

## Transaction Set 824 - Application Advice

Transaction set 824 can be used to provide the ability to report the results of an application system's data content edits of transaction sets. The results of editing transaction sets can be reported at the functional group and transaction set level, in either coded or free-form format. It is designed to accommodate the business need of reporting the acceptance, rejection, or acceptance with change of any transaction set. The application advice should not be used in place of a transaction set designed as a specific response to another transaction set.

HUD will use TS 824, Application Advice to notify mortgagees/lenders of errors within Application for Mortgage Insurance Benefits (TS 260); Mortgage Loan Default Status (TS 264); and Mortgage Record Change (TS 266).

For HUD, transaction set 824 will return errors found during the edit of the transaction set 260 submission of a claim and indicate that the claim must be resubmitted to enable HUD's application to successfully process the claim. Likewise, transaction set 824 will indicate the specific loan default report in error and detail the problem found during the edit of transaction set 264. Mortgagees/lenders will need to submit a corrected entry for that default case with a corrected transaction set 264. Transaction set 824 will also be used by HUD to indicate errors found during the edit of transaction set 266.

***Transaction Set 824 for 260 Outline***

The following pages contain the 824 transaction set outline to be used in relation with transaction set 260.

# 824 Application Advice

Functional Group ID=**AG**

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Application Advice Transaction Set (824) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the ability to report the results of an application system's data content edits of transaction sets. The results of editing transaction sets can be reported at the functional group and transaction set level, in either coded or free-form format. It is designed to accommodate the business need of reporting the acceptance, rejection or acceptance with change of any transaction set. The Application Advice should not be used in place of a transaction set designed as a specific response to another transaction set (e.g., purchase order acknowledgment sent in response to a purchase order).

## Notes:

This Transaction Set 824, Application Advice, is formatted for use in conjunction with Transaction Set 260, Application for Mortgage Insurance Benefits.

## Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BGN	Beginning Segment	M	1		
						2	
	030	N1	Name	O	1		
Not Used	040	N2	Additional Name Information	O	2		
Not Used	050	N3	Address Information	O	2		
Not Used	060	N4	Geographic Location	O	1		
Not Used	070	REF	Reference Numbers	O	12		
Not Used	080	PER	Administrative Communications Contact	O	3		

## Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						>1	
Must Use	010	OTI	Original Transaction Identification	M	1		
	020	REF	Reference Numbers	O	12		c1
	030	DTM	Date/Time/Period	O	2		
Not Used	040	PER	Administrative Communications Contact	O	3		
Not Used	050	AMT	Monetary Amount	O	10		
Not Used	060	QTY	Quantity	O	10		
Not Used	065	N1	Name	O	1		
						>1	
Not Used	070	TED	Technical Error Description	O	1		

**SECTION VI - FHA BUSINESS DOCUMENTS****TS 824 for TS 260 in X12 Version 003040**

Not Used	080	NTE	Note/Special Instruction	O	100	
			LOOP ID - LM			>1
	085	LM	Code Source Information	O	1	n1
Must Use	086	LQ	Industry Code	M	100	
Must Use	090	SE	Transaction Set Trailer	M	1	

**Transaction Set Notes**

1. Use of the LM loop is limited to the identification of industry unique application error conditions.

**Transaction Set Comments**

1. REF segments can be used as needed to further identify the original transaction set.

### ***Data Mapping Guide***

The following data mapping guide for TS 824 for TS 260 is based on version 003040 of TS 824 as defined by the X12 standard. The guide presents essential information for each of the segments and the constituent data elements.

**Data Mapping Guide  
Transaction Set 824  
Application Advice**

<b>Segment:</b>	<b>ST</b> Transaction Set Header
<b>Position:</b>	010
<b>Loop:</b>	
<b>Level:</b>	Heading:
<b>Usage:</b>	Mandatory
<b>Max Use:</b>	1
<b>Purpose:</b>	To indicate the start of a transaction set and to assign a control number
<b>Syntax Notes:</b>	
<b>Semantic Notes:</b>	1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
<b>Comments:</b>	
<b>Notes:</b>	The ST segment is required each time a Transaction Set is sent.

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
<b>Des.</b>	<b>Element Name</b>	<b></b>
Must Use	ST01 143 <b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set 824 X12.44 Application Advice	M ID 3/3
Must Use	ST02 329 <b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set NOTE: The control number is assigned and generated by HUD's translation software. It should be sequential within the functional group to aid in error recovery and research. The control number in the ST segment (ST02) must be identical to the control number in the SE segment (SE02) for each transaction.	M AN 4/9

**Segment:** **BGN** Beginning Segment  
**Position:** 020  
**Loop:**  
**Level:** Heading:  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of a transaction set  
**Syntax Notes:** 1 If BGN05 is present, then BGN04 is required.  
**Semantic Notes:** 1 BGN02 is the transaction set reference number.  
 2 BGN03 is the transaction set date.  
 3 BGN04 is the transaction set time.  
 4 BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.  
**Comments:** 1 BGN05 is the transaction set time qualifier.  
**Notes:** The BGN segment is required each time a Transaction Set is sent.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BGN01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set HUD will send code "00." 00 Original	M ID 2/2
Must Use	BGN02	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. HUD will send TS260 to indicate this transaction set contains application advice for a TS260 received previously from the mortgagee.	M AN 1/30
Must Use	BGN03	373	<b>Date</b> Date (YYMMDD) Transmission Date.	M DT 6/6
Not Used	BGN04	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	BGN05	623	<b>Time Code</b> Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 2/2
Not Used	BGN06	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	O AN 1/30
Not Used	BGN07	640	<b>Transaction Type Code</b> Code specifying the type of transaction Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 2/2
Not Used	BGN08	306	<b>Action Code</b> Code indicating type of action Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 1/2

<b>Segment:</b>	<b>N1</b> Name
<b>Position:</b>	030
<b>Loop:</b>	N1 Optional
<b>Level:</b>	Heading:
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To identify a party by type of organization, name, and code
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 At least one of N102 or N103 is required.</li> <li>2 If either N103 or N104 is present, then the other is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.</li> <li>2 N105 and N106 further define the type of entity in N101.</li> </ol>
<b>Notes:</b>	N1 contains the name of the receiving party, who is always the Servicing Mortgagee, along with the 10 digit HUD-assigned Mortgagee number.

## Data Element Summary

	<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element Name</b>	
Must Use	N101	98 <b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual LV Loan Servicer	M ID 2/2
Not Used	N102	93 <b>Name</b> Free-form name	X AN 1/35
	N103	66 <b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 62 Servicing Mortgagee Number	X ID 1/2
	N104	67 <b>Identification Code</b> Code identifying a party or other code Format: Maximum 10 AN characters, left justified.	X AN 2/17
Not Used	N105	706 <b>Entity Relationship Code</b> Code describing entity relationship Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 2/2
Not Used	N106	98 <b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 2/2



**Segment:** **OTI** Original Transaction Identification  
**Position:** 010  
**Loop:** OTI Mandatory  
**Level:** Summary:  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify the edited transaction set and the level at which the results of the edit are reported, and to indicate the accepted, rejected, or accepted-with-change edit result

**Syntax Notes:** 1 If OTI09 is present, then OTI08 is required.  
**Semantic Notes:** 1 OTI06 is the group date.  
 2 OTI07 is the group time.  
 3 If OTI11 is present, it will contain the version/release under which the original electronic transaction was translated by the receiver.

**Comments:** 1 OTI02 contains the qualifier identifying the business transaction from the original business application, and OTI03 will contain the original business application identification.  
 2 If used, OTI04 through OTI08 will contain values from the original electronic functional group generated by the sender.  
 3 If used, OTI09 through OTI10 will contain values from the original electronic transaction set generated by the sender.

