

Staff Appraisal Review (SAR) Application Submission Instructions

The SAR application should be sent to **VA Austin**

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

and include:

1. Completed SAR Application, VA Form 26-0785
2. SAR's Resume or Work Experience Statement; and
3. SAR Application Fee (Check).

The above three items should be sent to the **VA Austin** facility for processing as per the referenced VBA Circulars below:

http://www.homeloans.va.gov/circulars/26_09_13.pdf

http://www.homeloans.va.gov/circulars/26_09_13_change1.pdf

More information regarding SAR applications and SAR qualifications may be found in Chapter 15 of the VA Lenders Handbook:

http://www.warms.vba.va.gov/pam26_7.html

After the SAR application fee is processed **by VA Austin** and we get the completed SAR application **back from VA Austin**, we are taking about two weeks to process and approve acceptable SAR applications or notify the requesters of those SAR applications which may be incomplete or unacceptable.

Remember: SAR applications should be submitted to **VA Austin** and not to the local VA Regional Loan Center (RLC) nor directly to us here at VA Central Office.

Note:

All VA Lender applications, fees and Automatic/Supervised Lender approvals as well as VA underwriter applications, fees, and approvals are handled by the Loan Production unit at the local VA Regional Loan Center of jurisdiction. Questions or inquiries should be referred to the local RLC of jurisdiction. Contact information for local RLC of jurisdiction may be found at: www.homeloans.va.gov/rlcweb.htm

Information on VA lender and underwriter approval processing may be found in Chapter 1 of the VA Lenders Handbook: http://www.warms.vba.va.gov/pam26_7.html