

Important Requestor Information:

Company Name:			
Processor Name:		Processor Email:	
Loan Officer NMLS ID:		Loan Officer Name:	
Company NMLS ID:		Company EIN #:	
Property Address:			

Client Certification:

In accordance with FHA policy & procedures, I hereby certify that this case number request corresponds to an active loan application for the above subject borrower(s) and property stated above.

Signature of Processor: _____

Required documents to accompany the FHA Case Assignment request:

- Completed, Signed and Dated Application (Form 1003 / 1009)
- Borrower Certification and Authorization
- ID proof (Driver’s License or an equivalent document)
- Evidence of Social Security Number (Social Security Card or an equivalent document)
- HECM Counseling Certificate (applicable for HECM loans as counseling details must be entered when assigning the case.)
- Fully executed Purchase Agreement (applicable for a Purchase transaction).
- Copy of Previous Note (for FHA refinances)
- Initial HUD/VA Addendum form# 92900A signed and dated by borrower(s)

Procedure to submit the FHA Case Assignment request:

<p>Submit using sunsoft: (Preferred):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upload the request form and the required documents into "Imaging" of the loan created using sunsoft. <input type="checkbox"/> Click FHA Case Assignment Request Link in sunsoft. 	<p>Email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email the request form and the required documents to fhaprocessor@swmc.com 	<p>Fax:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fax the request form and the required documents to (866) 415-7661
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- The Sun West FHA case processing team will complete the initial review and process the request.
- Case assignment process would be completed within 24 - 48 hours upon receipt of a complete request form and the required documents.
- Once the Case is assigned, the Case Number would be entered in sunsoft and the FHA Case Assignment sheet would be uploaded to "Imaging".

Important Notes:

- Only Approved SWMC Clients may request FHA Case Number assignments from Sun West.
- Clients must be in receipt of a complete, signed and dated Loan Application Package when requesting the FHA Case, in accordance with HUD Handbook 4000.1

Important Contacts:

<ul style="list-style-type: none"> <input type="checkbox"/> FHA Case Processing Team: Email: fhaprocessor@swmc.com Phone: (800) 453-7884 Fax: (866) 415-7661 	<ul style="list-style-type: none"> <input type="checkbox"/> Broker Support Team: <small>(For user access to sunsoft or Broker Approvals with SWMC)</small> Email: broker@swmc.com Phone: (562) 741-6902 Fax: (562) 252-0085
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