

CASE TRANSFER REQUEST

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

REFERENCES: Handbook 4000.1 – II.A.1.iii.(B)(4)(a)

Date: _____

HOC Directed

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

FROM: Lender's Name: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

FHA Case Number _____

Case Transfer Processing

Any FHA Approved Lender can request a transfer.

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

Required Information:

- FHA Case Number
- Brief description of steps proposed new lender has taken to facilitate the transfer from current Lender
- Lender Contact Information:
 - Originator ID
 - Sponsor ID (if applicable)
 - Telephone number
 - E-mail address
- Signed borrower's authorization stating that the borrower no longer wishes to work with previous lender and wants to work with the new lender

NOTES: If Originating Lender is out of business do not transfer case number. This should be processed as a case cancellation.

The FHA Connection system will automatically cancel any uninsured case number where there has been no activity for 6 months after initial issuance if information has not been added into the system.

The **Lender** must provide request through answers@hud.gov.

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