

# VA Appraisal Order

In order to order a VA appraisal, if you are VA approved, go to page 2. If you are not VA approved, go to [www.bayeq.com/brokers](http://www.bayeq.com/brokers) and click the appraisal order tab and make sure to select VA in the loan type. Follow the instructions for sending a check to Bay Equity

### LOAN INFORMATION

BORROWER FIRST	BORROWER LAST	BORROWER EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>
CO-BORROWER FIRST	CO-BORROWER LAST	
<input type="text"/>	<input type="text"/>	
CO-BORROWER EMAIL		
<input type="text"/>		
DAYTIME PHONE	EVENING PHONE	
<input type="text"/>	<input type="text"/>	
PROPERTY ADDRESS		
<input type="text"/>		
CITY	STATE	ZIP
<input type="text"/>	CA <input type="button" value="v"/>	<input type="text"/>
TRANSACTION TYPE	APPRAISAL FEE DISCLOSED ON GFE (IN BOX 3)	
<input checked="" type="radio"/> REFINANCE <input type="radio"/> PURCHASE	<input type="text"/>	
OCCUPANCY	PROPERTY TYPE	LOAN NUMBER
Primary <input type="button" value="v"/>	SFR <input type="button" value="v"/>	<input type="text"/>
	LOAN TYPE	
	VA <input type="button" value="v"/>	
		<input type="text"/>

VA DOES NOT ACCEPT CREDIT CARDS. PLEASE SEND A CHECK FOR \$450 PAYABLE TO BAY EQUITY (WITH BORROWER'S NAME IN THE MEMO SECTION) AND MAIL TO: BRIAN LOUIE 88 KEARNY ST 3RD FL. SAN FRANCISCO, CA 94108

### NOTES

If you have a VA login you may order directly on the VA Portal  
<https://vip.vba.va.gov/portal/VBAH/Home>

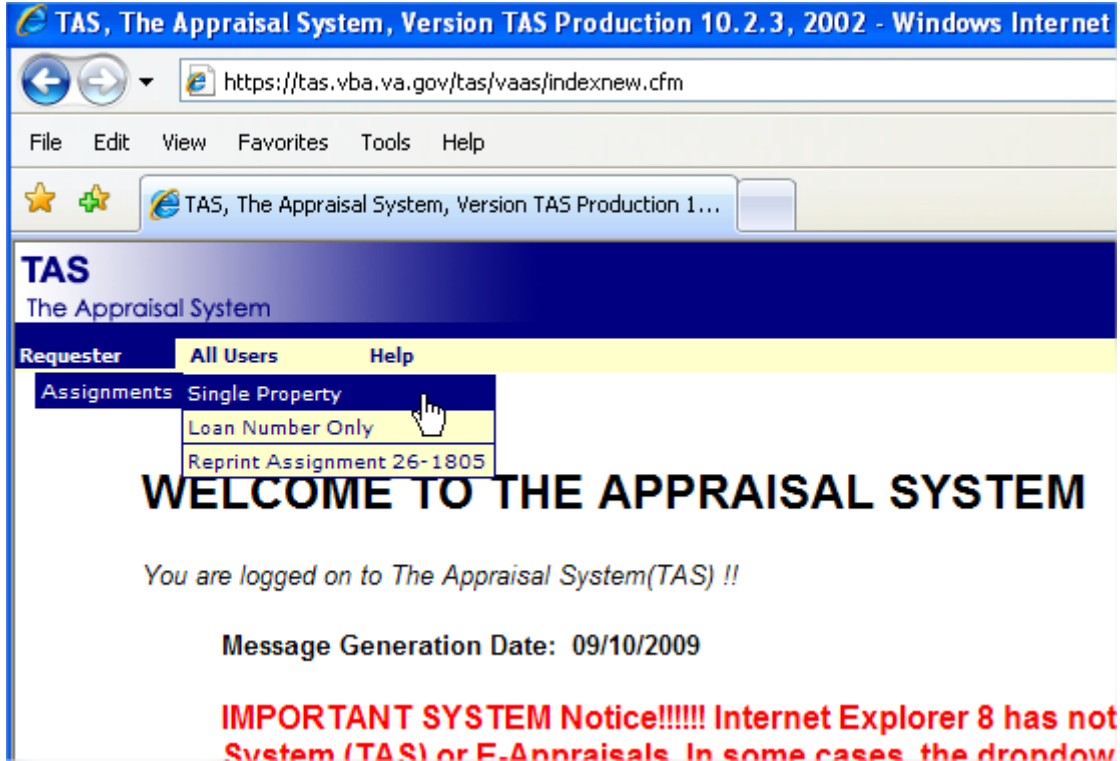
Login (if you need a login, follow the instructions on how to get a VA login)



