



Mortgage Solutions Financial VA (Non-IRRRL) Case Number Request Instructions

VA appraisals are ordered when the case number is requested. VA appraisals must be ordered through the VIP and not ordered by the business partner using the standard Mercury networks order process and must comply with the following:

For new VA case number and appraisal requests:

Complete the VA Case Number Request Form and email your request form to tpo.va.appraisals@mortgagesolutions.net. Also, as applicable, a completed credit card authorization form, a VA Form 26-1805, and the purchase contract must be emailed along with the VA Case Number Request Form.

For VA case numbers and appraisals already in existence with another lender:

A transfer request must be made of the existing lender to transfer the case number and appraisal to MSF. This transfer must be requested by the broker or MSF. If the appraisal was not completed or was cancelled by the other lender, a new appraisal must be ordered through MSF's appraisal department. In lieu of the case number request process listed above, you will simply need to supply the existing VA case number, the borrower's name, subject property address and MSF loan number to tpo.va.appraisals@mortgagesolutions.net.

**Note that this only applies to non-IRRRL VA loans and not available for incomplete new construction

Borrower Must Sign the MSF Notice Of Intent To Proceed To Be Charged



VA Case Number Request

Email completed form with all required documents to tpo.va.appraisals@mortgagesolutions.net

Not to be used for Streamline/IRRRL or New Construction

ALL INFORMATION IS REQUIRED TO PERFORM CASE NUMBER ASSIGNMENTS
Please complete all fields of this form, failure to do so will delay processing of this order.
All incomplete forms will be returned.

**Submit this form with VA Form 26-1805, a copy of Purchase Contract with all addendums and credit card authorization

ORIGINATOR INFORMATION

Originator Name	<input type="text"/>	Sponsor ID #	<input type="text" value="825260000"/>
Originator Street	<input type="text"/>	Originator VA ID #	<input type="text"/>
Originator City, St, Zip	<input type="text"/>	Originator Phone	<input type="text"/>
Originator Contact	<input type="text"/>	Originator Fax	<input type="text"/>

TRANSACTION INFORMATION

Request Type LAPP Streamline Refinance Refinance with Appraisal

If Prior VA loan, enter Prior Case Number:

Sales Price

Property Type: SFR UNITS PUD CONDO

Factory Fabricated: YES NO

VA Condo ID

PUD/CONDO NAME

YES NO Has veteran previously applied for a VA case number associated with this loan transaction?*

*VA Case/LAPP request cannot be processed unless answer provided

PROPERTY INFORMATION

Street Address

City

State

Zip Code

Tract #

Lot

Block

Unit Number

OCCUPANT INFORMATION

Name of Owner

Owner Phone Number

Owner Occupied Never Occupied Vacant Tenant Occupied

Name of Occupant

Occupant Phone Number

Name of RE Broker

RE Broker Phone Number

Key At Location

Date & Time Available for Inspection

VETERANS INFORMATION

Last Name

First Name

Middle Initial

Current Mailing Address

Veteran Email Address

City

State

Zip Code



VA Appraisal Order Credit Card Authorization Form

By signing this form, I authorize **Mortgage Solutions of Colorado dba Mortgage Solutions Financial** to order an appraisal and any additional appraisal documents for;

Borrower Name: _____

Loan Number: _____

LO Name: _____

Select One (Appraisal Fee):

Paid by Other Paid by Borrower

Cardholder Information

Cardholder Name: _____

Billing Address: _____

Phone Number: _____

Email Address: _____

Payment Method (Select one):

Credit Card Number: _____

Card Verification Security Code: _____

Expiration Date (MM/YY) _____ / _____

Forms Required

Appraisal Form Amount: \$ _____ [VA Appraisal Fee Map](#)

Request COE (Certificate of Eligibility - *optional*)

Should the loan fail to close, I understand the payment of this fee is still my responsibility.

Cardholder Signature

Date