**Notes:** One OTI loop will be sent for each FHA case number.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	OTI01	110	<b>Application Acknowledgment Code</b> Code indicating the application system edit results of the business data HUD will always send IR.	M ID 1/2
			IR Item Reject	
Must Use	OTI02	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number. Z8 Federal Housing Administration Case Number The unique loan number assigned by the Federal Housing Administration (FHA) to each FHA loan	M ID 2/2
Must Use	OTI03	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. Format: Maximum 11 AN characters, left justified. Include hyphen.	M AN 1/30
Not Used	OTI04	142	<b>Application Sender's Code</b> Code identifying party sending transmission; codes agreed to by trading partners	O AN 2/15
Not Used	OTI05	124	<b>Application Receiver's Code</b> Code identifying party receiving transmission. Codes agreed to by trading partners	O AN 2/15
Not Used	OTI06	373	<b>Date</b> Date (YYMMDD)	O DT 6/6
Not Used	OTI07	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	O TM 4/8

Not Used	OTI08	28	<b>Group Control Number</b> Assigned number originated and maintained by the sender	X	N0 1/9
Not Used	OTI09	329	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	O	AN 4/9
Not Used	OTI10	143	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set Refer to 003040 Data Element Dictionary for acceptable code values.	O	ID 3/3
Not Used	OTI11	480	<b>Version / Release / Industry Identifier Code</b> Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed Refer to 003040 Data Element Dictionary for acceptable code values.	O	AN 1/12

**Segment:** **REF** Reference Numbers  
**Position:** 020  
**Loop:** OTI Mandatory  
**Level:** Summary:  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number. Holding Mortgagee No. "LE" Mortgagee Reference No. "33" Claim Type "Y4" 33 Lender Case Number LE Lender Entity Number Y4 Agency Claim Number	M ID 2/2
	REF02	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. NOTE: For claim type 01, always indicate the part type, i.e. 01A or 01B. No part type indicator is sent for claim types 02-07.	X AN 1/30
Not Used	REF03	352	<b>Description</b> A free-form description to clarify the related data elements and their content	X AN 1/80

**Segment:** **DTM** Date/Time/Period  
**Position:** 030  
**Loop:** OTI Mandatory  
**Level:** Summary:  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:** 1 At least one of DTM02 DTM03 or DTM06 is required.  
 2 If either DTM06 or DTM07 is present, then the other is required.  
**Semantic Notes:**  
**Comments:**  
**Notes:** The DTM segment provides the month ending date.

## Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 050 Received	<b>M ID 3/3</b>
	DTM02	373	<b>Date</b> Date (YYMMDD) Date Claim Received.	<b>X DT 6/6</b>
Not Used	DTM03	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	<b>X TM 4/8</b>
Not Used	DTM04	623	<b>Time Code</b> Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow Refer to 003040 Data Element Dictionary for acceptable code values.	<b>O ID 2/2</b>
Not Used	DTM05	624	<b>Century</b> The first two characters in the designation of the year (CCYY)	<b>O N0 2/2</b>
Not Used	DTM06	1250	<b>Date Time Period Format Qualifier</b> Code indicating the date format, time format, or date and time format Refer to 003040 Data Element Dictionary for acceptable code values.	<b>X ID 2/3</b>
Not Used	DTM07	1251	<b>Date Time Period</b> Expression of a date, a time, or range of dates, times or dates and times	<b>X AN 1/35</b>

**Segment:** **LM** Code Source Information  
**Position:** 085  
**Loop:** LM Optional  
**Level:** Summary:  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit standard code list identification information  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 LM02 identifies the applicable industry code list source information.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	LM01	559	<b>Agency Qualifier Code</b> Code identifying the agency assigning the code values HUD will send code "HU" to identify itself as the party assigning the Notice code. Code values in LQ02, data element 1271 - Industry Code. HU Department of Housing and Urban Development	M ID 2/2
Not Used	LM02	822	<b>Source Subqualifier</b> A reference that indicates the table or text maintained by the Source Qualifier	O AN 1/15

**Segment:** **LQ** Industry Code  
**Position:** 086  
**Loop:** LM Optional  
**Level:** Summary:  
**Usage:** Mandatory  
**Max Use:** 100  
**Purpose:** Code to transmit standard industry codes  
**Syntax Notes:** 1 If LQ01 is present, then LQ02 is required.  
**Semantic Notes:**  
**Comments:**

**Notes:** HUD will send notice codes to mortgagees grouped according to whether this is the first, second, or third time the notice has been sent to the mortgagee. The first iteration of the LQ segment will contain the number "01", "02" or "03" and be followed by one use of the LQ segment for each notice code in the specified group. The LQ segment may be repeated to transmit the entire list of notice codes related to the claim submitted for the FHA case number indicated in the preceding OTI segment.

#### Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<b>LQ01</b>	<b>1270</b>	<b>Code List Qualifier Code</b>	<b>O ID 1/3</b>
		Code identifying a specific industry code list	
		Reserved for Future Use.	
		Refer to 003040 Data Element Dictionary for acceptable code values.	
<b>LQ02</b>	<b>1271</b>	<b>Industry Code</b>	<b>X AN 1/20</b>
		Code indicating a code from a specific industry code list	
		Codes and definitions are provided in the section "EDI Claims Edits with Explanations" of this mapping guide.	

**Segment:** **SE** Transaction Set Trailer  
**Position:** 090  
**Loop:**  
**Level:** Summary:  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

**Syntax Notes:**

**Semantic Notes:**

**Comments:** 1 SE is the last segment of each transaction set.

**Notes:** The SE segment is required each time a Transaction Set is sent.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	SE01	96 Number of Included Segments	M N0 1/10
		Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329 Transaction Set Control Number	M AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
		NOTE: The control number is assigned and generated by HUD's translation software. It should be sequential within the functional group to aid in error recovery and research. The control number in the SE segment (SE02) must be identical to the control number in the ST segment (ST02) for each transaction.	

### ***EDI CLAIMS EDITS WITH EXPLANATIONS***

The following is a list of edit codes that may occur during claim processing. If a claim cannot be paid because of failure to pass a system edit, you will receive a Transaction Set (TS) 824, listing the applicable edit(s). Please read the explanation of the edits(s) to determine what action is needed. In some cases, a corrected claim must be transmitted. In other cases, documentation to support the claim must be sent.

- Review your original claim. If you need to correct any item(s), you must transmit a corrected claim.
- If additional documentation is needed before the claim can be processed, please use the EDI Claim Resubmission Transmittal Sheet and forward it to:

Department of Housing and Urban Development  
Office of Mortgage Insurance Accounting and Servicing  
Single Family Mortgage Insurance Claims Branch  
Attention: EDI  
P.O. Box 23297  
Washington, D.C. 20026-3297

The corrected claim or additional documentation must be received within **45 days** of the date of the initial TS 824. If not, your claim will be deleted and a new claim would have to be transmitted for further consideration.

A second TS 824 will be sent to inform you that your claim is scheduled for deletion. This second TS 824 will be identified only by the notice number, which is a two digit code in the first use of the LQ segment in the LM loop. The first TS 824 will show notice number "01"; the second TS 824 will show "02".

Please note that certain edits can occur in combination with other edits and can best be understood that way. If a combination error code is received, refer to the "combination" edits at the end of the list.



**Error Messages:****A1 Title: Part B Not Payable**

Part B cannot be processed until Part A has been paid.

**A5 Title: Attempting To Process Part B With No Part A**

The Part B cannot be processed because the Part B was received before Part A.

If your records indicate that a Part A has been submitted, please check the following:

Compare the Part B FHA case number with the FHA case number on the MIC, Part A and advice of payment, if received. The Part B FHA case number must match the Part A FHA case number.

If the Part A has not been submitted, submit the Part A.

The Part B has been deleted, therefore, you must resubmit the Part B.

**A9 Title: Mortgage Insurance Terminated**

The claim cannot be processed because our system shows that the mortgage insurance has been terminated. We have referred this case to the Insurance Operations Division (IOD).

If the insurance was terminated in error, IOD will reinstate the insurance and the claim will be processed.

If the insurance was terminated based on information received from the mortgagee, the claim will be deleted from our system. Do not submit a new claim until you have been notified by IOD that the mortgage insurance has been reinstated. IOD will inform you of what action is needed to reinstate the loan. If you have not been contacted by IOD within two weeks of the date of the transaction set 824, you may submit a written status request to IOD at the following address:

Housing and Urban Development  
Insurance Operations Division  
451 7th St S.W.  
Washington, DC 20410  
Attention: Data Quality, Room 2232

**B1 Title: Uninsured Loan**

The claim cannot be processed because our system shows that the loan is uninsured.

Please submit a copy of the Mortgage or Deed of Trust Note so that the case can be referred to IOD for resolution.

**B9 Title: Servicing Number (Item 13)**

For a Part B, the Servicing number does not agree with the Servicing number entered on the Part A.

