

## Requesting an FHA Case #

Once your loan is registered, you can request a new or transfer an existing case number by using the directions below. You will need to upload the signed and dated 1003 to the online form.

### 1. You have access to order your case # online two way:

A. Through the LoanLock Prime website :

[Resources - LoanLock Prime](#)



**Access the very latest LoanLock Prime forms and also a current list of custom trainings we are providing for our Partners!**

#### Forms

- [SSA89](#)
- [4506C](#)
- [Agency Submission Checklist](#)
- [Anti-Steering Form](#)
- [Appraisal Co Smoke Water Heater Certification](#)
- [Borrowers Auth & Cert](#)
- [Buydown Calculator](#)
- [CalHFA Dream for All Checklist](#)
- [CALHFA Residency Eligibility Guide](#)
- [CD/Doc Order Form](#)
- [Change of Circumstance \(COC\) Form](#)
- [Condo Cert Full](#)
- [Condo Cert Limited](#)
- [FHA Case Number Request](#)
- [Foreign National – Automated Payment Authorization Form \(ACH\)](#)

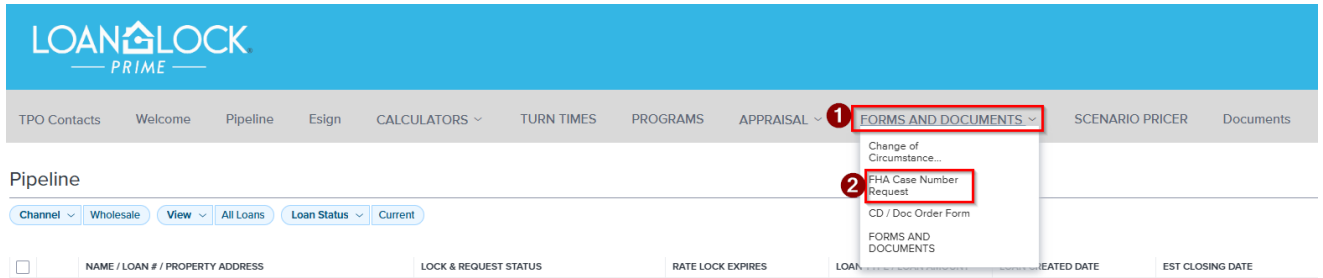
#### Policies

- [Lock Policy](#)
- [Initial CD Procedure](#)
- [Approved Credit Vendors](#)

#### Training Documents

- [2nd Lien AVM Workflow](#)
- [Appraisal Order Process Video](#)
- [CalHFA Job Aid](#)
- [How to Complete the E-Sign](#)
- [How to Submit a Loan](#)
- [How to Upload Conditions](#)
- [How to Lock a Loan](#)
- [Property Insurance Requirements Quick Reference](#)

B. Through the TPOC website:



## 2. Example of the form below:

### FHA Case Number Request

#### General Information

Requester Name \*

Requester Email \*

Loan Number \*

Borrower Last Name \*

#### Case Number Information

Is this a refinance of an existing FHA loan? \*

☐ Yes ☐ No

Is this a PUD? \*

☐ Yes ☐ No

Is this a Condo? \*

☐ Yes ☐ No

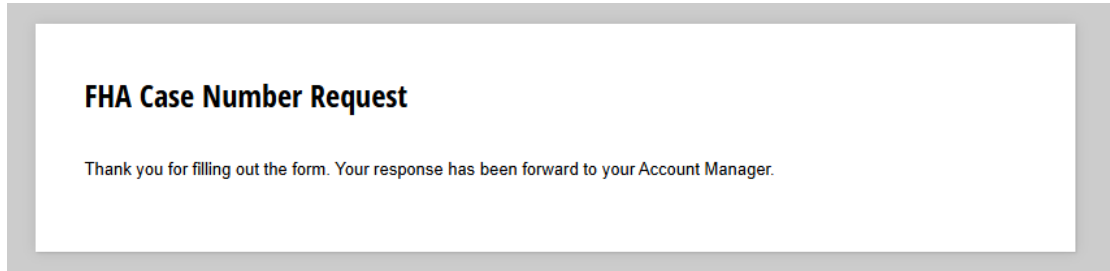
If 'yes' is selected in any of these fields, an additional section will open up with the information to be completed

Initial Application (signed by borrower(s) \*

 or drag files here.



