

## Requesting VA Sponsorship

Non-Delegated Correspondent Sellers must follow the instructions below to request VA sponsorship:

1. Remit \$100 check payable to the Department of Veterans Affairs.
2. Complete [VA Authorized Agent Sponsorship Form](#)
3. Mail Check and completed VA Authorized Agent Sponsorship Form to:

Carrington Mortgage Services, LLC  
1600 South Douglas Road, Suites 110 & 200-A  
Anaheim, CA 92806  
Attention: Client Administration

Non-Delegated Correspondent Seller must be approved and have the ability to originate, process and close VA loans.

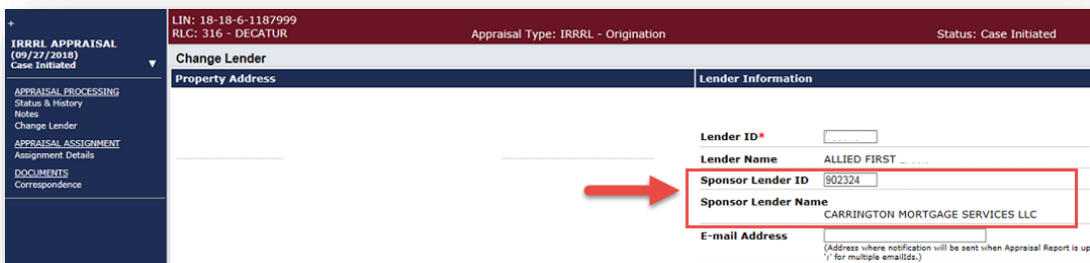
## Registering a Loan

All Non-Delegated Correspondent Seller VA loans must be **Registered** in corrIQ Portal prior to ordering the appraisal through the VA portal.

## Add Carrington as Sponsoring Lender



1. Login to VA Portal, WebLGY at:  
<https://weblgy.vba.va.gov>
2. Access the Case Number
3. Click **Change Lender**
4. Enter **Sponsor Lender ID: 902324**
5. Enter **Sponsor Lender Name:**  
Carrington Mortgage Services, LLC
6. Click OK



## VA Funding Fee

Non-Delegated Correspondent Seller is responsible for paying the VA Funding Fee. CMS will audit the closed loan file to validate the Funding Fee has been paid prior to CMS purchasing the loan.

## Appraisal & Notice of Value (NOV)

As the VA Sponsor, CMS is required to issue the Notice of Value (NOV) within 5 days of appraisal delivery to the lender. All appraisal assignment requests must be completed using Carrington's VA Lender Sponsor Identification Number.

**Carrington's VA Sponsorship Identification Number: 902324-00-00**

## Ordering the Appraisal

To request the appraisal, choose LAPP as the **Appraisal Type** and click **Submit**.

HOME LOAN ELIGIBILITY ADMIN CONTACT RLC

Request Appraisal

**Request Appraisal/LIN Only**

Attention Lender! Obtaining a Certificate of Eligibility (COE) for your Veteran borrower is an important step in obtaining a VA Home Loan. VA recommends that lenders order the COE as early as possible to avoid processing delays. At the end of the appraisal order process you will have the ability to order the COE if you have not done so already. Thank you for your continued support of Veterans and the VA Home Loan program.

This function assigns a loan number and appraiser to a single property case. Liquidation cases can be initiated with this screen.  
**Required/Mandatory Fields are denoted with \***

**Select Appraisal Type \***

**Origination Appraisals**  
\* If this request is for an Interest Rate Reduction Refinancing (IRRRL) loan, obtain a new VA loan number with the order IRRRL function.  
A VA appraisal is not required for an IRRRL loan.

LAPP -- Lender Appraisal Processing Loans  
 IND -- Individual NOV

**Liquidation appraisals**  
 LGI -- Liquidation of a VA Guaranteed Loan

Submit

In **Section 1**, complete all fields and verify 902324-00-00 as the **Sponsor's Identification Number**.

HOME LOAN ELIGIBILITY CONTACT RLC

**Request Single Property Appraisal: LAP Case**

**1. Requester Information**

User Id: 9023240000  
Name: CARRINGTON MORTGAGE SERVICES LLC  
Address: 1600 SOUTH DOUGLAS ROAD  
SUITES 110 & 200-A  
ANAHEIM, CA 92806  
[Select a different Branch](#)

Sponsor's Identification Number: 902324-00-00  
(Required if Requester is NON-LAPP Approved)

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

1C. E-mail Address\* (Address where notification will be sent when Appraisal Report is uploaded. Separate it by ';' for multiple emailIDs.)

1D. Institution's Case Number

**5. Firm or Person Making Request/Application**

Name  
Address Line One  
Address Line Two  
City  
State  
Zip

**6. Applicable Lender Point of Contact(POC)**

Name\*  
Phone Number\*  
E-Mail Address\*

**7. Property Facts**

## Ordering the Appraisal, Continued

In **Section 9**, verify the Veteran's Name, Address, City, State and Zip Code

### 9. Purchaser Information

Purchaser Exists  
(The following fields are required if Purchaser Exists Indicator is selected.  
First Name, Last Name, First Address line, City, State and 5 digit Zip Code)

Name

Address One Text

Address Two Text

City

State

Zip Code  -