

Electronic Filing of Condominium Association Documents

1. Purpose. The purpose of this Circular is to announce that the Department of Veterans Affairs (VA) will require the electronic submission of documents for condominium approval requests through WebLGY, effective immediately.

2. Background. In an effort to reduce the time and costs involved with approving condominium projects for the VA Home Loan program, VA is transitioning the submission of condominium approval documents from a largely manual paper process to an electronic process.

3. Action. Effective immediately, program participants are required to upload condominium association documents into WebLGY in PDF format.

a. In order to upload condominium association documents, a condominium record must exist in WebLGY. Directions on how to search condominium records and create a new record are found in the Quick Reference Document linked to in Section 6 of this Circular.

b. 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

c. Once the upload with all the required documents is complete, the Regional Loan Center (RLC) of jurisdiction will notify VA's legal counsel to begin its review.

4. VA's Legal Counsel. When VA's legal counsel returns its opinion to the RLC, the condominium record will be updated with a Disposition Code and any conditions. The lender will be notified of the approval or disapproval by letter.

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5. Approval/Disapproval. The RLC reviewer will review the opinion from VA's legal counsel, complete the Disposition Code in the condominium record, and add any conditions in the condominium condition section within WebLGY.

6. Quick Reference Document. More detailed instructions on the electronic condominium approval process can be found at: http://www.benefits.va.gov/HOMELOANS/documents/docs/condo_approvals_for_lenders_qrg.pdf. For questions or further information, please contact the Construction and Valuation section at the RLC of jurisdiction: http://www.benefits.va.gov/HOMELOANS/contact_cv.asp.

7. Rescission: This Circular is rescinded July 1, 2019.

By Direction of the Under Secretary for Benefits

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