

Steps for Issuing the NOV Checklist

After determining if an appraisal report is for a purchase transaction, reviewing the sales contract if needed, and reviewing the appraisal report, you are ready to issue the NOV. Issuing the NOV involves several steps.

Place a check next to each item as you complete it.

- Verify information in the Save Issue NOV screen in WebLGY and enter needed items or correct erroneous information for each applicable item under: Property Information, Purchaser Information, Builder/Lender/Requester Information, and Appraisal Information.
- Type any additional information that is needed for items of the NOV in WebLGY.
- Verify you will be issuing the NOV in a timely fashion.
- Complete a last review of the NOV and if everything is okay, issue the NOV in WebLGY.
- Print and sign copy of NOV to be provided to the Veteran.
- Provide a copy of the NOV to the Veteran with a copy of the VA appraisal.