

Loan Guaranty Service (LGY)

Quick Reference Document

For

Condo Approval for Lenders

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Revision History

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10/17/2016	1.1	Include edits based on business line review	LGY Tech Writer
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Introduction

Procedures outlined in this Quick Reference Document assist lenders to view and create new condominium records in WebLGY.

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.

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.

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](#).

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.

Name: 00000 ID: Status: Accepted Without Conditions

Condo Information	Condo Contact Information
Regional Office:* Building Status Proposed Existing Indicator:* Condo Status Disposition Code:* Accepted Without Conditions Project Details Total Number of Phases: Total Number of Units: Condo Conditions:	Condo Name:* Address:* City:* State:* Zip Code:* Zip Suffix: County:*
	Condo Review Dates Date Project Received:* Date Documents Sent to District Council: Date Documents Received From District Council: 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:*	Condo Name:*
Building Status	Address:*
Proposed Existing Indicator:*	City:*
Condo Status	State:*
Disposition Code:*	Zip Code:*
Project Details	Zip Suffix:
Total Number of Phases:	County:*
Total Number of Units:	
Condo Conditions:	Condo Review Dates
	Date Project Received:*
	Date Documents Sent to District Council:
	Date Documents Received From District Council:
	Date Review Completed:

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	
Submit	

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:

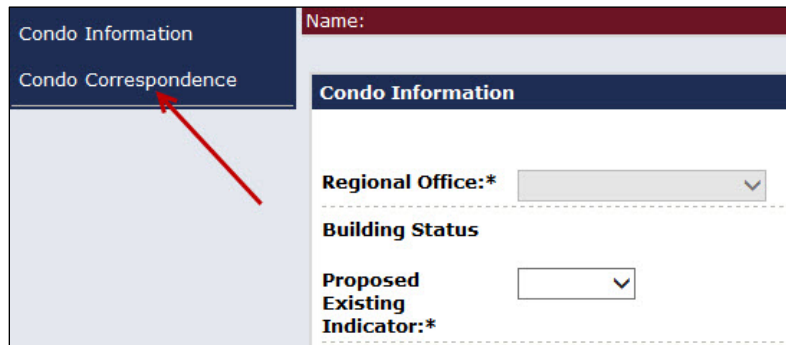
New Condo has been Successfully added. Please upload Condo Documents.

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 image shows a screenshot of a web application interface. On the left is a dark blue navigation panel with two links: 'Condo Information' and 'Condo Correspondence'. A red arrow points from the 'Condo Correspondence' link to the main content area. The main content area has a light blue header with the text 'Name:'. Below this is a dark blue section titled 'Condo Information'. This section contains two dropdown menus: 'Regional Office:*' and 'Building Status'. The 'Building Status' dropdown is currently open, showing three options: 'Proposed', 'Existing', and 'Indicator:*'.

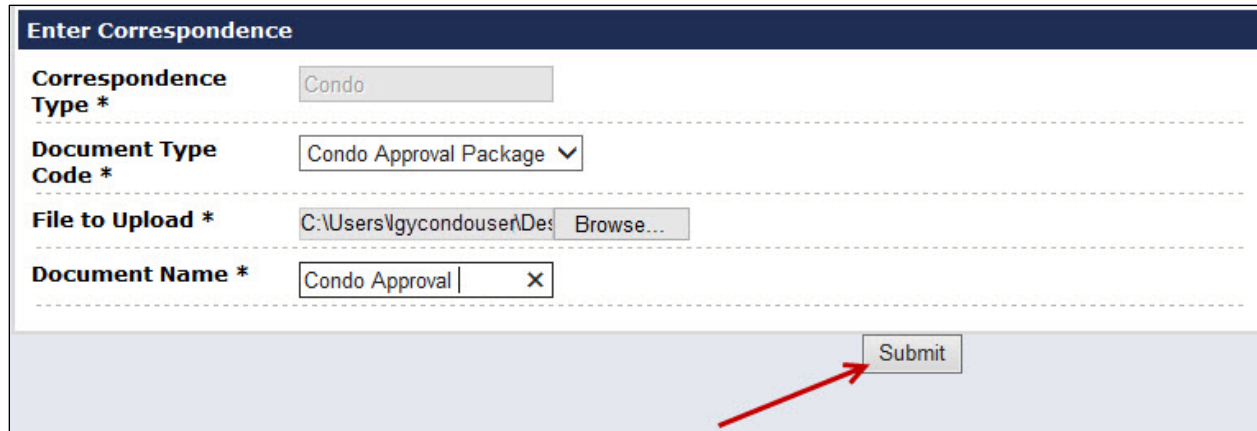
Figure 11. Condo Correspondence Link.

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



Enter Correspondence

Correspondence Type *

Document Type Code *

File to Upload *

Document Name *

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).



New Condo Correspondence uploaded Successfully

Enter Correspondence

Correspondence Type *

Document Type Code *

File to Upload *

Document Name *

Condo Documents

Document Type	Document Name	Created Date	Created By
Condo Approval Package	Condo Package.docx	03/02/2016	lgycondolender

Figure 13. Successful Condo Correspondence Upload.