conditions, even if they are not related to military service, are called Non-service Connected Pension (NSC Pension).

- NSC Pension is based on financial need.
- VA needs to ensure that the income being reported to the lender on their loan application is the same as the income reported to VA.
- False income reporting could lead to the termination of the benefit, as well as the creation of an overpayment that the veteran would be required to repay. This could also affect the veteran's ability to repay the mortgage.

An alert will be present on the borrower's Certificate of Eligibility as well as the Verification of VA Benefits (VA 26-8937).

Funding Fee -Veteran is not exempt from funding fee due to receipt of non-service-connected pension.
LOAN APPLICATION WILL REQUIRE PRIOR APPROVAL PROCESSING BY VA.

FOR VA USE ONLY (Complete in ink)	
<input type="checkbox"/> The above named veteran does not have a VA benefit-related indebtedness <input type="checkbox"/> The veteran has the following VA benefit-related indebtedness	
VA BENEFIT-RELATED INDEBTEDNESS (If any)	
TYPE OF DEBT(S)	AMOUNT OF DEBT(S)
TERM OF REPAYMENT PLAN (If any)	
<input type="checkbox"/> Veteran is exempt from funding fee due to receipt of service-connected disability compensation of \$ _____ monthly. (Unless checked, the funding fee receipt must be remitted to VA with VA Form 26-1820, <i>Report and Certification of Loan Disbursement</i>)	
<input type="checkbox"/> Veteran is exempt from funding fee due to entitlement to VA compensation benefits upon discharge from service.	
<input type="checkbox"/> Veteran is not exempt from funding fee due to receipt of non service-connected-connected pension of \$ _____ monthly. LOAN APPLICATION WILL REQUIRE PRIOR APPROVAL PROCESSING BY VA.	
<input type="checkbox"/> Veteran has been rated incompetent by VA. LOAN APPLICATION WILL REQUIRE PRIOR APPROVAL PROCESSING BY VA.	
<input type="checkbox"/> Insufficient information. VA cannot identify the veteran with the information given. Please furnish more complete information, or a copy of a DD Form 214 or discharge papers. If on active duty, furnish a statement of service written on official government letterhead, signed by the adjutant, personnel officer, or commanding officer. The statement should include name, birth date, service number, entry date and time lost.	
SIGNATURE OF AUTHORIZED AGENT (Sign in ink)	DATE SIGNED
RESPONDENT BURDEN: We need this information to determine, establish, or verify your eligibility for VA Loan Guaranty Benefits and to determine if you are exempt from paying the VA Funding Fee. 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 . If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.	

Please see [Chapter 13 of the Lending Guide](#) for additional details.

IRRRLs Made to Refinance Delinquent VA Loans

IRRRL loans involving a VA loan being refinanced as an Interest Rate Reduction Refinance and where the mortgage account is 30 days or more past due must be submitted to VA for prior approval underwriting.

Manufactured Homes

Any manufactured home that is not permanently affixed to the lot and not considered to be real estate under state law requires prior approval. Lenders considering a loan involving a manufactured home that is not permanently affixed should contact 1-877-827-3702 and follow the instructions provided at that time.

Exception: Loans involving a manufactured home that is permanently affixed to the lot and considered real estate under state law.

Unsecured Loans or Loans Secured by Less than a First Lien

Loans involving a refinance in which the only existing liability or liabilities are not first lien mortgage liabilities must be submitted to VA for prior approval underwriting. These loans, while allowed by the VA, require prior approval by the VA. Cardinal Financial only allows a loan up to the amount that is currently in the borrower's escrow account. In addition to VA prior approval, these files will require review and approval by Cardinal's Credit Committee.

Supplemental Loans

Prior approval is required on loans involving a refinance with a supplemental loan request for the alteration, improvement or repair of a residential property.

Unique Situations Required Regional Loan Center Review

VA Credit Underwriters may also elect to discuss a loan issue with the Regional Loan Center (RLC) of a type not on the above list when the lender's own underwriting staff cannot resolve issues or circumstances. However, the underwriter must first attempt to contact the VA RLC of the jurisdiction where the property is located to discuss the circumstances with a Loan Specialist.

If the discussion results in a decision where the VA is required to perform further analysis, the credit underwriter will follow the steps described within this procedure to submit the loan for review.

The submission for this scenario must include:

- The uploaded file that states the reason(s) for the prior approval submission and explains any unique circumstance.
- A cover letter that includes the submitting underwriter's name, phone number, e-mail address and his or her manager's name, phone number, and e-mail address.

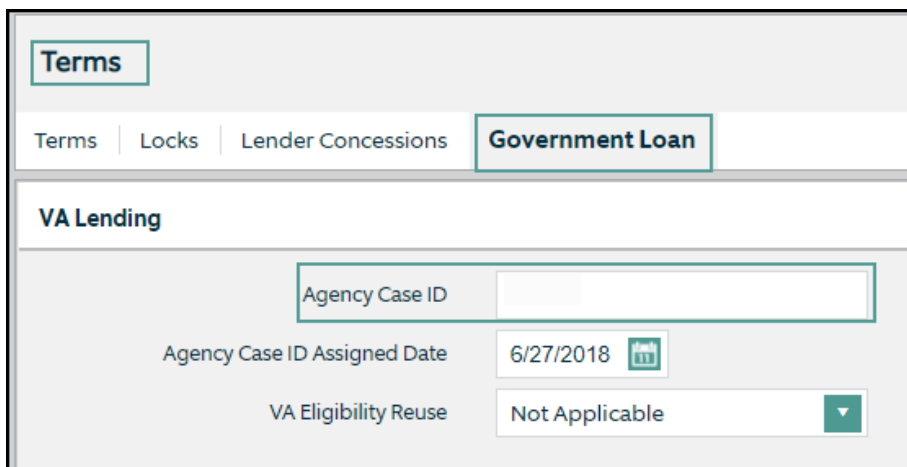
Getting Started

The underwriter must perform the following steps prior to submitting a loan package for prior approval:

- Confirm Notice of Value (NOV) Issued Status
- Confirm VA Form 26-0592, Counseling Checklist for Military Homebuyers is complete
- Confirm Underwriting Disposition Status, Underwriting Risk Assessment
- Describe Reason for Prior Approval

In order to begin preparing a loan for Prior Approval Processing, the loan must have had the Notice of Value Issued (NOV).