**BA Title: Mortgage Insurance Certificate Error**

- MIC not received or

- MIC received but not verified because of a discrepancy with HUD's database. If you have sent in the MIC, your claim will be automatically processed upon receipt of the MIC. If the MIC information cannot be verified, you will be contacted by an examiner.
- BB Holding mortgagee number (Item 12) does not match the holding mortgagee number on the "MIC Transmittal".** If the holding mortgagee number on the "MIC Transmittal" is incorrect, submit a corrected transmittal immediately. If the holding mortgagee number on the claim (Item 12) is incorrect, submit a corrected claim.
- BC Servicing mortgagee number (Item 13) does not match the servicing mortgagee number on the "MIC Transmittal".** If the servicing mortgagee number on the "MIC Transmittal" is incorrect, submit a corrected transmittal immediately. If the servicing mortgagee number on the claim (Item 13) is incorrect, submit a corrected claim.
- BD Title: Title Approval Has Not Been Approved Or Has Been Rescinded**  
The Part B cannot be processed because there is no record of title approval in the authorization file. Contact the field office that has jurisdiction over the property to determine the status of the title approval for this claim.
- BF Title: FHA Case Number (Item 2)**  
FHA Case Number does not exist on ACD Authorization Table or ACD approval was rescinded.
- For assistance contact Transaction Advisor.
- BG Title: Servicing Mortgagee Number (Item 13)**  
Servicing mortgagee number on incoming claim does not match the servicing mortgagee number on the ACD Authorization record.
- Servicing mortgagee number is incorrect on claim form.
- Servicing mortgagee number is incorrect on ACD Authorization record.
- BX Title: Invalid Case Number (Item 2)**  
The FHA case number is invalid.
- For a Part A, compare the FHA case number on the claim with the FHA case number on the MIC.
  - For a Part B, compare the FHA case number on the claim with the FHA case number on the MIC, Part A and advice of payment. Do not send a corrected claim. You must correct the problem and transmit a **new** claim.
- BY Title: Claim Already Paid**
- Listed as paid on claim data base and/or
  - Listed as paid on IIF data base
  - The claim has been deleted.

**A2BZ Title: Claim Already Exists on Suspense File**

The claim is listed as suspended on the claims database. If you are trying to send an EDI claim to correct an earlier EDI transmission, you must send a **corrected claim**.

**C1 Title: Master Segment Not Found On IMF Data Base For Holding Mortgagee (Item 12)**

For a Part A, the holding mortgagee status is not active.

- Check the holding number to determine if the correct holding number was entered in item 12. If the correct holding number was entered in item 12, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316 to determine why the holding number is not active.
- If the holding number in item 12 is incorrect, submit a corrected claim.  
For a Part B, the holding number is either incorrect, or does not agree with the holding number entered on the Part A (Item 12).
- If the number is incorrect, submit a corrected claim.
- If the number is correct, submit a HUD 92080 to document the change of holder.

**C2 Title: Holding Number (Item 12)**

For a Part B, the holding number does not agree with the holding number entered on the Part A.

**C3 Title: Office Segment Not Found On IMF Data Base For Holding Mortgagee (Item 12)**

Holding mortgagee branch office not active. For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316 for assistance. Do not submit a corrected claim until this problem has been resolved.

**C4 Title: Address Segment Not Found On IMF Data Base For Holding Mortgagee (Item 12)**

For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316 for assistance. Do not submit a corrected claim until this problem has been resolved.

**C5 Title: Holding Mortgagee Address Incomplete Or Missing On IMF Data Base (Item 12)**

For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316. Do not submit a corrected claim until this problem has been resolved.

**C6 Title: Master Segment Not Found On IMF Data Base for Servicing Mortgagee (Item 13)**

For a Part A, the servicing mortgagee status is not active.

Check the servicing number to determine if the correct servicing number was entered in item 13. If the correct servicing number was entered in item 13, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316 to determine why the

servicing number is not active.

If the servicing number in item 13 is incorrect, submit a corrected claim.

For a Part B, the servicing number is either incorrect, or does not agree with the servicing number entered on the Part A (Item 13).

- If the number is incorrect, submit a corrected claim.
- If the number is correct, submit a HUD 92080 to document the change of servicer.

**C7 Title: Office Segment Not Found on IMF Data Base for Servicer Mortgagee (Item 13)**

For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316. Do not submit a corrected claim until this problem has been resolved.

**C8 Title: Address Segment Not Found On IMF Data Base For Servicer Mortgagee (Item 13)**

For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316 for assistance. Do not submit a corrected claim until this problem has been resolved.

**C9 Title: Servicer Mortgagee Address Incomplete Or Missing On IMF Data Base (Item 13)**

For instructions, contact Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316. Do not submit a corrected claim until this problem has been resolved.

**CA Title: Indemnity Agreement Or Nonpayment Order**

This claim cannot be processed because an indemnity agreement exists for this case. For further information call (703) 235-9102.

**CB Title: Non-Payment Order Is Active On Mortgagee/Case Number**

For further instructions call (703) 235-9102.

**CM Title: Loss Mitigation Claim in Held Status**

The claim cannot be processed because there is a loss mitigation claim (31, 32, 33) in a held status.

- Questions should be emailed to Single Family Claims at [FHA\\_SFClaims@hud.gov](mailto:FHA_SFClaims@hud.gov). Including your Servicer ID, Case Number, and the KEYWORD "Error Code-CM" in the SUBJECT line will help us provide a quicker response.

**CN Title: Servicer Number in the Insurance-in-Force File (IIF)**

The claim cannot be processed because the servicer number in HUD's record for this case is 99995.

- Please call 202-708-1858 for assistance. Your call will be directed to the representative that handles your mortgagee identification number.

**CO Title: Holding Mortgagee Number (Item 12)**

The holding mortgagee number does not agree with the holder number that is shown in the Single Family Insurance System (SFIS). The holder number of record in SFIS can be viewed as Current Holder on the Portfolio Results screen in the FHA Connection. After reviewing the Portfolio Results screen, if the current holder number shown is incorrect, submit a Mortgage Record Change to correct the “holding mortgagee.” Do not submit a corrected claim. The claims system will automatically stage the claim for processing.

- If the Current Holder number shown on the Portfolio Results screen is correct, check block 12 of the claim form to determine if you have entered the correct holding mortgagee number. If the holding mortgagee number entered there is incorrect, submit a corrected claim.
- If the Current Holder number shown on the Portfolio Results screen is correct, check block 12 of the claim form to determine if you have entered the correct holding mortgagee number. If the holding mortgagee number entered there is incorrect, submit a corrected claim.

Note: FHA single family mortgage insurance benefits are disbursed to the holder of record. Under no Circumstances should you submit a Mortgage Record Change to make the current holder number in SFIS agree with the holding mortgagee number that you submitted on the claim form in block 12 without making sure that the decision you are about to make is correct. Likewise, do not submit a corrected claim to change the holding mortgagee number in block 12 of the claim form to agree with SFIS, without making sure the decision you are about to make is correct.

- Questions should be emailed to Single Family Claims at [FHA\\_SFClaims@hud.gov](mailto:FHA_SFClaims@hud.gov). Including your Servicer ID, Case Number, and the KEYWORD "Error Code-CO" in the SUBJECT line will help us provide a quicker response.

**CQ Title: Servicing Mortgagee Number (Item 13)**

The servicing mortgagee number does not agree with the servicer number that is shown in the Single Family Insurance System (SFIS). The servicer number of record in SFIS can be viewed as Mortgagee ID on the Portfolio Results screen in the FHA Connection. After reviewing the Portfolio Results screen, if the servicing mortgagee number (Mortgagee ID) shown is incorrect, submit a Mortgage Record Change to correct the “servicing mortgagee.” Do not submit a corrected claim. The claims system will automatically stage the claim for processing.

- If the Servicing Mortgagee number (Mortgagee ID) shown on the Portfolio Results screen is correct, check block 13 of the claim form to determine if you have entered the correct servicing mortgagee number. If the servicing mortgagee number entered there is incorrect, submit a corrected claim.

Note: Under no circumstances should you change the servicing mortgagee number in SFIS to agree with the servicing mortgagee number that is shown on the claim form in block 13 without making sure that the decision you are about to make is correct. Likewise, do not change the servicing mortgagee number in block 13 on

the claim form to agree with SFIS, without making sure the decision you are about to make is correct.

- Questions should be emailed to Single Family Claims at [FHA\\_SFClaims@hud.gov](mailto:FHA_SFClaims@hud.gov). Including your Servicer ID, Case Number, and the KEYWORD "Error Code-CQ" in the SUBJECT line will help us provide a quicker response.

**CR Title: Stop Payment by Lender is in Effect for This Case**

Claim processing for this holder/servicer is on hold.

- Questions should be emailed to Single Family Claims at [FHA\\_SFClaims@hud.gov](mailto:FHA_SFClaims@hud.gov). Including your Servicer ID, Case Number, and the KEYWORD "Error Code-CR" in the SUBJECT line will help us provide a quicker response.

**D1 Title: Claim Type (Item 1)**

Claim type is invalid, incorrect or missing.

Please indicate the correct claim type for Conveyance (01); Assignment (02); Automatic Assignment (03); Coinsurance (04); Non-Conveyance (06) or Preforeclosure (07).

