

Staff Appraisal Reviewer (SAR) Applications Submission Instructions

The SAR application for new SARs and SARs transferring to another VA approved Lender or Servicer should be sent to VA Austin and addressed as follows:

Department of Veterans Affairs
Administrative and Loan Accounting Center (105/241A)
Attn: Agent Cashier
1615 Woodward Street
Austin, TX 78772-0001

The SAR application package should include the following items:

1. Completed and signed LAPP SAR application, VA Form 26-0785 – both pages;
2. SAR applicant's resume or work experience statement; and
3. \$100 SAR application processing fee per SAR Applicant (check payable to Department of Veterans Affairs).

SAR application information including LAPP SAR application, VA Form 26-0785, is available on SAR Support website: http://benefits.va.gov/homeloans/appraiser_sar_application.asp.

More information regarding SAR applications and SAR work experience requirements may be found in Chapter 15.01, page 15-3 of the VA lender's handbook:
http://www.benefits.va.gov/WARMS/Site_Map.asp.

We presently take between 5 to 10 business days to process and approve SAR applications. If a SAR application is incomplete or unacceptable, we will notify the SAR applicant and their company of that determination.

Things to Remember:

1. SAR applications should be submitted to VA Austin. SAR applications should **not** be submitted either to the VA Regional Loan Center or directly to VA Central Office (VACO).
2. E-mail SAR Application status inquiries to SARSupport.vbaco@va.gov.
3. VA Credit underwriter applications should **not** be sent to VA Austin or directly to VA Central Office. Submit VA Credit Underwriter applications to the Loan Production unit at the VA Regional Loan Center (RLC) of jurisdiction. RLC contact info is online: http://www.benefits.va.gov/HOMELOANS/contact_rlc_email.asp.