1. Log into the [VA Loan Guaranty Website](#).
2. Select **webLGY** from the Menu.
3. Locate subject transaction LIN/ Agency Case ID in Octane by navigating to **Terms screen > Government Loan tab > Agency Case ID**.

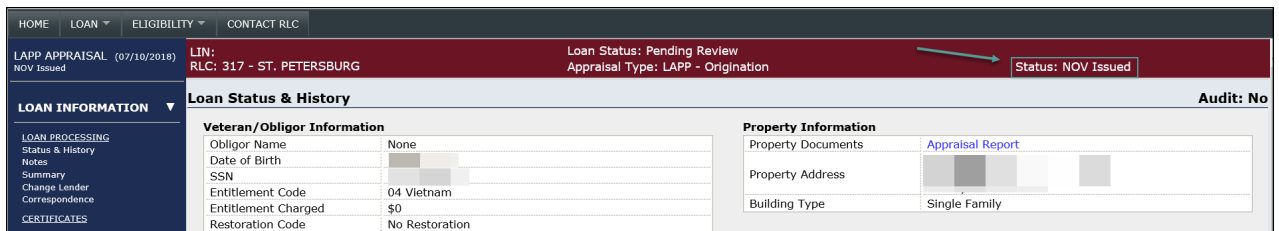


The screenshot shows a web interface with a navigation bar at the top containing 'Terms', 'Locks', 'Lender Concessions', and 'Government Loan'. The 'Government Loan' tab is selected. Below the navigation bar is a section titled 'VA Lending'. This section contains three fields: 'Agency Case ID' with an empty text input box, 'Agency Case ID Assigned Date' with a date field showing '6/27/2018' and a calendar icon, and 'VA Eligibility Reuse' with a dropdown menu showing 'Not Applicable' and a downward arrow.

4. Copy and Paste the LIN into the search field on webLGY and click **Submit**.

LIN Inquiry

- The NOV status will be in the top right corner.



LOAN INFORMATION		Loan Status & History		Property Information	
LAPP APPRAISAL (07/10/2018) NOV Issued		LIN: 317 - ST. PETERSBURG		Loan Status: Pending Review	
				Appraisal Type: LAPP - Origination	
				Status: NOV Issued	
LOAN INFORMATION LOAN PROCESSING Status & History Notes Summary Change Lender Correspondence CERTIFICATES		Veteran/Obligor Information Obligor Name: None Date of Birth: [Redacted] SSN: [Redacted] Entitlement Code: 04 Vietnam Entitlement Charged: \$0 Restoration Code: No Restoration		Property Information Property Documents: Appraisal Report Property Address: [Redacted] Building Type: Single Family	

- Once the loan is in the NOV-Issued Status, the Prior Approval loan package may be submitted for VA prior approval review.

Confirming VA 26-0592 is Complete

Ensure that the Counseling Checklist for Military Home Buyers (VA 26-0592) is complete by confirming the following:

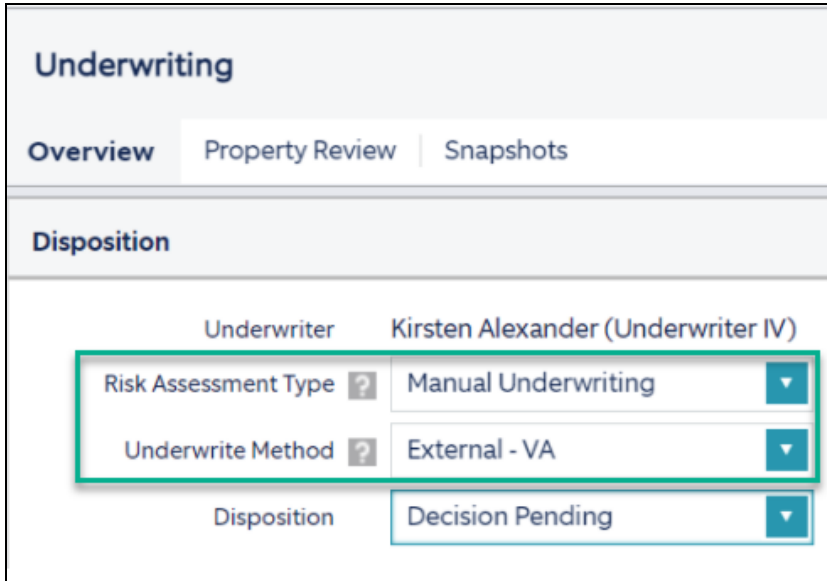
- The active duty members receive counseling using VA Form 26-0592.
- The Counseling Checklist for Military Homebuyers is signed and dated.

Confirming Risk Assessment Type and Underwriting Method

In order to begin preparing a loan for Prior Approval Processing, the loan Risk Assessment Type and Underwriting Method must be set. When the underwriter has completed their initial underwrite as required by the Department of Veterans Affairs, the following steps are required to prepare the loan for submission in accordance with the Prior Approval procedure.

- Navigate to the **Underwriting** Screen.

