

Loan Guaranty Service (LGY)

Quick Reference Document

For

Condo Approval for Lenders

October 2016

Revision History

Date	Version	Description	Author
10/24/2016	1.1	Include edits based on business line review	LGY Tech Writer
8/19/2106	1.0	Initial Release	LGY Tech Writer

Table of Contents

Introduction..... 4
Navigating WebLGY..... 4
Condominium Record Validation..... 4
Approved Condominium Record Validation..... 4
Declined Condominium Record Validation 4
Search Condo 5
Create Condo Record 6
Upload Condominium Package 8

Table of Figures

Figure 1. WebLGY Condo Navigation..... 4
Figure 2. Approved Validation Alert Example..... 4
Figure 3. Declined Validation Alert Example. 5
Figure 4. Condo Search Screen. 5
Figure 5. Condo Search No Results Found Alert. 5
Figure 6. Condo Search Results. 6
Figure 7. Condo Information Screen. 6
Figure 8. Condo Information Screen. 7
Figure 9. Condo Processing Notes..... 7
Figure 10. New Condo Created Message. 7
Figure 11. Condo Correspondence Link. 8
Figure 12. Upload Condo Correspondence. 9
Figure 13. Successful Condo Correspondence Upload..... 9

Introduction

Procedures outlined in this Quick Reference Document assist lenders to view and create new condominium records in WebLGY. This function was previously limited to the Veterans Information Portal (VIP), but is now in process of migrating to the WebLGY environment platform.

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 has two input fields: "Date Project Received:*" and "Date Documents Sent to District". The "Date Project Received:*" field is highlighted with a red box, and a red error message "The Received Date is not a valid date. (MM/DD/YYYY)" is displayed below it. The "Date Documents Sent to District" field 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 the "Condo Search" form. At the top, it says "Wild-card search can be performed using a * on the condo name field." Below this are four input fields: "Condo ID", "Condo Name", "State*" (a dropdown menu), and "Status" (a dropdown menu). A "Search" button is located at the bottom 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 "No Results Found" alert displayed in red text at the top. The form fields and the "Search" button are visible below the alert.

Figure 5. Condo Search No Results Found Alert.

3. 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.

4. 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 three sections: 'Condo Information', 'Condo Contact Information', and 'Condo Review Dates'.
 - **Condo Information:** Includes 'Regional Office:*' (dropdown), 'Building Status', 'Proposed Existing Indicator:*' (dropdown), 'Condo Status', 'Disposition Code:*' (dropdown with 'Accepted Without Conditions' selected), 'Project Details', 'Total Number of Phases:' (text input), 'Total Number of Units:' (text input), and 'Condo Conditions:' (text area).
 - **Condo Contact Information:** Includes 'Condo Name:*', 'Address:*', 'City:*', 'State:*' (dropdown), 'Zip Code:*', 'Zip Suffix:', and 'County:*'.
 - **Condo Review Dates:** Includes '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 menu with two items: 'Condo Information' and 'Condo Correspondence'. A red arrow points to 'Condo Correspondence'. The main area on the right is titled 'Condo Information' and contains a form. At the top of the form is a 'Name:' field. Below it is a 'Regional Office:*' dropdown menu. A dashed line separates this from the 'Building Status' section, which includes a 'Proposed Existing Indicator:*' dropdown menu.

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". It contains the following fields and controls:

- Correspondence Type ***: A text input field containing the word "Condo".
- Document Type Code ***: A dropdown menu with "Condo Approval Package" selected.
- File to Upload ***: A text input field containing a file path "C:\Users\lgycondouser\Des" followed by a "Browse..." button.
- Document Name ***: A text input field containing "Condo Approval" and a close button (X).
- Submit**: A button located at the bottom right of the form, with a red arrow pointing to it.

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 shows the "Enter Correspondence" form after a successful upload. At the top, a green message reads "New Condo Correspondence uploaded Successfully". Below the form, a "Submit" button is visible. Underneath, a table titled "Condo Documents" displays 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.