**Supplemental claims (05) cannot be submitted via EDI.**

**D3 Title: Mortgage Insurance Certificate**

See BA.

**D4 Title: Date Form Prepared (Item 6 or Item 104) Or Date Deed Filed For Record (Item 10) Error**

- One of the dates is missing or
- There is a discrepancy between the date the claim was received at HUD and either (1) the date the form was prepared or (2) the date the deed or assignment was filed for record. The receipt date must be no earlier than either of these dates.

Please make the necessary correction(s) and resubmit your claim. If this is an automatic assignment and was received later than 6 months after filing the assignment, please submit an explanation for the delay.

**D9 Title: Coinsured Loan**

- The claim cannot be processed as a conveyance (01). The due date of the last complete paid installment is within 5 years of the date of first payment. **This is a coinsured loan and the property cannot be conveyed to HUD.** Please notify the local HUD office that the property was incorrectly conveyed to HUD and must be reconveyed. The claim has been deleted.
- For an assignment (02), please submit a copy of the assignment acceptance letter received from the local HUD office.

- E1 Title: Section Of The Act Error (Item 3)**  
- Section of the act is invalid for automatic assignment (03) or coinsurance (04) claim.
- E3 Title: Endorsement Date Error (Item 5)**  
Date is missing or discrepant with HUD's records. Compare the date on the MIC with the date in item 5.  
- If the date in item 5 is incorrect, submit a corrected claim.  
- If the date is correct, no further action is required by your office at this time. You will be contacted if additional documentation is needed.
- E4 Title: Date Form Prepared (Item 6 or Item 104)**  
The date in Item 6 on Part A or Item 104 on Part B is either missing or incorrect. The date the form was prepared cannot be later than the date the form was received at HUD. It cannot be earlier than the date in item 10, which is the date the deed or assignment was filed for record.
- E5 Title: Date Form Prepared (Item 6 or Item 104)**  
The dates in item 6 on Part A and item 104 on Part B are not the same. The two dates must be the same.
- F1 Title: Due Date Last Complete Installment Paid (Item 8)**  
The claim cannot be processed because the due date of the last complete installment paid (Item 8) on Part A is either:  
- Missing or invalid.  
- Earlier than due date of first payment to principal and interest.  
- Earlier than the firm commitment date (Item 18).  
- Later than the date the deed was filed for record (Item 10).  
- Later than the date of acquisition of marketable title (Item 9).  
If no payments were made, enter the date in item 7 (Due date of the first payment to principal and interest).
- F2 Title: Default Date**  
Please verify the due date of the last complete installment paid (Item 8). The date of default (2 months from the last complete installment paid) cannot be later than the current date.
- F3 Title: Date of Acquisition Of Marketable Title (Item 9)**  
The claim cannot be processed because the date of possession and acquisition of marketable title (Item 9) is either:  
- Missing or invalid.  
- Not applicable for assignments or automatic assignments.  
- Earlier than the due date of the last complete installment paid (Item 8).  
- Later than the date the deed was filed for record (Item 10).  
- Earlier than the date foreclosure proceedings were instituted or the deed-in-lieu was obtained (Item 11).

**F4 Title: Date Deed Or Assignment Was Filed For Record (Item 10)**

The claim cannot be processed because the date the deed or assignment was filed for record (Item 10) is either:

- Missing or invalid.
- Later than the date the form was prepared (Item 6).
- Earlier than the date of position and acquisition of marketable title (Item 9).
- Not in the 21st year following the date of endorsement (Item 5) for an automatic assignment claim (03).

**F5 Title: Date Foreclosure Instituted or Date of Deed-In-Lieu (Item 11)**

The claim cannot be processed because the date foreclosure was instituted or the date of deed-in-lieu (Item 11) is either:

- Missing or invalid.
- Later than the date the deed was filed for record (Item 10).
- Later than the date the claim was received by HUD.
- Block a or b of item 11 must be checked.
- A deed-in-lieu is not valid for a non-conveyance claim.

**F8 Title: Holding Mortgagee Number (Item 12)**

The holding mortgagee number in item 12 is either missing or incorrect. Enter the complete 10-digit number assigned to the holding mortgagee. If you do not know the number, you may call Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316.

**F9 Title: Servicing Mortgagee Number (Item 13)**

The servicing mortgagee number in item 13 is either missing or incorrect. Enter the complete 10-digit number assigned to the servicing mortgagee. If you do not know the number, you may call Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316.

**G1 Title: Original Mortgage Amount (Item 15)**

The claim cannot be processed because the original mortgage amount is either:

- Missing or incorrect
- Does not match the amount in the Insurance In Force Master File.

Check the FHA case number on the mortgage insurance certificate to verify that the case number in item 2 is correct. If the case number in item 2 is correct, and the amount in item 15 is the same as the amount on the MIC, submit a copy of the mortgage note to verify the correct original mortgage amount. If the case number in item 2 is incorrect, a new claim must be submitted.

**G2 Title: Holding Mortgagee Employer Identification Number (EIN) (Item 16)**

The holding mortgagee EIN number is either missing or incorrect. On automatic assignment claims, the employer identification number of the holding mortgagee must appear in item 16. The format is xx-xxxxxxx. If you do not know the number, you may call Lender Approval and Recertification Division, HUD Headquarters, (202) 708-0316.



- G3 Title: Unpaid Loan Balance (Item 17)**  
The entry for unpaid loan balance is either missing or incorrect.
- G5 Title: Commitment Date (Item 18)**  
The claim cannot be processed because the date of firm commitment (Item 18) is either:
- Invalid.
  - Later than the endorsement date.
  - Not applicable for an automatic assignment.
- G7 Title: Expiration Date Of Extension To Foreclose (Item 19)**  
The claim cannot be processed because the date in item 19 is invalid or exceeds the date of processing plus 30 days. Please correct the date in item 19, or provide a copy of the approved extension request. An extension to foreclose is not allowed for claims when a deed-in-lieu is accepted.
- G8 Title: Date Of Notice (Item 20)**  
The claim cannot be processed because the date of the assignment acceptance letter (claim type 02) or extension to convey (claim type 01) in item 20 is either:
- Missing or invalid.
  - Earlier than the date of acquisition (conveyances).
  - Later than the date the assignment was filed for record.
- G9 Title: Date Of Bankruptcy Release (Item 21)**  
The claim cannot be processed because the date of bankruptcy release (Item 21) is either:
- Invalid.
  - Earlier than the due date of the last complete installment paid (Item 8).
  - Later than the date the deed or assignment (Item 10) was filed for record.
  - Later than the date of acquisition of marketable title (Item 9).
  - Earlier than the date of default for an assignment claim (02).
- GA Title: Mortgagee Curtailment Date Error**  
The date shown in item 31 is invalid. This date should never be the same as or later than the date in item 9. Use item 31 to show the date of curtailment when you failed to report institution of foreclosure timely or failed to complete foreclosure with reasonable diligence.
- GI Transaction set 260 was rejected at HUD EDI gateway because the FHA case number was missing.**
- GM Transaction set 260 was rejected at HUD EDI gateway because it did not meet ANSI ASC X12 rules or HUD mapping requirements.**
- GY Transaction set 260 was rejected at HUD EDI gateway because of insufficient information.**

**H1 Title: Vacancy Code/Approval Date (Item 22)**

The claim cannot be processed because:

- The applicable block ("yes" or "no") in item 22 was not checked.
- If this is a conveyance and the property is occupied ("no" in item 22), the date of HUD office approval is required in item 23. If the property is conveyed occupied without HUD approval in accordance with CFR 203.670(C), enter in item 23 the 90th calendar day after the date of the mortgagee's notice to the local HUD office requesting occupied conveyance.
- If this is a conveyance and the property is vacant ("yes" in item 22), there should be no entry in item 23.
- If this is an assignment, the property must be occupied unless HUD waives the criterion. If the criterion is waived, please submit a copy of the HUD letter granting permission to assign vacant.

**H2 Title: Property Conveyed Damaged (Item 24)**

The claim cannot be processed because the entry in item 24 is either missing or incorrect.

If the property damage falls into the categories listed in 24 CFR 203.378 or 203.379, the response should be "yes." If there is no damage or the damage is not covered by these sections of the CFR, the response should be "no." If the conveyed property is damaged and "yes" is checked in item 24, an entry is also required in item 25(a) or (b).

Non-conveyance claims procedures cannot be followed when the property is damaged. Therefore, if this is a non-conveyance claim, the response must be "no."

**H3 Title: Field Office Damage Approval/Certification Date (Item 25)**

The claim cannot be processed because the date in item 25 is either:

- Later than the date that the deed or assignment was filed for record (item 10).
- Earlier than the due date of the last paid installment (item 8).
- Inappropriate when item 24 is checked "no."