2. Select **Risk Assessment Type** Manual Underwriting.
3. Select **Underwriting Method** External - VA.

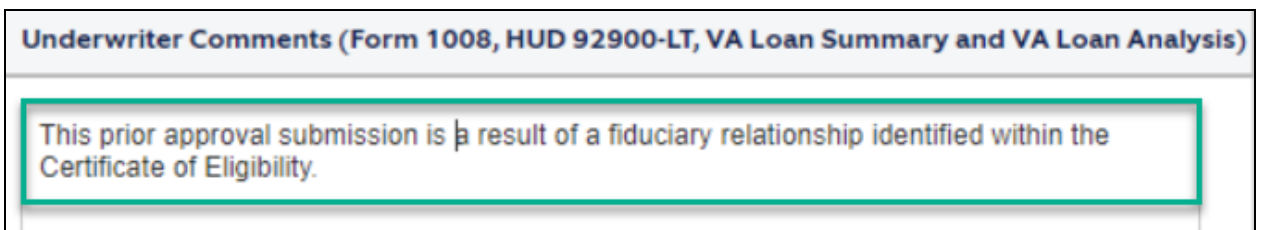


The screenshot shows the 'Underwriting' section of a software interface. It has three tabs: 'Overview', 'Property Review', and 'Snapshots'. Below the tabs is a 'Disposition' section. The 'Underwriter' is listed as 'Kirsten Alexander (Underwriter IV)'. There are three dropdown menus: 'Risk Assessment Type' is set to 'Manual Underwriting', 'Underwrite Method' is set to 'External - VA', and 'Disposition' is set to 'Decision Pending'. The first two dropdown menus are highlighted with a red box.

Confirming Reason for Prior Approval

Describe the Reason for Prior Approval by following the below steps.

1. Navigate to the **Underwriting** screen.
2. Describe the reason for prior approval submission and any other compensating factors or important notes within Underwriter Comments (Form 1008, HUD 92900-LT, VA Loan Summary and VA Loan Analysis). Include any parties that are listed on the title as owners, if relevant to submission (eg changing obligors on an Interest Rate Reduction Loan)

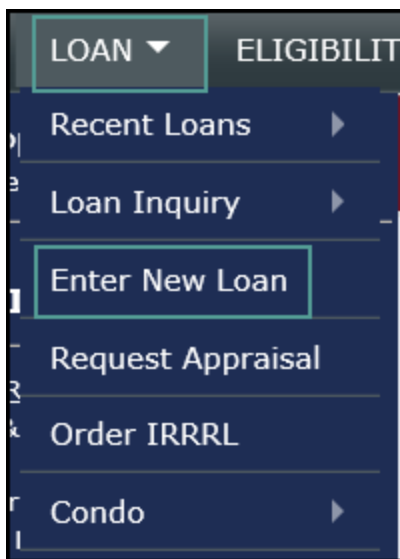


The screenshot shows the 'Underwriter Comments (Form 1008, HUD 92900-LT, VA Loan Summary and VA Loan Analysis)' section. A text box contains the following text: 'This prior approval submission is a result of a fiduciary relationship identified within the Certificate of Eligibility.' The text box is highlighted with a red box.

Entering the Loan in webLGY

Once the requirements to submit the loan have been validated, the below steps must be followed to submit the loan to the VA website.

1. Log in [WebLGY](#) (accessed via the Veterans Information Portal, to submit all requested documents).
2. Navigate to the **Enter New Loan** option from the Loan drop down menu.
3. Select **Enter New Loan**.



4. Select **Prior Approval** for the Loan Procedure.
5. Enter the VA loan identification number (LIN) and select **Submit**.

6. Enter the Veteran's Social Security Number.
7. Click on **Add New Veteran**.

8. If there is a match in the WebLGY database, the Veteran Attributes will be returned.

Note: Please review the Veteran's Social Security Number for accuracy. If the Social Security Number does not match a Veteran record in the WebLGY database or an approved Certificate of Eligibility (COE) has not been created, the Veteran attributes will return blank. The VA will not review a prior approval package without a valid COE issued for the Veteran.

9. Enter Ethnicity.

Veteran Remove Veteran	
Social Security Number *	<input type="text"/> Show / Hide Validate Veteran
Name	<input type="text"/>
Service Number	<input type="text"/>
Gender *	Male <input type="button" value="v"/>
Date of Birth *	<input type="text"/>
Email Address	<input type="text"/>
Ethnicity *	<input type="button" value="v"/>
Race *	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/> Unknown

- a. Enter whether the Veteran is Funding Fee Exempt or Note Exempt from the Certificate of Eligibility.

VA	Department of Veterans Affairs	CERTIFICATE OF ELIGIBILITY
REFERENCE NUMBER	FOR LOAN GUARANTY BENEFITS	
NAME OF VETERAN	SERVICE NUMBER	
	SOCIAL SECURITY NUMBER	
ENTITLEMENT CODE 05	BRANCH OF SERVICE Army	FUNDING FEE EXEMPT

Entitlement Code *	05 Entitlement Restored
Entitlement Available *	36,000
Branch of Service *	Army
Military Status *	Not in Service
First Time Home Buyer *	No <input type="button" value="v"/>
Subsequent Use *	N
Funding Fee Exempt *	<input type="button" value="v"/>

10. Select **Loan Analysis**.
11. Complete the required fields in the Loan Analysis page:
 - a. Loan Amount

- b. Refinance Code
- c. Loan Purpose
- d. Ownership Title Type f Mortgage
- e. Interest Rate

Loan Analysis	
Veteran's Name	<input type="text"/>
Status of Loan	<input type="text"/>
Loan Procedure	Prior Approval
Designation	Existing
Property Type	<input type="text"/>
Home Category	<input type="text"/>
Type of Structure	<input type="text"/>
Loan Amount *	\$ <input type="text"/>
Refinance Code *	<input type="text" value="v"/>
Loan Purpose *	<input type="text" value="p"/>
Ownership Type *	<input type="text" value="o"/>
Type of Mortgage *	<input type="text" value="m"/>
Interest Rate *	<input type="text"/> %
Underwriter Interest Rate	<input type="text"/> %

