

Fee Personnel Vacation/Hold Request Form

Please or fax this form to VA **at least 7 days in advance** of the date you wish to have your VA appraisal or inspection assignments stopped due to vacation or other planned period of unavailability. In emergency situations that preclude advance notice, please contact VA as soon as possible.

Additional instructions on the use of this form are **To: Construction & Valuation/Phoenix Regional Loan Center**

FROM: _____ **VA ID#** _____
VA Fee Panel Appraiser

VA Assigned Area: ☐ Phoenix ☐ Oakland ☐ Los Angeles ☐ San Diego
☐ New Mexico

I request to have my VA assignments stopped for the period shown below for the following reason(s):

- ☐ Vacation
- ☐ Other scheduled absence (appraiser education, etc.)
- ☐ Catch up on workload backlog
- ☐ Emergency or Illness
- ☐ Other: _____

I will be **unavailable for VA work** from (date) _____ to (date) _____

I request that **no new assignments** be made beginning (date) _____ and that new assignments resume on (date) _____.

[Note: assignments must be stopped **at least 5 working days prior to the date of actual unavailability**. This allows time for any in-transit 26-1805's to be received and appraisals completed (or reassigned by VA). Your signature below acknowledges that you accept responsibility for completing and e-mailing all pending assignments prior to your departure or contacting VA to arrange for reassignment.]

Appraiser's Signature: _____ **Date** _____

For VA Use Only

- ☐ Request approved as indicated above. TAS updated accordingly.
- ☐ Other: _____

Date and Initials of C&V Staff _____

E-mail: CVGC.VBAPHO@va.gov Fax #: (602) 627-3222