**H4 Title: Damage Type (Item 26)**

If you checked "yes" in item 24, indicating that the property is damaged, an entry must be made in item 26 to show the type of damage. If item 24 is checked "no," there should be no entry in item 26.

**H5 Title: Damaged Estimate (Item 27)**

An amount must be entered in item 27 if item 24 is "yes" and item 25(a) was completed. If the local HUD office approved conveyance of the property in damaged condition due to circumstances beyond the mortgagee's control or due to mortgagee neglect, enter the greater of HUD's estimate to repair the damage (obtained from the local HUD office) or the amount of the insurance recovery. If item 25(b) applies, enter the amount of the insurance recovery, if any, and resubmit your claim.

**H6 Successful Bidder (Item 28)**

- Invalid entry in item 28. Entry must be 'Y' or 'N'.
- Not applicable if item 11A is blank.

**H7 Title: Mortgagor Name And Property Address (Item 33)**

The claim cannot be processed because:

- The mortgagor's name and/or property address is incomplete.

**H8 Title: Form Signature Error**

Mortgagee's signature on claim is missing.

**H9 Title: Unidentified Character In Alphabetic field**

Invalid characters or lower case letters are entered in the mortgagee reference number (Item 14) or mortgagor's name and property address (Item 33). Invalid characters include:

: ; ? ` ~ @ \$ % = [ ] ! < > \_

Please reenter data, using upper case letters and excluding any invalid characters.

**I2 Title: Expiration Date Of Title Approval Extension (Item 105)**

The expiration date of the extension granted by the local HUD office to submit title evidence or fiscal data (Item 105) must be later than the date the deed was filed for record (Item 10).

**I3 Title: Deficiency Judgment Error (Item 29)**

A deficiency judgment code number 1, 2, 3, or 4 must be entered in item 29.

**I4 Title: Date Of Title Approval Letter**

The claim cannot be processed because:

- The date of title approval letter is missing or invalid.
- No record of title approval exists on authorization file. Contact the field office that has jurisdiction over the property to determine the status of the title approval for the claim.

**I5 Title: Date Title Evidence Received In Field**

The claim cannot be processed because:

- The date title evidence received in the field is missing or invalid.
- No record of title approval exists on authorization file. Contact the field office that has jurisdiction over the property to determine the status of the title approval for the claim.

**I6 Title: Date Of Title Approval**

The claim cannot be processed because:

- The date of title approval is missing or invalid.
- No record of title approval exists on authorization file. Contact the field office that has jurisdiction over the property to determine the status of the title approval for the claim.

**I7 Title: Authorized Bid Amount (Item 30)**

For a Claim without Conveyance of Title (claim type 06): The claim cannot be processed because the Commissioner's Adjusted Fair Market Value (CAFMV) is missing, invalid or excessive. For a Preforeclosure Sale Claim (claim type 07), please ensure the appraisal

amount entered to block 30 is correct. Provide a copy of the approved EVARS document if the appraised value is less than the unpaid principal balance by an amount of \$75,000 or greater; or if the appraised value is less than 50 percent of the UPB.

**I9 Claim Calculation routine failed**

The claim cannot be processed because the endorsement or commitment date is incorrect.

**J1 Title: Entered Value Failed Numeric Check**

The claim cannot be processed because the entry entered in columns A, B, or C of the Part B, is not numeric.

**J5 Claim cannot be processed because amounts appear in both columns A and B of line**

**107.** If the net adjustment you are claiming for the unpaid loan balance is a reduction, enter it in column A; if it is an increase, enter it in column B.

**J6 Claim cannot be processed because the adjusted unpaid loan balance is incorrect**

**(Line 107).** An entry should be made on line 107 when the amount of the unpaid principal balance reported on Part A was overstated or understated. Enter the difference between the unpaid principal balance allowed by HUD in the claims payment and the amount that should have been paid. If this is a graduated loan payment, send a copy of the payment schedule. To verify the due date of the last paid installment, send a copy of the payment history. If this is an Adjustable/Allonge Note Mortgage, send a copy of the Rate Index or Real Estate Indexes Rate Inquiry or H-15, Federal Bulletin and a breakdown showing how each rate adjustment was calculated. If the loan was modified, send a copy of the modification agreement.

**K1 The sales price (Line 108) is excessive or not allowed.**

**K2 The sales price (Line 108) is either missing or incorrect.** For nonconveyance claims (06) enter the greater of the CAFMV or the sales price. The sales price cannot be lower than the CAFMV. For preforeclosure claims (07) enter the contract sales proceeds received from the closing agent. For coinsurance claims (04) enter the sales price or the appraised value of the property, as applicable.

**K3 Title: Escrow Balance (Line 109)**

The amount entered on line 109, column A for escrow balance as of the date the deed or assignment was filed for record exceeds normal limits. Please note that section 235 assistance payments should be entered on line 123. Also, if you are claiming an amount for damage or insurance recovery, it should be entered on line 118 or 119. Please correct your claim or explain why the escrow balance is excessive. You may submit payment ledgers to verify the correct escrow balance.

**K5 Title: Disbursements for property protection and preservation (Line 110)**

The amount claimed on line 110 for protection and preservation disbursements exceeds normal limits. Please submit a copy of the local HUD office authorization to exceed either the maximum allowable limit or individual limits, a copy of the Part C of Form HUD-27011, paid receipts, and any other documentation needed to support your claim.

**K8 Title: Insufficient Sales Proceeds (Ratio Violation) (Pre-foreclosure Sale/PFS Claim CT07 - HARD)**

The net sales proceeds, reported on Part B, Line 108 (labeled 'Authorized bid amount'), are less than the Minimum Allowable Net Sale Proceeds defined in ML 2008-43. To resolve the suspension, submit the following documents for review: copies of the appraisal; the Form HUD-90045, Approval to Participate; the HUD-1; the loan payment history and, if applicable, the approved variance.

- If the documents are not received within 45 days of claim submission, the net sale proceeds amount on Form 27011, Part B, line 108, will be increased to the minimum allowable net sale proceeds amount, based on the incoming claim information.
- The minimum allowable net sale proceeds amount is based on a percentage of the appraisal amount entered on Part A, Block 30. The percentage is determined by the number of days from the Approval to Participate Date (Part A, Block 9) to the closing date of the PFS sale (Part A, block 10) as follows:

30 days or fewer: at least 88% of Block 30 amount

31 to 60 days: at least 86% of Block 30 amount

61 days or longer: at least 84% of Block 30 amount

Send any questions to [FHA\\_SFClaims@hud.gov](mailto:FHA_SFClaims@hud.gov). Include your servicer ID, the FHA case number and put "K8 error code" in SUBJECT line to receive a quicker response.

**K9 Title: Foreclosure Date/Date Deed-In-Lieu (Item 11)**

The claim is suspended due to a discrepancy between the dates entered in items 8 and 11. The date of institution of foreclosure or deed-in-lieu is earlier than the date of default. Default is two months after the due date of the last paid installment. If a bankruptcy action intervened, enter the date of release of bankruptcy in item 21. If these dates are entered correctly on the Part A claim due to a forbearance agreement between the mortgagor and mortgagee, please provide the original default date prior to the forbearance agreement, by entering a Comment to the claim form.

**L1 Title: Total Disbursements (Line 111)**

The amount claimed on line 111 of Part B for total disbursements exceeds normal limits. Please submit a copy of Part D of Form HUD-27011, paid receipts, payment ledgers, tax certification statement and other documentation needed to support your claim.

**L5 Title: Attorney/Trustee Fees (Line 112)**

The Attorney/Trustee Fees were excessive or not allowed.

**L7 Title: Attorney/Trustee Fees (Line 112)**

The Attorney/Trustee Fees is greater than zero and Date Foreclosure Instituted (Block 11) not entered.

**M1 Title: Foreclosure, Acquisition, Conveyance, Other Costs (Line 113)**

The amount claimed for foreclosure, acquisition, conveyance, and other costs on line 113 of Part B exceeds normal limits. Please submit a copy of Part D of Form HUD-27011, paid receipts, and any other documentation to support your claim.

**M5 Title: Bankruptcy Fees (Line 114)**

Bankruptcy release date not filled on the Form HUD-27011 Part A. Submit documentation to support amount claimed for bankruptcy and the bankruptcy release date.

**N2 Title: Rental Expense/Rental Income (Lines 115 and 116)**

Rental expense entered on line 116 cannot exceed rental income entered on line 115.