12. Enter the Veteran's personal and financial information in **Section B** of the Loan Analysis.
- a. Occupation of Applicant - Under the **income** screen in Octane
 - b. Liquid Assets - Under the **Assets** screen in Octane
 - c. Total Assets - Under the **Assets** screen in Octane
 - d. Current Monthly Housing Expenses - Under the **Property > Expenses tab** in Octane

SECTION B - BORROWER'S PERSONAL AND FINANCIAL STATUS	
4. APPLICANT'S AGE	50
5. OCCUPATION OF APPLICANT *	
6A. NUMBER OF YEARS AT PRESENT EMPLOYMENT	
6B. NUMBER OF MONTHS AT PRESENT EMPLOYMENT	
7A. LIQUID ASSETS *	\$
7B. TOTAL ASSETS *	\$
8. CURRENT MONTHLY HOUSING EXPENSES *	\$
9. UTILITIES INCLUDED?	<input type="checkbox"/> YES
10. SPOUSE'S AGE	
11. OCCUPATION OF SPOUSE	
12A. NUMBER OF YEARS AT PRESENT EMPLOYMENT	
12B. NUMBER OF MONTHS AT PRESENT EMPLOYMENT	
12C. SPOUSE INCOME CONSIDERED?	<input type="checkbox"/> YES
13. AGE OF DEPENDENTS	

13. Enter the Veteran's total monthly shelter expenses in **Section C**.

- a. Term - in months
- b. Mortgage Payment - Octane Ribbon
- c. Taxes
- d. Insurance

LTV / CLTV	100.000 / 100.000%	Mo. Pymt	\$1,163.03
DTI	32.925 / 40.554%	Cash to Bor	\$44,286

Monthly Payment

Includes principal, interest, MI, taxes, hazard insurance (escrowed or not), HOA assessments, lease ground rent, and any surviving mortgage payments.

Monthly Payment	\$1,163.03
1st P&I	\$924.17
County Tax	\$101.35
Hazard	\$48.92
Flood	\$88.59

[Close](#)

SECTION C - ESTIMATED MONTHLY SHELTER EXPENSES (This Property)		
ITEMS	AMOUNT	
NOTE: ROUND ALL DOLLAR AMOUNTS BELOW TO THE NEAREST WHOLE DOLLAR		
14. TERM (Months) *		
15. MORTGAGE PAYMENT (Principal and Interest) *	\$	
16. REALTY TAXES *	\$	
17. HAZARD INSURANCE *	\$	
18. SPECIAL ASSESSMENTS	\$	
19. MAINTENANCE AND UTILITIES *	\$248	
20. OTHER (HOA, Condo Fees)	\$	
21. TOTAL	\$248	

14. Enter the Veteran's total debts in **Section D**.
- a. Found under the **Credits > Liabilities** screen in Octane.

SECTION D - DEBTS AND OBLIGATIONS (Itemize and indicate by (check) which debts considered in Section E, Line 41)				
	ITEMS	(check)	MONTHLY PAYMENT	UNPAID BALANCE
22.		<input type="checkbox"/>	\$	\$
23.		<input type="checkbox"/>	\$	\$
24.		<input type="checkbox"/>	\$	\$
25.		<input type="checkbox"/>	\$	\$
26.		<input type="checkbox"/>	\$	\$
27.		<input type="checkbox"/>	\$	\$
28.		<input type="checkbox"/>	\$	\$
29.		<input type="checkbox"/>	\$	\$
30.	TOTAL		\$0	\$0

15. Complete **Section E**.
- a. Enter the **Borrower(s) income and monthly deductions**.
- b. Select whether the Veteran's **credit history is Satisfactory or Unsatisfactory**.
- c. Select whether or not the Veteran meets the **VA credit standards**.
- d. Enter the **Veteran's Credit Alert Interactive Voice Response System (CAIVRS) number**.

SECTION E - MONTHLY INCOME AND DEDUCTIONS				
ITEMS	BORROWER	CO-BORROWER	TOTAL	
31. MONTHLY EARNINGS FROM EMPLOYMENT	\$	\$	\$0	
31A. TAX FILING MARITAL STATUS	▼	▼		
31B. SELF EMPLOYED?				
31C. NUMBER OF EXEMPTIONS				
32. FEDERAL INCOME TAX	\$	\$	Calculate	
32B. TAX FILING STATE	▼	▼		
33. STATE INCOME TAX	\$	\$	Calculate	
34. RETIREMENT OR SOCIAL SECURITY	\$	\$	Calculate	
35. OTHER (SPECIFY)	\$	\$		
36. TOTAL DEDUCTIONS	\$0	\$0	\$0	
37. NET TAKE HOME PAY	\$0	\$0	\$0	
38. PENSION, COMPENSATION OR OTHER NET INCOME	\$	\$	\$0	
39. TOTAL (Sum of lines 37 and 38)	\$0	\$0	\$0	
40. LESS THOSE OBLIGATIONS IN SECTION D WHICH SHOULD BE DEDUCTED FROM INCOME			\$0	
41. TOTAL NET EFFECTIVE INCOME			\$0	
42. LESS ESTIMATED MONTHLY SHELTER EXPENSE (Line 21)			\$248	
43A. GEOGRAPHICAL REGION			Midwest ▼	
43B. FAMILY SIZE				
43C. BALANCE AVAILABLE FOR FAMILY SUPPORT GUIDELINE:	Calculate	\$	\$-248	The Balance Available must be a positive Number!
44. RATIO (Sum of Items 15, 16, 17, 18, 20 and 40 (divided by) Sum of Items 31 and 38)			0	%
45. PAST CREDIT RECORD *		<input type="radio"/> SATISFACTORY <input type="radio"/> UNSATISFACTORY		
46. DOES LOAN MEET VA CREDIT STANDARDS? * (Give reasons for decision under "Remarks" if necessary)		<input type="radio"/> YES <input type="radio"/> NO		
47. CAIVRS				

