

Loan Guaranty Service (LGY)

Quick Reference Document

For

Condo Approval for Lenders

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Revision History

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Introduction

Procedures outlined in this Quick Reference Document assist lenders to view and create new condominium records in WebLGY.

Navigating WebLGY

Condominium functions are located from the WebLGY top-navigation menu under *Loan > Condo*, as shown in the figure below.



Figure 1. WebLGY Condo Navigation.

Condominium Record Validation

WebLGY performs validation checks on submitted form data fields and returns system alerts for both approved and declined information.

Approved Condominium Record Validation

Submittal of approved forms returns a *success* alert in green font, as displayed in the figure below.



Figure 2. Approved Validation Alert Example.

Declined Condominium Record Validation

Errors that are found during form validation return with an alert in red font, as displayed in the figure below.

The screenshot shows a form titled "Condo Review Dates". It contains two input fields. The first field is labeled "Date Project Received:*" and has a red border around it. Below this field, a red error message states: "The Received Date is not a valid date. (MM/DD/YYYY)". The second field is labeled "Date Documents Sent to District Council" and is empty.

Figure 3. Declined Validation Alert Example.

Search Condo

Selection of the *Search Condo* menu option navigates the user to the *Condo Search* page, as displayed below.

NOTE: Selection of the *State* drop-down menu field is mandatory.

The screenshot shows a form titled "Condo Search". At the top, a note reads: "Wild-card search can be performed using a * on the condo name field." Below this are four input fields: "Condo ID", "Condo Name", "State*" (with a dropdown arrow), and "Status" (with a dropdown arrow). A "Search" button is located at the bottom right of the form.

Figure 4. Condo Search Screen.

Steps:

1. Enter the respective information into the search form.
2. Select the <Search> button.

NOTE: If no results are found, the system will return a *No Results Found* alert (Figure 5). The user may then [create a new condo record](#).

The screenshot shows the "Condo Search" form with a red header and the text "No Results Found" in red. A smaller inset window shows the top portion of the search form, including the title "Condo Search" and the note "Wild-card search can be performed using a * on the condo name field." and the "Condo ID" field.

Figure 5. Condo Search No Results Found Alert.

- If condominium records results are found, results are returned under the search window (Figure 6).

Search Results			
ID	Condo Name	State	Status
01234	CONDO ONE	DE	Accepted Without Conditions
05432	CONDO TWO	DE	Accepted Without Conditions
01212	CONDO THREE	DE	Accepted Without Conditions

Figure 6. Condo Search Results.

- Select the hyperlinked *ID* number of the condominium to open the *Condo Information* screen (Figure 7).

NOTE: *Condo Information* search results are read-only. Additional enhancements to edit this screen will be addressed in future WebLGY enhancements.

The screenshot shows a web application interface for 'Condo Information'. At the top, it displays 'Name: 00000 ID: Status: Accepted Without Conditions'. The main area is divided into two columns:

- Condo Information:** Contains dropdown menus for 'Regional Office:*' and 'Proposed Existing Indicator:*'. A 'Building Status' label is present. Under 'Condo Status', there is a 'Disposition Code:*' dropdown set to 'Accepted Without Conditions'. The 'Project Details' section includes input fields for 'Total Number of Phases:' and 'Total Number of Units:'. A 'Condo Conditions:' section has a large text area.
- Condo Contact Information:** Contains input fields for 'Condo Name:*', 'Address:*', 'City:*', 'State:*' (dropdown), 'Zip Code:*', 'Zip Suffix:', and 'County:*'.
- Condo Review Dates:** Contains input fields for 'Date Project Received:*', 'Date Documents Sent to District Council:', 'Date Documents Received From District Council:', and 'Date Review Completed:'.

Figure 7. Condo Information Screen.

Create Condo Record

Selection of the *Create Condo* menu option navigates the user to the *Create Condo Information* screen. In order to be eligible for VA loan guaranty, a condominium or lot must be approved by VA.

NOTE: Information is entered in the *Condo Information* and *Condo Contact Information* sections only. The *Condo Review Dates* section is system-generated and read-only.