**N4 Title: Taxes on Deed (Lines 117)**

The amount claimed on line 117 for taxes on deed are excessive or not allowed. This item is not allowable for preforeclosure sale claims.

**N5 Title: Taxes on Deed (Lines 117)**

The amount claimed on line 117 for taxes on deed are excessive or not allowed.

**N7 Title: Amount Of Damage (Line 118)**

The amount of damage on line 118 of Part B exceeds normal limits. Please submit backup documentation to verify the damage amount. Note that line 118 should be used only if damages were not previously reported on Part A. If damage was reported on Part A, use line 119 to make any adjustments.

**N8 Entry appears in columns A and B, Line 119.**

For line 119, an amount must be entered in column A **or** B, not both. Please correct the claim and resubmit.

**N9 Title: Estimate Of Damage (Line 119)**

The claim cannot be processed because of the damage amount entered on line 119. Line 119 should be used only if Part A, item 27 was completed and there is a change in the HUD estimate of damage or the insurance recovery. Do not complete this line item for assignment, nonconveyance claims, coinsurance claims, and preforeclosure or if an amount is entered on line 118. If the information on line 119 is accurate, please submit documentation to support the amount claimed.

**P1 Title: Special Assessments (Line 120)**

The amount claimed on line 120 exceeds normal limits. Please submit a copy of Part D of Form HUD-27011 showing detail in item 309, paid receipts, and any other documentation needed to support your claim.

**P5 Title: Mortgage Note Interest "To" Date Invalid**

See edit for A1X2P5.

**P6 Title: Mortgage Note Interest Rate**

Mortgage note interest rate from IIF invalid. Provide a copy of the original mortgage note and any subsequent loan modification(s) to document the mortgage note interest in effect for this mortgage. Also, provide a copy of the payment history.

**P7 Title: Mortgage Note Interest Calculation (Line 121)**

The claim cannot be processed because the mortgage note interest calculation cannot be verified. On assignment claims, mortgage note interest is calculated from the due date of last paid installment (Item 8) to the date the assignment was filed for record (Item 10). Mortgage payments should not be credited after the date of assignment, so the date in item 8 must not be later than the date in item 10. If payments are received after the assignment was filed for record, you must transfer the funds to the HUD Lock Box: Payment Processing Center, PO Box 105652, Atlanta, GA 30348. If advanced payments were held for future application to the account, the advances should have been included in the escrow check sent with the claim.

**P8 Title: Mortgage Note Interest Calculation (Line 121)**

The claim cannot be processed until the following documents are submitted to verify interest claimed on line 121:

- Special forbearance agreement signed by the mortgagee and mortgagor.
- Copy of the mortgage payment history.

**QA Title: Claim Sent By Mortgagee Other Than Servicer**

The claim was sent by mortgagee other than servicer identified on claim. To file a claim you must correct the problem and transmit a new claim. **Do not send a corrected claim. You must send a new claim.**

**QB Title: Invalid Claim Type (Item 1)**

The claim type is invalid. Supplemental claims (05) cannot be filed via EDI. Valid claim types are 01, 02, 03, 04, 06, and 07. Please correct the problem and transmit a new claim. **Do not send a corrected claim. You must send a new claim.**

**QC Title: Missing Part A or B**

For claim types 02, 03, 04, 06, and 07, Parts A and B must be filed together. Please correct the problem and transmit a new claim. **Do not send a corrected claim. You must send a new claim.**

**QD Title: Invalid FHA Case Number (Item 2)**

The FHA case number (Item 2) is missing or invalid.

- For a Part A, compare the FHA case number on the claim with the FHA case number on the MIC.
- For a Part B, compare the FHA case number on the claim with the FHA case number on the MIC, Part A and advice of payment. Please correct the problem and transmit a new claim. **Do not send a corrected claim. You must send a new claim.**

The required case number format is 999-9999999. The last digit of the case number is a check digit. If the MIC does not show the check digit, fill with an "X".

- R3 Title: Mortgage Insurance Premiums (Line 122)**  
The amount claimed on line 122 exceeds normal limits. You should include only "advanced" MIP disbursements paid after the due date of the last completely paid installment to the date the deed or assignment is filed for record. If you incorrectly paid mortgage insurance premiums after the date in item 10 on Part A, you should make the adjustment on your monthly billing. Please correct the amount claimed on line 122 or submit a copy of Part D and payment ledgers to verify the amount of mortgage insurance premiums.
- R4 Title: Mortgage Insurance Premium (Column C/Line 122)**  
The amount entered in column C is not allowed for "Up-Front" premium cases.
- R5 Title: Mortgage Insurance Premium Refund (Column B/Line 122)**  
The amount entered in column B is not allowed for "Up-Front" premium cases.
- R6 Title: Section 235 Assistance Payments (Line 123)**  
The amount claimed on line 123 is excessive or not allowed. Please make the necessary corrections and resubmit the claim.
- S1 Title: Overhead Costs (Line 125)**  
The amount claimed on line 125 is excessive or not allowed. Please correct the amount on line 125 or submit a copy of Part E and documentation to verify the amount claimed.
- S4 Title: Uncollected Interest (Line 126)**  
The amount claimed on line 126 is excessive or not allowed. Please correct the amount on line 126 or submit documentation to verify the amount claimed.
- S6 Title: Amount Due From Buyer (Line 127)**  
The amount claimed on line 127 is excessive or not allowed. Please correct the amount on line 127 or submit a copy of Part E and documentation to verify the amount claimed.
- S8 Title: Amount Owed To Buyer (Line 128)**  
The amount claimed on line 128 is excessive or not allowed. Please correct the amount on line 128 or submit a copy of Part E and documentation to verify the amount claimed.
- T1 Title: Additional Closing Costs (Line 129)**  
The amount claimed on line 128 is excessive or not allowed. Please correct the amount on line 129 or submit a copy of Part E and documentation to verify the amount claimed.
- T2 Title: Uncollected Interest (Line 126)**  
The amount claimed on line 126 is excessive or not allowed. Please correct the amount on line 126 or submit documentation to verify the amount claimed.
- T3 Title: Appraisal Fee (Line 130)**  
The claim cannot be processed because the appraisal fee entered on line 130 exceeds normal limits or is not allowable. If you followed the claims without conveyance of title



procedures and were instructed by the local HUD office to obtain an appraisal, submit a paid receipt for the appraisal fee and a copy of the Form HUD-91022 which was submitted to the local HUD office. If the HUD-91022 was not submitted to the local

HUD office, you may not claim an appraisal fee. For pre-foreclosure claims, submit a copy of the paid receipt to verify the amount claimed.

**T4 Title: Deductions (Column A/Line 134)**

The amounts entered in column A do not add up to the total on line 134. Please make the necessary corrections and resubmit the claim.

**T5 Title: Additions (Column B/Line 135)**

The amounts entered in column B do not add up to the total on line 135. Please make the necessary corrections and resubmit the claim.

**T6 Title: Interest (Column C/Line 136)**

The amounts entered in column C do not add up to the total on line 136. Do not enter debenture interest in column C for assignment claims (02). Please make the necessary corrections and resubmit the claim.

**T7 Title: Deficiency Judgment Costs/Fees (Column B/Line 131)**

The amount claimed on line 131 is excessive or not allowed. Please submit documentation to support the amount claimed on line 131 or make the necessary corrections and resubmit the claim.

**T8 Title: Negative Claim Amount**

The amount on line 137 is negative. HUD will bill you for the amount due.

**T9 No additional documentation is needed at this time.** Should this change, you will be contacted by an examiner. If the claim has not been processed within a week and no additional documentation is requested, call (703) 235-9102 and request examiner assistance.

**W1 Title: Unpaid Principal Balance Calculation Failure**

If the UPB entered on Part A is correct, call (703) 235-9102 and request examiner assistance.

**W3 Title: Unpaid Principal Balance (Item 17)**

The unpaid principal balance (Item 17) does not agree with the amount computed based on the original mortgage note amount, the mortgage note rate, the beginning amortization rate in our records, and the last paid installment date (Item 8). Please check the unpaid principal balance in item 17 and the last paid installment date in item 8. If these are correct, send a copy of the mortgage note to verify the original mortgage amount, note rate and first payment date. If this is a **graduated payment loan**, send a copy of the payment schedule. To verify the last paid installment date, send a copy of the payment history. If this is an **Adjustable/Allonge Note Mortgage**, send a copy of the Rate Index

or Real Estate Indexes Rate Inquiry or H-15, Federal Bulletin and a breakdown showing how each rate adjustment was calculated. If the loan was modified, send a copy of the modification agreement.