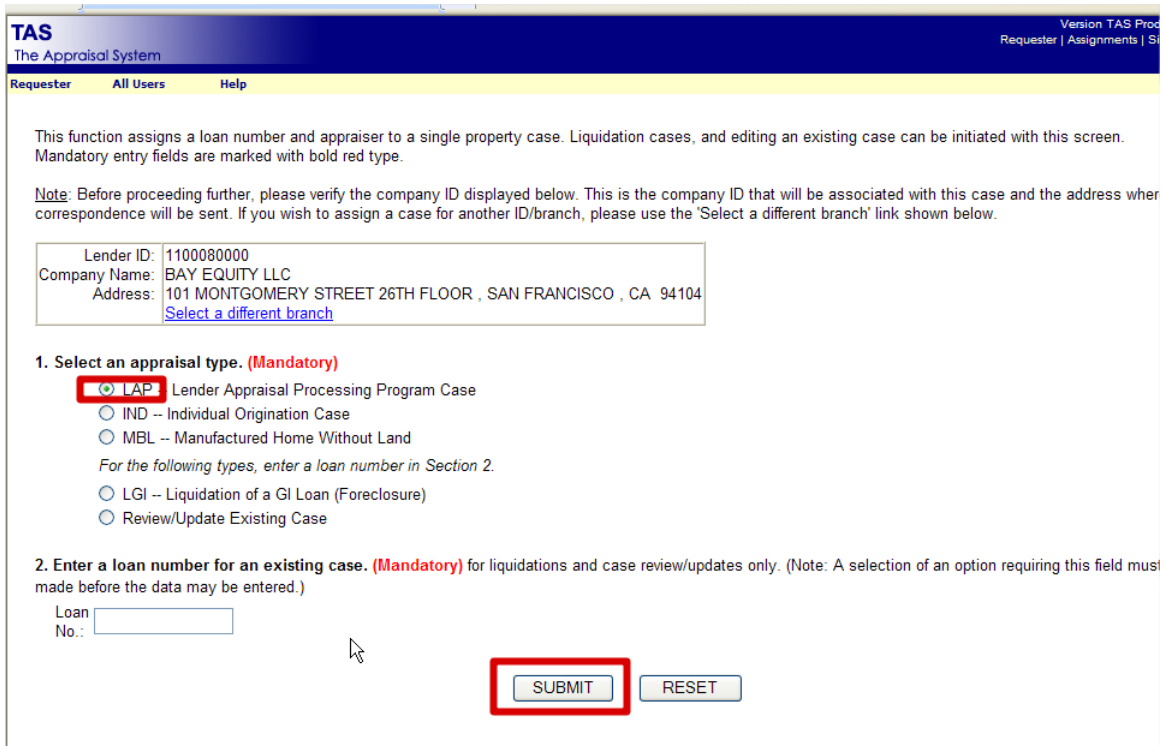
Once you login, click on TAS



The following page will appear. Click on Requester, then Single Property



Select LAP and hit submit



On this next page there are many questions. Scroll down and answer all the mandatory red items.

**TAS**  
The Appraisal System

Requester All Users Help

This function assigns a loan number and appraiser to a single property case. Mandatory entry fields are marked with bold red type.

Case: LAP Appraisal for New Case

**1A. Requester Identification**

User ID: 1100080000  
Name: BAY EQUITY LLC  
Address: SAN FRANCISCO , CA 94104

**1B. Requester Phone Number, Extension, Name (Mandatory)**  
Enter the full 10-digit phone number followed by the Requester's last name.

**1C. Person Authorizing This Request**

Name:   
Title:   
Telephone:  -

**1D. Enter additional information about Condo appraisals (if Condo has already been approved).**  
Note: Condo must be approved for VA financing purposes prior to loan closing.

Condo ID:  Enter only if property is a Condo.  
Open [Condo/PUD Builder](#) in a new window.