Condo Information	Condo Contact Information
Regional Office:* <input type="text"/>	Condo Name:* <input type="text"/>
Building Status	Address:* <input type="text"/>
Proposed Existing Indicator:* <input type="text"/>	City:* <input type="text"/>
Condo Status	State:* <input type="text"/>
Disposition Code:* <input type="text" value="Accepted Without Conditions"/>	Zip Code:* <input type="text"/>
Project Details	Zip Suffix: <input type="text"/>
Total Number of Phases: <input type="text"/>	County:* <input type="text"/>
Total Number of Units: <input type="text"/>	
Condo Conditions: <input type="text"/>	
	Condo Review Dates
	Date Project Received:* <input type="text"/>
	Date Documents Sent to District Council: <input type="text"/>
	Date Documents Received From District Council: <input type="text"/>
	Date Review Completed: <input type="text"/>

Figure 8. Condo Information Screen.

Steps:

1. Enter information in the *Condo Information* and/or *Condo Contact Information* sections.
2. Enter related comments in the *Condo Processing Notes* text box.

NOTE: Entering comments in the Condo Processing Notes field is optional.

Condo Processing Notes

Figure 9. Condo Processing Notes.

3. Select the <**Submit**> button to create the condo record.
4. The user navigates to the *Enter Correspondence* screen once the record is created. The following system message appears at the top of the *Enter Correspondence* screen:

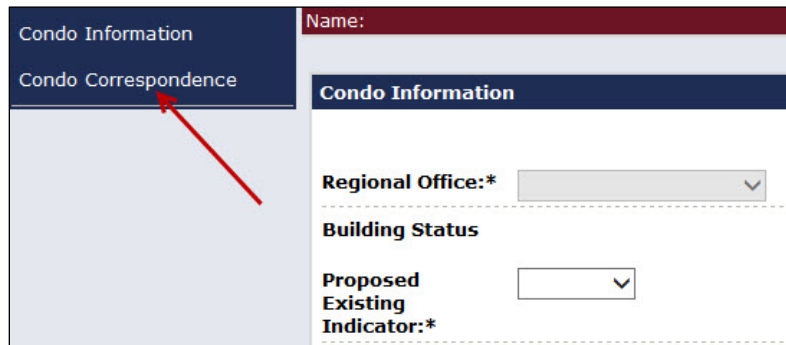
New Condo has been Successfully added. Please upload Condo Documents.

Figure 10. New Condo Created Message.

5. Refer to the [Upload Condo Package](#) procedures to upload the proper documents to the new condominium record.

Upload Condominium Package

Documents necessary for VA Condominium review are uploaded in the *Enter Correspondence* screen found by selecting the *Condo Correspondence* link from the left-hand navigation panel.



The screenshot shows a web application interface. On the left is a dark blue navigation panel with two menu items: 'Condo Information' and 'Condo Correspondence'. A red arrow points to 'Condo Correspondence'. To the right is a form titled 'Condo Information' with a 'Name:' field at the top. Below the title are several form fields: 'Regional Office:*' with a dropdown arrow, 'Building Status' with a sub-section containing 'Proposed Existing Indicator:*' and another dropdown arrow.

Figure 11. Condo Correspondence Link.

Steps:

1. From the *Enter Correspondence* screen, enter data into all form fields.
2. Select the <Browse> button and choose the file to upload.

NOTE: When creating a new record, documents within the file or that are uploaded individually (maximum file size is 30MB) must be stacked and labeled in the following order:

1. Declaration
2. Bylaws
3. Amendments
4. Plat Map
5. Rules and Regulations
6. Meeting Minutes
7. Budget
8. Special Assessment Letter
9. Litigation Letter
10. Presale Letter
11. Other

The screenshot shows a web form titled "Enter Correspondence" with the following fields and values:

- Correspondence Type ***: Text input field containing "Condo".
- Document Type Code ***: Dropdown menu showing "Condo Approval Package".
- File to Upload ***: Text input field containing "C:\Users\lgycondouser\Des" followed by a "Browse..." button.
- Document Name ***: Text input field containing "Condo Approval" followed by a close button (X).

A red arrow points to the "Submit" button located at the bottom right of the form area.

Figure 12. Upload Condo Correspondence.

3. Select the <Submit> button to upload the file.
4. Following upload, the system will return a “*New Condo Correspondence uploaded successfully*” message, and create an entry in the *Condo Documents* table (Figure 13).

The screenshot displays a green message at the top: "New Condo Correspondence uploaded Successfully". Below this is the "Enter Correspondence" form, which is now empty. Below the form is a "Submit" button. At the bottom, there is a table titled "Condo Documents" with the following data:

Document Type	Document Name	Created Date	Created By
Condo Approval Package	Condo Package.docx	03/02/2016	lgycondolender

Figure 13. Successful Condo Correspondence Upload.