16. Click **Submit**.

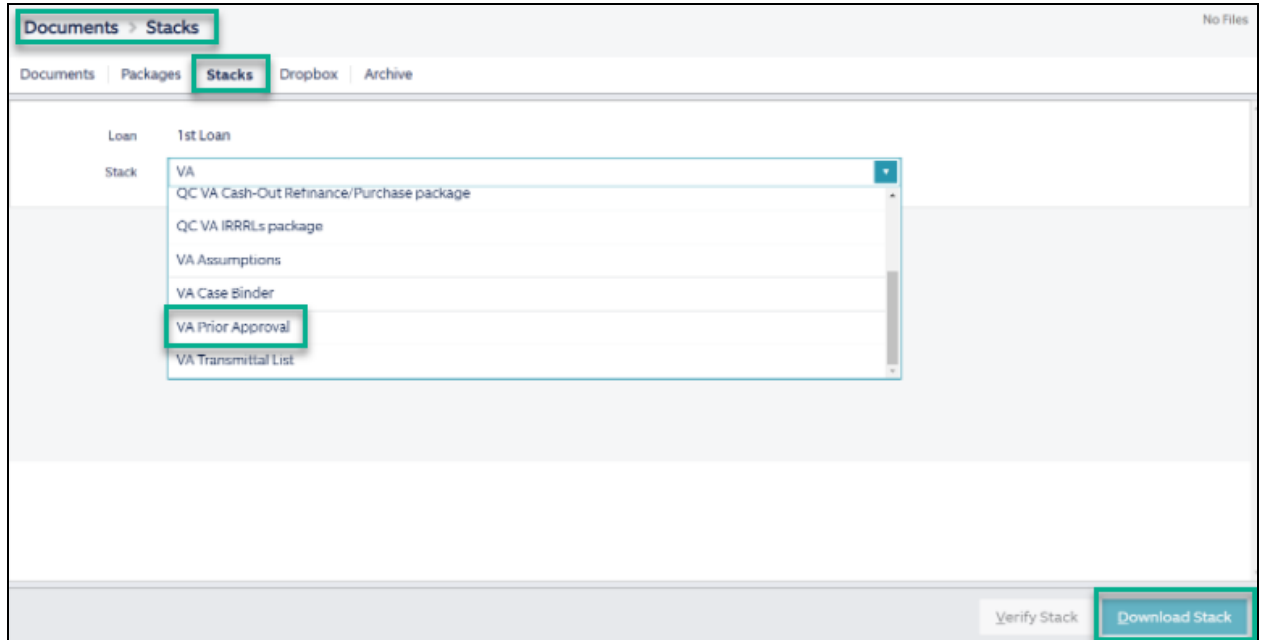
- a. If all the information was entered and it passes data validation, VA Form 26- 6393, Loan Analysis will be saved for VA review.

17. Once all the information is complete on the VA Form 26-6393, Loan Analysis, an **Application Received** message will appear indicating that the Loan Analysis was successfully submitted to the VA for review.

Downloading the Loan Package

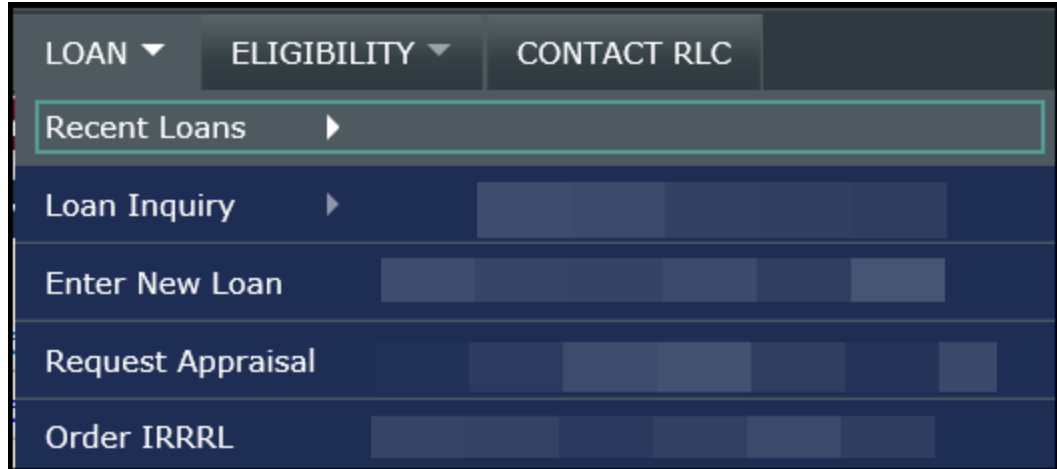
1. Navigate to **Documents > Stack**.
2. Select **VA Prior Approval** from the drop down.
3. Click **Download Stack** and save to your desktop.

Note: This stack will be organized as specified by the Department of Veterans Affairs stacking order for prior approval.



Submitting the Loan Package

1. Navigate back to the **Status and History** page from the Loan drop-down menu.
2. Click on **Loan** from the top menu.
 - a. Select **Recent Loans**.
 - b. Click on the loan you just entered.



3. Click on the Correspondence link in order to upload a loan package.
 - **Document Association:** Select **Loan** from the drop-down menu.
 - **Correspondence Type:** Select **Document Received** from the drop-down menu.
 - **Document Type:** Select **Prior Approval Loan Package** from the drop-down menu.
 - **Document Name:** Enter a name that describes the document. Please refrain from using the Veteran's name in this field.
 - **File to Upload:** Select the **Browse** button to locate the file from your desktop.

Confirming Successful Upload

When successful, the Loan Correspondence History section will display the file that was submitted for review.

1. The credit underwriter should send an email to the RLC alerting them the loan has been submitted for prior approval.
 - a. In the subject line, reference the borrower's name and LIN number.