- W4** The adjusted unpaid principal balance is negative - claim not payable. You will be contacted by an examiner.
- W5** The claim calculation routine failed. Please call (703) 235-9102 and request examiner assistance.
- W6** The claim interest calculation failed. Please call (703) 235-9102 and request examiner assistance.
- X2** Title: Interest Ending Date
- The interest ending date is invalid and no interest was paid or
  - The curtailed interest ending date is not later than the interest beginning date.
- X4** No additional documentation is needed at this time. Should this change, you will be contacted by an examiner. If the claim has not been processed within a week and no additional documentation is requested, call (703) 235-9102 and request examiner assistance.
- Z3** Title: Holding Mortgagee Different From Originating Holding Mortgagee  
For coinsurance claims, the originating and holding mortgagee must be the same. You will be contacted by an examiner.

### **COMBINATION ERROR CODES**

- A1A5C1C6X2** Part B (01) claim cannot be paid until Part A has been paid.
- A1X2** Part B (07) claim cannot be paid until Part A has been paid.
- A1X2P5** Part B (02) claim cannot be paid until Part A has been paid.
- BAD3** Part A cannot be paid until the MIC is received or verified.
- BDI4I5I6** Part B (01) claim cannot be paid until title approval is on the authorization file.

### ***Paperless Claims Processing***

This section of the Implementation Guide describes the relevant processes involved in the submission of mortgage insurance claims and how these processes are modified due to the implementation of EDI. It should be noted that there is no change in the fundamental policies defined in the applicable Code of Federal Regulations, 24 CFR.

Mortgagees who are approved HUD trading partners, can transmit all claims electronically, with the exception of supplemental and Home Equity Conversion Mortgage (HECM) claims. They can also send electronic, corrected claims and comments. Development of an automated request for claim status is planned as a future enhancement. Until that is done, inquiries should continue to be placed with the Single Family Claims Telephone Service Center (703-235-9102).

The major changes in procedures required to convert to EDI from a paper-based system include (1) reviewing the Trading Partner Agreement which outline procedure and policies to adhere to when submitting via EDI in lieu of mortgagee's signature on each Form HUD-27011, (2) mailing of Mortgage Insurance Certificates (MICs) and (3) the title approval authorization file replacing the need to send paper title approval letters with claims. Trading partners must also develop internal procedures to best utilize the new electronic tools, including the functional acknowledgment (TS 997), the payment advice (TS 820) and the application advice (TS 824) to reconcile claim filings with results.

### **Changes in HUD's Case Control and Claim Processing Procedures**

Electronic claim filing necessitated some procedural changes in claim handling at HUD. Here is a comparison of the paper and electronic process:

#### **STEP ONE: CLAIM RECEIPT**

The claim receipt date is used to measure timely claim filing. If a claim is not received within the required time frame, as described in HUD Handbook, 4330.4, debenture interest will be curtailed.

*Paper:* Claims sent through US mail or overnight express are received in the mailroom and are date stamped.

*EDI:* Electronic claims are received by HUD's EDI gateway and are "date stamped".

## STEP TWO: PRESCREENING AND BATCH LOADING

This involves some preliminary checks for basic problems and staging claims for actual processing.

*Paper:* Claims are "prescreened" or reviewed, for basic errors by mailroom staff. The claims that fail are mailed back to the mortgagee without further processing. Those that pass are grouped in batches, keypunched to tape, and entered in batches on the mainframe automated claims system for processing.

*EDI:* Claims must pass gateway translation and mapping software. If a transaction fails, electronic notification is sent to the trading partner (TS 997 or TS 824). The gateway passes successfully mapped claims to the mainframe automated claims system. The automated claims system "prescreens" for basic errors and stages successful claims in batches for processing. Any claim that fails in "prescreening" triggers a TS 824 to the trading partner and remains in a computer file for informational purposes. (For a more detailed description of the "prescreening" process, see page 39.)

## STEP THREE: CLAIM PROCESSING

Claims are processed in batches by the automated claims system. Each claim must pass hundreds of edits before it can be marked for payment. If it fails, the claim "suspends". The automated processing is the same for both paper and electronic claims, with the exception of some slight differences in system edits. Once a claim suspends, however, the procedures differ significantly.

*Paper:* For suspended claims, reviewers must compare the paper claim with what was keyed into the system. If there were no keying errors, the reviewer determines why the claim suspended and notifies the mortgagee of what action is needed. The claim is mailed back to the mortgagee with a manual letter of explanation. The mortgagee may need to correct the claim and resubmit it or may need to provide additional documentation to support what was originally claimed. In either case, the claim is mailed back to HUD and is returned to the Review and Compliance staff who then make the necessary corrections or approve the claim as is, based on the documentation. This is done by on-line access to the claims system.

*EDI:* If an EDI claim suspends, a TS 824 showing the applicable edit codes is automatically sent to the trading partner. Using the explanations for the edit codes found in this Implementation Guide in Appendix D, the trading partner should be able to determine why the claim suspended and what action is needed. If a corrected claim is required, the trading partner can transmit it immediately. If documentation is needed, it should be sent through the mail, while at the same time, the trading partner informs HUD electronically that the documentation is on the way. (See section "Comments" on page 40 below for use

of "ACI".)

A corrected EDI claim will be processed automatically, with no intervention from the claim staff. The Review and Compliance staff will no longer have to initiate action on each individual suspended claim, but will, instead, monitor suspended claims by company to determine if there are potential problems. Instead of relying on stacks of paper claims to determine the pending workload, reviewers will access computerized workload tracking files for status of suspended EDI claims.

#### **STEP FOUR: CLAIM PAYMENT**

Approximately 85% of all claims, both paper and EDI, pass the system edits and are marked for payment without any further review. The payment process takes place overnight. This process creates instructions to Treasury to issue payments and instructions for the bulk mail contractor to send Advice of Payment letters to holders and servicers for all claim payments.

These letters, providing detailed information about the payment, are mailed out within 24 hours. Claim payments will only be made by electronic funds transfer (EFT). For a payment to be made via EFT, the holder of the mortgage must complete an enrollment form, SF 3881.

*Paper:* Paper claims will result in paper Advice of Payment letters only.

*EDI:* EDI claims will result in paper Advice of Payment letters as well as TS 820, the electronic version of the Advice of Payment letter. This transaction set contains the same detail as the paper letter. It can be sent only to trading partners who are approved to file claims electronically with HUD. Therefore, if a servicer who is an EDI trading partner with HUD files a claim on behalf of a holder who is not a trading partner, the servicer will receive TS 820 in addition to the paper Advice of Payment and the holder will receive only the paper Advice of Payment.

*Additional notification for EFT payments:* Regardless of whether the claim originated as a paper or EDI claim, the payment is made via EFT, and the payee's bank will receive one additional notification about the payment. Each EFT payment is sent with an addendum record that contains the FHA case number, mortgagee reference number and identification that it is a "SFCLM" (single family claim) payment. The mortgagee should make arrangements with its bank to obtain this information.

## Handling Mortgage Insurance Certificates (MICs)

With the paper-based system, an original MIC must be submitted with each initial form HUD-27011 Part A. This helps to verify that the correct FHA case number is entered on the claim form and that the mortgagee has the right to file a claim on the insured mortgage. With electronic claims, it is still necessary to validate the legitimacy of the claim filing with the original MIC. Therefore, procedures have been established to accommodate the mailing of MICs for EDI claims.

MICs for EDI claims must be sent in prior to the electronic claim transmission. To avoid delay in claim processing, MICs should be submitted early enough to be received by HUD and recorded in a computerized file before the claim is transmitted. However, MICs should not be sent in before it is certain that a claim will actually be filed.

MICs should be sent once a week using overnight express mail. They should be sent at least one week before claim transmission, if possible. Claims will be subject to interest curtailment if the MIC is not sent by the date the deed or assignment is filed for record.

To assist in determining when to send in the MIC, the following is a suggested guideline for each claim type:

**01 Conveyance**--Do not submit MIC prior to the date in item 9 (date of acquisition of marketable title and possession).

**02 Assignment**--Do not submit MIC prior to the date contained in item 20 (date of assignment acceptance letter from the local HUD office).

**03 Automatic assignment**--Do not submit MIC more than four weeks before the assignment.

**04 Coinsurance**--Do not submit MIC prior to the date in item 10 (date of sale or appraisal notice).

**06 Nonconveyance**--Do not submit MIC before the date in item 9 (date of acquisition of title by mortgagee or third party).

**07 Preforeclosure Sale**--Do not submit MIC prior to the date in item 10 (date of the preforeclosure sale).

For every EDI Part A claim, the original MIC must be sent to the following address:

Department of Housing and Urban Development  
Single Family Claims Branch HQFPCO  
Financial Operations and Control Section  
Attn: MIC Processing  
451 Seventh St., SW, Room 6137  
Washington, DC 20410

A special transmittal must accompany MICs. The FHA case number for each MIC included with the transmittal should be listed along with the mortgagee reference number and holder, if different from the servicer.

