

# CASE REINSTATEMENT REQUEST

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

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

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Date: \_\_\_\_\_

HOC Directed

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

FROM: **Lender's Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
  
**FHA Case Number** \_\_\_\_\_

Request from **Borrowers** will not be processed.

### Case Reinstatement Processing

Requests are required to provide the following:

- The lender name, telephone number, email address and contact person.
- Clearly provide the reason for the request to reinstate
- FHA Case Number

Case numbers that were automatic system cancellations will not be re-instated unless:

- The mortgagee provides evidence that the subject Mortgage closed prior to cancellation of the case number. Such evidence includes a Closing Disclosure or similar legal document.

**Note:** Obtaining a second appraisal, instead of updating the appraisal in the system, prior to case cancellation, is not a valid cause for case reinstatement. The second appraisal does not extend the life of the case number.

Obtaining a second appraisal after the automatic system cancellation is not a valid reason for reinstatement.

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