Updating the Workflow

While the VA reviews the loan submission, the credit underwriter will take the following steps:

1. Navigate to your workflow and include a note that the loan was submitted to the VA for prior approval.
2. Place workflow into **wait**.
3. Set follow-up for **3 days**.
 - a. The credit underwriter will hold onto their workflow until the VA completes their review, at which time the underwriter can decision the loan accordingly.

Timeframe and Outcomes

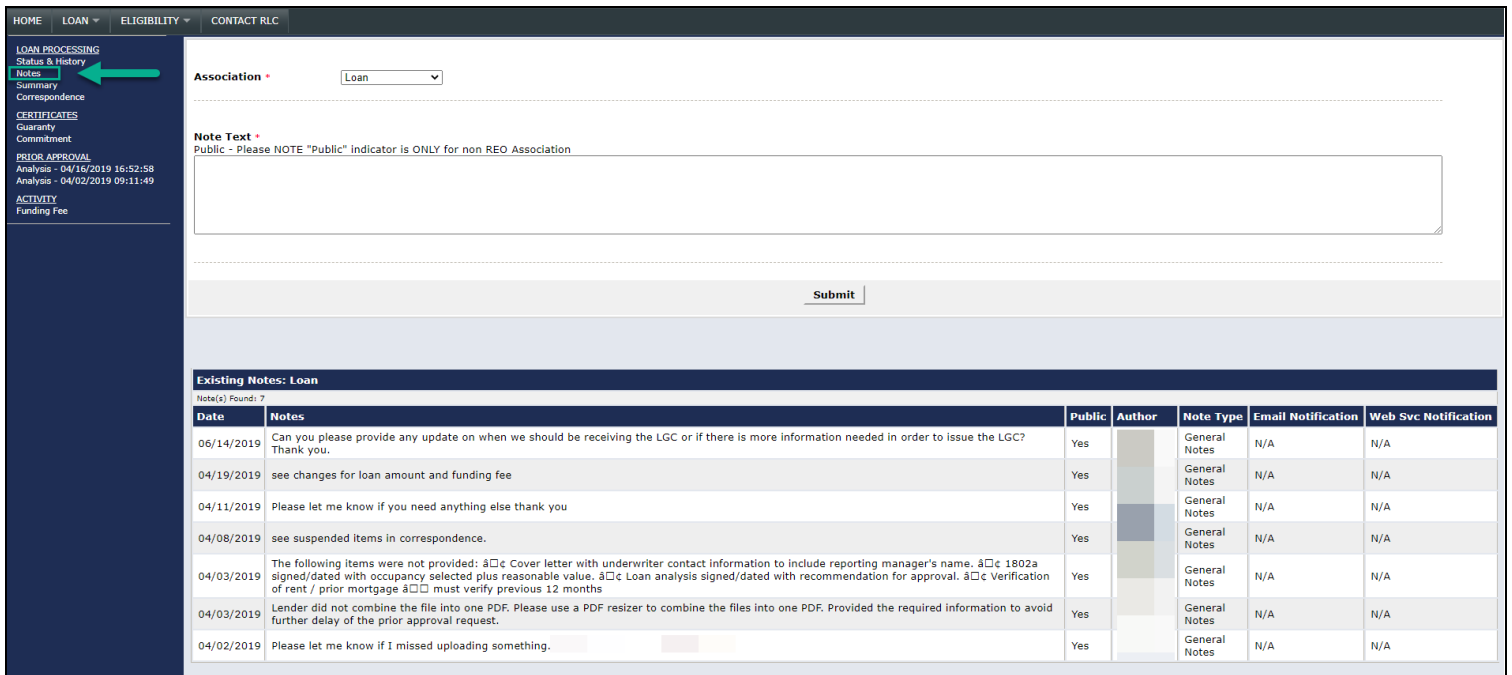
The VA will review the documents submitted and complete the following:

1. Suspend processing and request additional information from the lender.
2. Send a notice of denial to the lender and borrower, or
3. Issue VA's certificate of commitment to the lender, which is evidence of VA's approval of the loan to close and willingness to guarantee the loan.
4. The VA has 10-business days to provide a commitment, suspense or a denial.
5. The processing time may be extended for loans involving the receipt of VA pension income.
6. All communication will be with the VA Credit Underwriter only.
7. If additional documentation is required, the VA will suspend the loan and request additional information. Another 10 business days is allotted from the date of receipt of the new information

Retrieving the Loan Review Result

It is the credit underwriter's responsibility to check WebLGY for any communication from the VA regarding the loan. It is not required for the VA underwriter to contact the credit underwriter directly.

1. Move **Underwriting Conditions [pending follow-up]** to work.
2. Log into [WebLGY](#).
3. Search Lin number to review **Loan Events Summary** and **Notes** for any communication from the VA.



HOME LOAN ELIGIBILITY CONTACT RLC

LOAN PROCESSING
Status & History
Notes
Summary
Correspondence
CERTIFICATES
Guaranty
Commitment
PRIOR APPROVAL
Analysis - 04/16/2019 16:52:58
Analysis - 04/02/2019 09:11:49
ACTIVITY
Funding Fee

Association *

Note Text *
Public - Please NOTE "Public" indicator is ONLY for non REO Association