### Handling Title Approval for Electronic Claims

The local HUD office is responsible for evaluating and approving title evidence submitted for conveyed properties. The local HUD office enters the dates title evidence was received and approved in a property management system. This system transfers the information daily to the automated claims system at HUD Headquarters. This interface results in the generation of a title approval letter which is mailed to the mortgagee (or other designated recipient per local office instructions). When this letter is received, the Part B claim can be filed. The title approval letter should be sent with paper Part Bs, but is not needed for EDI Part Bs.

The title approval data are maintained on a computer file and are used to evaluate the timely filing of the Part B claim. The Part B claim must be received within 15 days of the date of the title approval letter. If it is late, interest is curtailed. This applies to both paper and EDI claims.

A sample title approval letter produced by the interface between the local HUD office system and the claim system is included later in this section. Please note that the signature is replaced with a legend that states that "This letter was system generated by HUD Headquarters". This letter serves as proof that the necessary data regarding title approval are in HUD's database and that an EDI Part B can be filed.

### Prescreening Process on Automated Claims System

Electronic claims pass through a "prescreening" process before being loaded in batches for processing by the automated claims system. This screens out claims with certain basic errors that would prevent successful claim processing. A TS 824 (application advice) is sent back to the trading partner for any claim that has failed the prescreening process. The codes displayed on the TS 824 returned to sender are as follows:

QA = Servicer on claim does not match trading partner who originated transaction set 260.

QB = Invalid claim type (anything other than 01, 02, 03, 04, 06, or 07).

QC = Part B missing for type 02, 03, 04, 06 or 07 claim.

QD = Invalid FHA case number. This edit will occur when the check digit (seventh digit after the dash) is incorrect. If the check digit is not shown on the MIC, "X" should be entered.

### Comments

Comments can be transmitted in TS 260, either with claim data or separately. Free form comments, up to a maximum of seven lines of 60 spaces in each line, can be sent with each TS 260. Although comments can be sent without a claim, they must not be sent prior to submission of a claim. Whenever comments are sent separately, after a claim has been transmitted, the Claim Submission Reason Code (data element CSI01) should be coded "22", indicating that this is an informational transmission.

A specially formatted comment can be used to inform HUD that claim documentation has been mailed. This is done by assigning value "ACI" to data element NTE01 in the first iteration of the NTE segment. Whenever sending comments, the NTE02 data element must be used. If "ACI" is sent in NTE01, free form comments must be sent in NTE02 to explain what the documentation is.

NTE02 can be used without NTE01, but NTE01 can never be used without NTE02. Here are some examples of the correct way to send comments:

Example one:

If not notifying HUD of supporting documentation, always skip NTE01:

```
NTE**DEBENTURE INTEREST CALCULATED TO 01/05/92, INTEREST  
NTE**CURTAILMENT DATE ON PART A.
```

Example two:

If notifying HUD of supporting documentation, use NTE01 in the first use of the NTE segment for the comment by transmitting the code value "ACI". The subsequent uses of the NTE segment for the comment skip NTE01:

```
NTE*ACI*DOCUMENTATION FOR LINE 111 EXPENSES WAS MAILED TO HUD  
ON  
NTE**01/05/95. INCLUDED PT.D, RECEIPTS AND PAYMENT HISTORY.
```

### Miscellaneous items:



- Holder and servicer on EDI Part B conveyance claims.

The holder and servicer numbers sent with the EDI transmission of Part B are stored on the Part B record in the claims system. If either of these numbers does not agree with what was shown on the earlier Part A claim as the holder and servicer, the Part B claim will suspend.

- Paper claims needed by local HUD offices.

Paper HUD-27011 claims must be sent to the local HUD offices as specified in the HUD Handbook, 4330.4. This provision remains in effect even if an electronic claim was sent to HUD Headquarters.

- Conveyance Part B claims following paper Part A's.

Even if the Part A conveyance claim was filed as a paper claim, the Part B claim for that case can be filed as an EDI claim. The only requirement is that the title approval data is in the computer file, as evidenced by the computer-generated title approval letter.

- Transaction Set 824, Second Notice.

When a claim suspends, a TS 824 is sent to the trading partner to show the reason(s) for the suspension. There will be one follow-up to this initial TS 824 if necessary action has not been taken by the trading partner within 45 days of the first notice. This follow-up notice will be identified only by the "notice number", which is a two digit code in the first use of the LQ segment in the LM loop of the TS 824. The first TS 824 will show notice number "01"; the second, or follow-up notice, will show "02".

When a mortgagee receives the second notice, it means that the claim has been scheduled for deletion. When the claim is deleted, the mortgagee will have to submit a new claim which will have a new receipt date.

TS 260 passes through a series of critical checkpoints in its path from HUD's Sprint mailbox to final processing on the claims system. If the claim fails any of these checkpoints, processing stops and the outcome are identified in last column of the following flow diagram.

SITE	CHECKPOINT	RESULT OF FAILURE
HUD EDI GATEWAY		
TRANSLATION PROCESS	Validate trading partner	No further action
	Check transaction set version	TS 997

	Check X12 syntax for TS 260	TS 997
MAPPING PROCESS	Compliance check for HUD mapping requirements for TS 260	TS 824 with "GM"
	Check transaction set version	TS 997
	Check FHA case number existence	TS 824 with "GI"
	Check for existence of claim type for 01A, 02, 03, 04, 06 or 07	TS 824 with "GM"
	Check for existence of data on Part B of claim	TS 824 with "GY"
	Check for existence of comments on "comments only" TS 260	TS 824 with "GY"
CLAIMS SYSTEM		
PRESCREENING PROCESS	Match sender of TS 260 with servicer on claim data	TS 824 with "QA"
	Validate claim type	TS 824 with "QB"
	Check for missing Part B on 02, 03, 04, 06 or 07 claim	TS 824 with "QC"
	Validate FHA case number	TS 824 with "QD"
BATCH PROCESS	Check for claim already paid	TS 824 with "BY"
	Check for claim already suspended when incoming is not a corrected claim	TS 824 with "BZ"
	Run claim against	TS 824 first notice

	all system edit checks	with failed edits identified; TS 824 second notice if no action within 45 days
FINAL OUTCOME FOR SUCCESSFUL TS 260	TS 820, payment advice sent	

U.S. DEPT OF HOUSING & URBAN DEV.  
MANCHESTER OFFICE  
275 Chestnut Street  
Manchester, NH 03101

ABC MORTGAGE  
ATTN: S/F CLAIMS-TITLE APPROVAL  
123 ELM STREET  
ALEXANDRIA, VA 22309-2221

DATE TITLE RECEIVED  
08/24/92

DATE OF TITLE APPROVAL  
08/30/92

DATE OF THIS LETTER  
02/14/93

SUBJECT: TITLE APPROVAL CERTIFICATION

HUD/FHA CASE NUMBER: 001-123456

MORTGAGEE REFERENCE NUMBER: 999999

MORTGAGOR'S NAME: JOHN SMITH

PROPERTY ADDRESS: 3456 FIRST STREET  
ALEXANDRIA, VA 22080

DEAR SIR OR MADAM:

THIS IS TO CERTIFY THAT THE TITLE EVIDENCE SUBMITTED TO THIS OFFICE ON 08/24/92, IN CONNECTION WITH THE SUBJECT CLAIM FOR INSURANCE BENEFITS, HAS BEEN APPROVED. YOU ARE TO SUBMIT THIS TITLE APPROVAL CERTIFICATION, TOGETHER WITH HUD 27011, PART B OF YOUR CLAIM TO DHUD, SINGLE FAMILY MORTGAGE INSURANCE CLAIMS BRANCH, P.O. BOX 23998, WASHINGTON, DC 20026.

SINCERELY YOURS,

\*

CHIEF PROPERTY OFFICER  
MANCHESTER OFFICE

\*THIS LETTER WAS SYSTEM GENERATED BY HUD HEADQUARTERS.

**MIC TRANSMITTAL SHEET**

For use when submitting mortgage insurance certificates (MICs) for **EDI claims only**:

**Date:** \_\_\_\_\_ **Total # of MICS:** \_\_\_\_\_

**SENT BY:** Enter servicer name and address:

\_\_\_\_\_

**SERVICER ID NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_

FHA CASE #	MORTGAGE REF #	* HOLDER #	FOR HUD USE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
* If the servicer ID number and the holder number are the same do not complete the block for the holder number.			