**2. Property Address**

Number:   
Address:   
  
City:   
State:   
Zip:  -   
County:

County may also be used to enter a borough or parish.  
For independent cities, type CITY in the county box.

**3. Legal Description (Mandatory)**

**4. Title Limitations and Restrictive Covenants**

**5A. Name and Address of Firm or Person Making Request/Application**  
(if different from sponsoring requester.)

Name:   
Address:   
  
City:   
State:   
Zip:  -

5B. Email Address (Where notification is to be sent when appraisal is uploaded): **(Mandatory)**

6. Lot Dimensions

Width:  Length:   
Total Square Feet:   
Irregular:  (Square Feet)  
Acres:

7. Utilities (Select a source for each utility.)

Electric: --  Public  Community  Individual  N/A  
Gas: --  Public  Community  Individual  N/A  
Water: --  Public  Community  Individual  N/A  
Sewer: --  Public  Community  Individual  N/A

8. Equipment (Check all available features)

Clothes Dryer  
 Clothes Washer  
 Dishwasher  
 Garbage Disposal  
 Range/Oven  
 Refrigerator  
 Vent Fan  
 WW Carpet

9. Building Status **(Mandatory)**

Proposed  
Builder's ID:

10. Building Type

Detached  
 Semi-Detached  
 Row  
 N/A

11. Factory Fabricated?

Yes  No

12A. Number of Buildings

12B. Number of Living Units **(Mandatory)**

13A. Street Access

Private  Public  N/A

13B. Street Maintenance

Private  Public  N/A

14A. Construction Warranty Included?

(If checked, complete items 14B and 14C also.)

14B. Name of Warranty Program **(Mandatory)** if checked

14C. Expiration Date (Month, Day, Year) **(Mandatory)** if checked

mm/dd/yyyy:

15. Construction Completed (Month, Day, Year)

mm/dd/yyyy:

16. Name of Owner (First Name, Middle Initial, Last Name)

17. Property

- Occupied By Owner
- Never Occupied
- Vacant
- Occupied By Tenant (Complete item 18 also)
- N/A

18. Rent (if applies)

\$  Per Month

19. Name of Occupant

20. Occupant Telephone Number

21. Name of Broker

22. Broker Telephone Number

23. Keys At

Address:

24. Originator's Identification Number

25. Sponsor's Identification Number

26. Institution's Case Number

27. Purchaser's Name and Address

If purchaser exists, First Name, Last Name, the first Address line, City, State and the 5 digit Zip field are **mandatory**.

Check box if purchaser exists

First MI Last:

Address:

City:

State:

Zip:  -

28. New or Proposed Construction

If New or Proposed construction, sections 28A through 28E are **mandatory**.

28A. Name and Address of Builder

Name:

Address:

28B. VA Builder Identification Number

28C. Builder Telephone Number

28D. Name and Address of Warrantor

28E. Warrantor Telephone Number

29. Applicable Point of Contact (POC) Information  
 Name:   
 Phone Number:   
 Email Address:

30. Annual Real Estate Taxes  
 \$

31. Mineral Rights Reserved?  
 Yes (Explain Below)  No  
 If Yes:

32. Leasehold Cases (Complete if Applicable)  
 Lease Is:  99 Years  Renewable  VA Approved  N/A  
 Expires:   
 Annual Ground Rent \$:

33A. Sale Price of Property (Mandatory if checked)  
 Check box if this is a Purchase  
 \$

33B. Is Buyer Purchasing Lot Separately?  
 Yes  No

---

34. Refinancing Amount of Proposed Loan (Mandatory if checked)  
 Check box if this is a Refinanced Loan  
 \$

35. Proposed Sale Contract Attached?  
 Yes  No

---

**Certifications For Submissions To VA**  
On receipt of "Notice of Value" or advice from the Department of Veteran's Affairs that a "Notice of Value" will not be issued, we agree to forward to the appraiser

WARNING: Section 1010 of Title 18, U.S.C. provides : "Whoever for the purpose of ... including such Administration ... makes, passes, utters or publishes any st not more than two years or both.

**After you hit Submit, the system will assign the order to an appraiser. Their contact info will appear as well. Be sure to print the confirmation pages and send to the appraiser with the purchase contract & MLS listing.**

**Note the appraiser will NOT start on the order until they receive your fax.**