Existing Notes: Loan

Note(s) Found: 7

Date	Notes	Public	Author	Note Type	Email Notification	Web Svc Notification
06/14/2019	Can you please provide any update on when we should be receiving the LGC or if there is more information needed in order to issue the LGC? Thank you.	Yes		General Notes	N/A	N/A
04/19/2019	see changes for loan amount and funding fee	Yes		General Notes	N/A	N/A
04/11/2019	Please let me know if you need anything else thank you	Yes		General Notes	N/A	N/A
04/08/2019	see suspended items in correspondence.	Yes		General Notes	N/A	N/A
04/03/2019	The following items were not provided: <input type="checkbox"/> Cover letter with underwriter contact information to include reporting manager's name. <input type="checkbox"/> 1802a signed/dated with occupancy selected plus reasonable value. <input type="checkbox"/> Loan analysis signed/dated with recommendation for approval. <input type="checkbox"/> Verification of rent / prior mortgage <input type="checkbox"/> must verify previous 12 months	Yes		General Notes	N/A	N/A
04/03/2019	Lender did not combine the file into one PDF. Please use a PDF resizer to combine the files into one PDF. Provided the required information to avoid further delay of the prior approval request.	Yes		General Notes	N/A	N/A
04/02/2019	Please let me know if I missed uploading something.	Yes		General Notes	N/A	N/A

4. Navigate to **Correspondence** in WebLGY to download the Prior Approval Loan Package.

LAPP APPRAISAL (03/29/2019) NOV Issued LIN: 62-62-6-1366579 Loan Status: Paid In Full Appraisal Type: LAPP - Origination Status: NOV Issued
RLC: 362 - Houston

Correspondence

Enter Correspondence

Submission Date * 01/27/2021

Document Association *

Correspondence Type *

Document Type *

File to Upload * Choose File No file chosen

Document Name *

Public Document

User Note Public Note

Submit

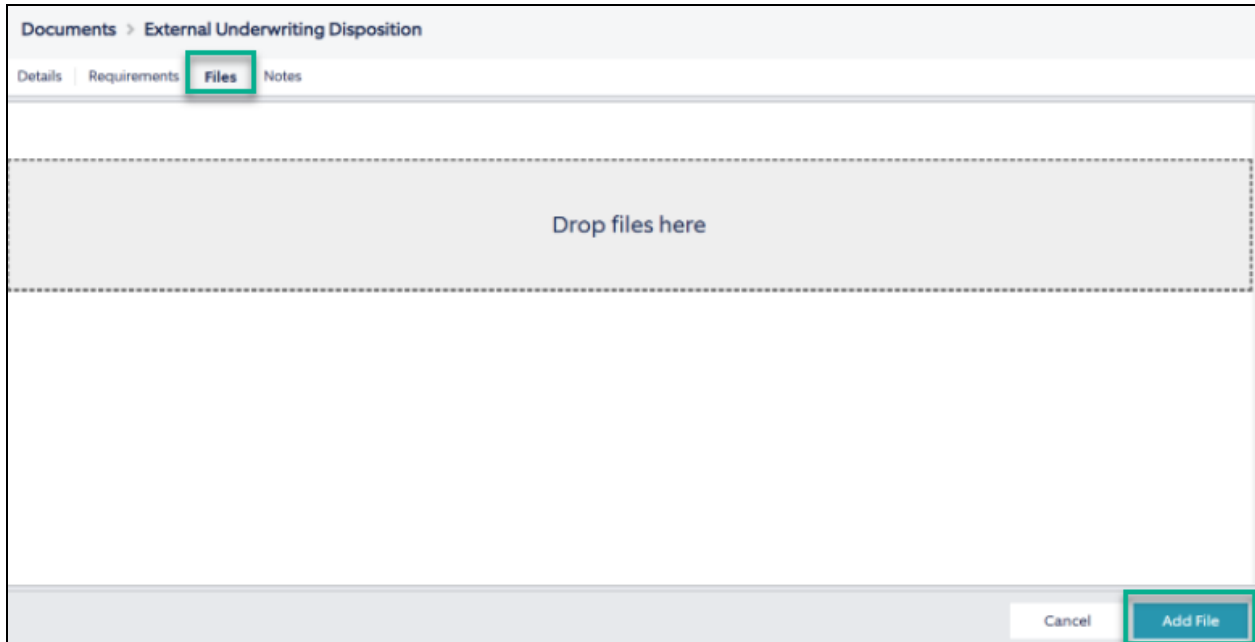
Loan Correspondence History

59 Correspondence(s)

Submission Date	Document Type	Document Name	File Name	Correspondence Type
08/23/2019	FL26-589	N/A	FL26-589.pdf	Letter
08/23/2019	FL26-589	N/A	FL26-589.pdf	Letter
07/24/2019	Loan Guaranty Certificate	N/A	LgyGuarantyCert_26319903.html	Letter
07/24/2019	Loan Guaranty Certificate	N/A	LgyGuarantyCert_26319887.html	Letter
07/17/2019	Prior Approval Loan Package	1003s for Both Borrowers	1003s.pdf	Document Received
07/17/2019	Prior Approval Loan Package	Notice Of Value	NOV.pdf	Document Received
07/17/2019	Prior Approval Loan Package	Evidence of Payment for Appraisal	Evidence of Payment for Appraisal.pdf	Document Received
07/17/2019	Prior Approval Loan Package	Appraisal Invoice	Appraisal Invoice.pdf	Document Received
07/17/2019	Prior Approval Loan Package	Credit Report	Credit Report.pdf	Document Received

				Document Received
				Document Received
				Document Received
				Letter
				Letter
04/08/2019	Prior Approval Loan Package	suspended items	suspense items.pdf	Document Received
				Letter
				Document Received
				Document Received
				Document Received
				Document Received
				Document Received
				Document Received

5. Upload to Octane > External Underwriting Disposition by clicking Add File.



6. When the final decision has been given from the Department of Veterans Affairs, the underwriter will navigate to **Certificates** in WebLGY to download the Commitment.

