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:
  o Originator ID
  o Sponsor ID (if applicable)
  o Telephone number
  o 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.