

CASE CANCELLATION REQUEST

The information presented is compiled and excerpted from Handbooks and Mortgagee Letters.

REFERENCES: Handbook 4000.1 – II.A.1.iii.(B)(3)(a)

Date: _____

HOC Directed

TO: answers@hud.gov (Note: In the email subject line, place CASE CANCELLATION and the FHA Case Number)

FROM: Lender's Name: _____
Contact Person: _____
Phone Number: _____
Fax Number: _____

FHA Case Number _____

The **Lender** must provide cancellation request through the FHA Resource Center – utilizing the email address at answers@hud.gov

We will not process request from **BORROWERS**.

- a. Request needs to be on company letter head showing the name of their company and contact information
- b. Include FHA Case Number
- c. In the body of the letter the **lender** needs to put the reason why they want the case number cancelled along with their active FHA Lender ID / 10 digit number.
- d. If they have documentation the **lender** needs to send file attachment.
- e. **Lender** can only send in one request at a time.

Reasons Cancellation can be completed:

- An appraisal has not been completed and the borrower will not close the loan as an FHA Insured Mortgage.
- The FHA mortgage insurance will not be sought.
- The appraisal report has already expired.

If additional documentation is required, the request will be returned to lender via email.