

Important Requestor Information:			
<b>Company Name:</b>			
<b>Processor Name:</b>		<b>Processor Email:</b>	
<b>Loan Officer NMLS ID:</b>		<b>Loan Officer Name:</b>	
<b>Company NMLS ID:</b>		<b>Company EIN #:</b>	

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: _____

Loan Details					
<b>Borrower Information</b>					
<b>Name:</b>		<b>SSN:</b>		<b>DOB:</b>	
<b>Name:</b>		<b>SSN:</b>		<b>DOB:</b>	
<b>Name:</b>		<b>SSN:</b>		<b>DOB:</b>	
<b>Name:</b>		<b>SSN:</b>		<b>DOB:</b>	
<b>Property Address:</b>					
<b>Previous FHA Case #:</b>					

Required documents to accompany the FHA Case Assignment request: *Mandatory documents
<input type="checkbox"/> *Borrower Certification and Authorization or <input type="checkbox"/> *Initial HUD/VA Addendum form# 92900A signed and dated by borrower(s) <input type="checkbox"/> Completed, Borrower and MLO Signed and Dated Loan Application (Form 1003)

Procedure to submit the FHA Case Assignment request:		
<b>Submit using sunsoft: (Preferred):</b> <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.	<b>Email:</b> <input type="checkbox"/> Email the request form and the required documents to <a href="mailto:fhaprocessor@swmc.com">fhaprocessor@swmc.com</a>	<b>Fax:</b> <input type="checkbox"/> Fax the request form and the required documents to (866) 415-7661
<input type="checkbox"/> Case assignment ordering process will be completed within 24 - 48 hours upon receipt of a complete request form and the required documents. <input type="checkbox"/> Once the Case is assigned, a copy of the FHA Case Assignment will be emailed to you.		

Important Notes:
<input type="checkbox"/> Only Approved SWMC Clients may request FHA Case Number assignments from Sun West. <input type="checkbox"/> 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:	
<input type="checkbox"/> <b>FHA Case Processing Team:</b> Email: <a href="mailto:fhaprocessor@swmc.com">fhaprocessor@swmc.com</a> Phone: (800) 453-7884 Fax: (866) 415-7661	<input type="checkbox"/> <b>Broker Support Team:</b> <small>(For user access to sunsoft or Broker Approvals with SWMC)</small> Email: <a href="mailto:broker@swmc.com">broker@swmc.com</a> Phone: (562) 741-6902 Fax: (562) 252-0085