WebLGY (Version: 21.3.0.6 Build) January 28, 2021

HOME LOAN ELIGIBILITY CONTACT RLC

LAPP APPRAISAL (03/29/2019) NOV Issued
 LIN: [REDACTED] Loan Status: Paid In Full
 RLC: 362 - Houston Appraisal Type: LAPP - Origination Status: NOV Issued

LOAN INFORMATION Audit: No

Loan Status & History

Veteran/Obligor Information

Obligor Name	[REDACTED]
Date of Birth	09/03/1941
SSN	[REDACTED]
Entitlement Code	05 Entitlement Restored
Entitlement Charged	\$28,830
Restoration Code	No Restoration

Other Obligors

Obligor Type	Original Joint Obligor
Obligor Name	[REDACTED]
Date of Birth	01/09/1940
SSN	***-**-8107
Entitlement Code	05 Entitlement Restored
Entitlement Charged	\$28,830
Restoration Code	No Restoration

Guaranty Information

Guaranty Documents	Guaranty Certificate
Guaranty Date	07/24/2019
Guaranty Amount	\$57,661
Guaranty Percent	25.00%

Lender/Agent/Servicer Information

Lender Name (ID)	CARDINAL FINANCIAL CO., LIMITED PARTNERSHIP (6051230000)
Requestor Type	Lender
Servicer Name (ID)	DOVENMUEHLE MORTGAGE, INC (0260570000)

Property Information

Property Documents	Appraisal Report Sales Contract
Property Address	[REDACTED]
Building Type	Single Family

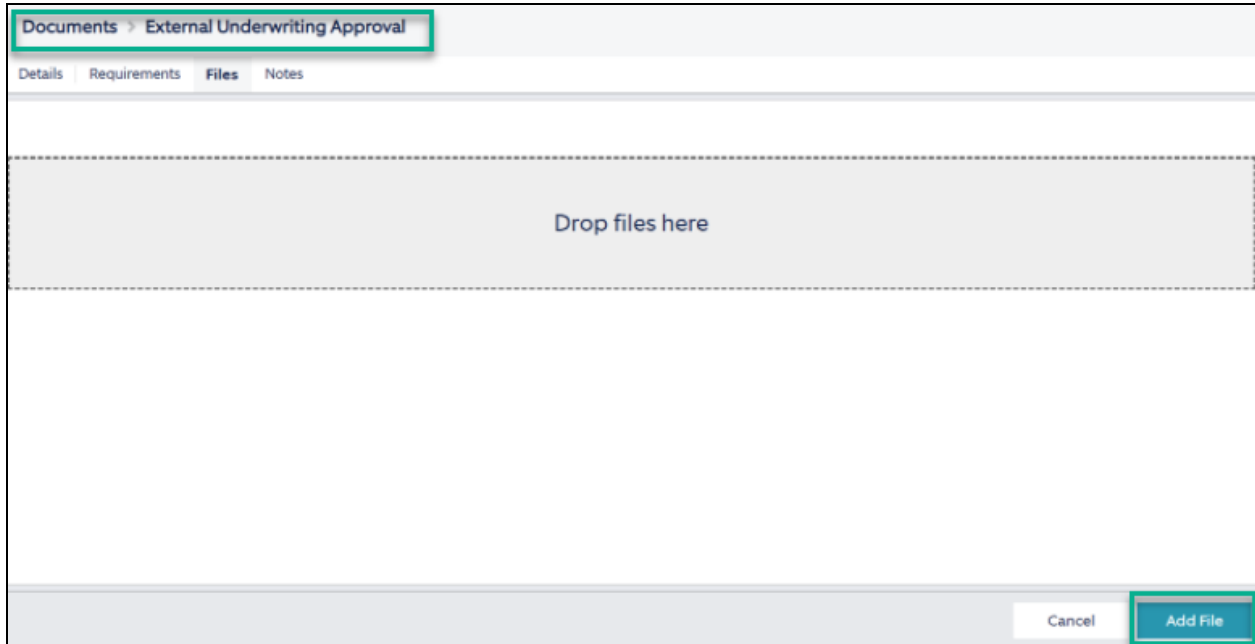
Loan Information

Refinance/Loan Code	1-Purchase
Loan Use	
Purchase Price	\$226,900
Down Payment	
Base Loan Amount	\$226,900
Energy Improvements	
Funding Fee Amount	\$3,744
Loan Amount	\$230,643
Closing Date	04/25/2019
Interest Rate	5.25%
Loan Term	360 Months
Termination Status	Paid In Full
Termination Date	07/31/2020
Origination Interest Rate	0.0%
Origination Monthly PI Amount	0

Loan Events Summary

Action Date	Description	User
12/17/2020	Servicer Update from [REDACTED] - DOVENMUEHLE MORTGAGE, INC	[REDACTED]
12/17/2020	Paid In Full	[REDACTED]
08/04/2020	Servicer Update from [REDACTED] - DOVENMUEHLE MORTGAGE, INC	[REDACTED]
07/24/2019	Re-issue Guaranty	[REDACTED]
07/24/2019	Guaranty Update	[REDACTED]
07/24/2019	Guaranty Issued	[REDACTED]
04/16/2019	Commitment Issued	[REDACTED]
04/16/2019	Pending Review	[REDACTED]
04/08/2019	Additional Information Received	[REDACTED]
04/03/2019	Suspended	[REDACTED]
04/03/2019	Loan Package Received	[REDACTED]
04/02/2019	Application Received	[REDACTED]

7. Upload the commitment to **Octane > External Underwriting Approval**.



8. Proceed to decision the loan accordingly.

References

Reference List

[Chapter 13 of the Lending Guide](#)

[Regional Loan Center Contact Information](#)

Revision History

Revision History is to be used as a reference only and will only provide a summary of document changes. For complete versioning, refer to the Google Docs versioning functionality, which is the system of record. Versioning has been captured as of 10.1.20.

Date	Version	Description	Approver
6.9.22	V2	Removed requirement for Prior Approval for a veteran with a VA appointed fiduciary	Kristen Bellon
2.3.21	V1	Annual Review: Complete review and rewrite to	

		align with current process	
6.2.20	-	See Google Version History for previous updates	