



8751 Commodity Circl. Ste 17 Orlando, Fl 32819
Phone: (800) 453-7884 | Fax: (206)222-2298

FHA Case Assignment Request Form

Important Requestor Information:

Company Name:			
Processor Name:		Processor Email:	
Loan Officer NMLS #:		Loan Officer Name:	
Company NMLS #:		Company EIN #:	
Property Address:			
Condo: See Below			

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 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 with the list of Counseling Agencies referred to the Borrower (applicable for HECM loans as counseling details must be entered when assigning the case.)
- ☐ Fullyexecuted Purchase Agreement (applicable for a Purchase transaction).
- ☐ Copy of all disclosed GFEs and TILs.
- ☐ Copy of Previous Loan info. (for FHA Streamline
- ☐ If a Case Transfer is necessary, please obtain a Borrower's Signed and Dated authorization to transfer the FHA Case Number to MHOD Sponsor ID 1125900037. If an appraisal was already ordered by the existing Lender, the appraisal would also need to be sent to MHOD with case transfer request.
(Note: This Borrower Authorization must be signed and dated after the existing FHA Case was assigned.)

Procedure to submit the FHA Case Assignment request:

Single Unit Condos approval requests must contain FHA Condo. Checklist as well as all HUD required supporting documents. FHA estimated turn time 3 days, but could be longer.	Email: <input type="checkbox"/> Email the request form and the required documents to caserequest@moneyhouseus.com	
<input type="checkbox"/> The Moneyhouse Loan SET UP Team will complete the initial review/setup and process the request. <input type="checkbox"/> Case assignment process would be completed within 24 hours upon receipt of a complete request form and the required documents. <input type="checkbox"/> Once the Case is assigned, the Case Number would be emailed to the appropriate party.		

Important Notes:

- ☐ Non Approved Condos. Must follow and meet HUD Single Unit Condo reqrmnts..
- ☐ Clients must be in receipt of a complete, signed and dated Loan Application Package when requesting the FHA Case, in accordance with ML 11-10.

Important Contacts:

- | | |
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| <input type="checkbox"/> Loan Set UP Team: <ul style="list-style-type: none">Email: intake@moneyhouseus.comPhone: (800) 305-6098
(678)-459-2257 | <input type="checkbox"/> Broker Support Team:
(For user access to MHOD or Broker Approvals with TMHOD) <ul style="list-style-type: none">intake@moneyhouseus.comPhone: (800) 305-6098
(678)-459-2257 |
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