

STAFF APPRAISAL REVIEWER (SAR) APPLICATION AND FEES

1. Purpose. The purpose of this Circular is to announce that the Lender's Staff Appraisal Reviewer (SAR) Application, VA Form 26-0785; Servicer Staff Appraisal Reviewer (SAR) Application, VA Form 26-0829; and \$100 application fee should no longer be submitted to the Administrative and Loan Accounting Center (ALAC) physical address for fee payment processing. The application and fees will be submitted to VA electronically.

2. Background. VA Central Office (VACO) manages application processing for the Lender Appraisal Processing Program (LAPP) and the Servicer Appraisal Processing Program (SAPP). Previously, lenders and servicers submitted the applications and fees by physical mail to ALAC for processing. After depositing the fees, the applications were forwarded to VACO for final processing.

3. Actions. Effective December 1, 2023, The LAPP/SAPP application package will be submitted electronically by email. The \$100 processing fee will be submitted to VA by electronic wire transfer.

4. Application Submission. VA expects the application package to include a completed and signed application (both sides) and the applicant's resume or work experience statement. Applications submitted incomplete or without signatures will be returned.

a. Lenders are to submit VA Form 26-0785 for LAPP and Servicers must submit VA Form 26-0829 for SAPP.

b. Fillable versions of the forms can be found here: <https://www.va.gov/find-forms/>.

c. The application and all other supporting documents must be saved in a pdf format and submitted along with the completed Fedwire by email to VBAALAC_LAPPSAPP@VA.GOV.

5. Electronic Wire Transfer. The lender must fill out the Fedwire in the Required Information block. Please see the instructions on Appendix A.

a. Line {2000} enter the amount which is \$100 or if submitting multiple applications at once enter the amount per application.

b. Line {5000} enter the lender's company name.

c. Line {6000} enter 105 + lender identification number (example: 105 2352740000).

6. Questions. Any questions regarding the SAR application process should be directed towards SAR Support: SARSupport.vbaco@va.gov.

7. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501-3520) and assigned OMB control numbers 2900-0658 and 2900-0715.

In accordance with the Paperwork Reduction Act, VA may not conduct or sponsor, and a person is not required to respond, to a collection of information unless the collection displays a currently valid OMB control number.

8. Rescission: This Circular is valid until rescinded.

By Direction of the Under Secretary for Benefits

John E. Bell, III
Executive Director
Loan Guaranty Service

Distribution: CO: RPC 2022

SS (26A1) FLD: VBAFS, 1 each (Reproduce and distribute based on RPC 2022)