### 3. Once the submit button is clicked, you will receive the below confirmation that we have your order in line for processing :



### What's Next

Our internal team will review the documentation provided to pull the FHA Case Number. They will contact the Loan Officer and Processor regarding any errors or compliance issues. Once the FHA Case Number has been pulled, our t team will contact the Loan Officer and Processor that they can now submit.

If you have any questions, please contact your AE or assigned Account manager for further assistance.

\*\*\*\*\*

### Requesting an FHA Case Number for an FHA Condo that is Not Approved

If your property is not already an approved FHA Condo project, you will need the following sections of the HUD-9991 form completed and uploaded with your FHA Case Number Request form.

On the first page, since the property is **NOT** approved, you have to input the **Lender Loan Number**. Section 1: Mortgagee Information, will already be pre-filled.

**Section 3: Loan Level Requirements.** To be completed by the Condominium Association or management company and used to verify loan level requirements for Units located in an Approved Condominium Project/phase and Single-Unit Approvals.

<b>3.a. Occupancy Requirements by Construction Type</b>	
<b>Owner-occupied Units include any Unit:</b> <i>i. occupied by the owner for any portion of the calendar year and that is not rented for a majority of the year;</i> <i>ii. listed for sale, and not listed for rent, that was previously occupied by the owner as described in (i) above; or</i> <i>iii. sold to an owner who intends to occupy the Unit as described in (i) above.</i>	
A Unit owned by the builder/developer is not an owner-occupied Unit.	
A non-owner occupied Unit refers to a Unit that does not meet the definitions above.	
<b>1. Existing Construction Occupancy</b>	
<input type="checkbox"/> Existing Construction (greater than 12 months old)	<b>Units in Project</b>
Total Number of Units in the Condominium Project	
a. Owner-occupied Units as defined above	
b. Non owner-occupied Units as defined above	
<b>2. New Construction (not eligible for Single-Unit Approval)</b>	
<input type="checkbox"/> New Complete Project (less than 12 months old); or	
<input type="checkbox"/> Legal Phase	
Total Number of Units in the Condominium Project	
i. Multi-phased Condominium Project: Include the total number of Units in the first declared Legal Phase and cumulatively on subsequent Legal Phases.	
ii. Single-phased Condominium Project: Include all Units.	
a. Owner-occupied Units as defined above	
b. Non-owner occupied Units as defined above	

Next you will have to complete Section 2 (2.a & 2.b).

In Section 2.a. Condominium Project, you will need to complete all of the fields. This includes the **Legal Name of Project, FHA Condo Approval ID Number, Street Address, City, State, and Zip code.**

After you have completed 2.a, then you will need to complete section 2.b. Condominium Association. This includes the **Condominium Association Name, Association Tax ID Number, Street Address, City, State, Zip Code, Phone Number, Association Contact Name, Email Address, and Fax Number.**

**Section 2: Condominium Project Information.** To be completed by the Condominium Association or management company.

**2.a. Condominium Project**

Legal Name of Project:		FHA Condo Approval ID Number:
Street Address:		
City:	State:	Zip Code:

**2.b. Condominium Association**

Condominium Association Name:		Association Tax ID Number:	
Street Address:			
City:	State:	Zip Code:	Phone Number:
Association Contact Name:		Email Address:	Fax Number:

**2.c. Management Company**

Management Company Name:		Management Company Tax ID Number:	
Street Address:			
City:	State:	Zip Code:	Phone Number:
Management Contact Name / Title:		Email Address:	Fax Number:

FHA Condominium Loan Level/Single-Unit Approval Questionnaire

Page 1 of 5  
Form HUD-9991 (01/21)

Lastly, on page 2, you will need to complete the field Total Number of Units in the Condominium Project. Once all these fields are complete, you can upload the form as an attachment to the FHA Case Number Request form.

OMB Approval No. 2502-0610																
<b>FHA Condominium Loan Level/ Single-Unit Approval Questionnaire</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Housing															
<p><b>Public Reporting Burden</b> for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information collection is required to obtain or retain benefits. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of the Chief Information Officer, U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street, SW, Washington, DC 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (OMB Number: 2502-0610) Washington, DC 20503. Do not send this completed form to either of the above addresses.</p>																
<p><b>General:</b> The information in this questionnaire is needed to obtain FHA-insured financing for a Condominium Unit (Unit) located in a Condominium Project. The Condominium Association/management company is to complete Section 2 and the section(s) checked below and return the completed questionnaire to the Mortgagee.</p>																
<p> <input type="checkbox"/> <b>Section 3: Loan Level Requirements</b> <input type="checkbox"/> <b>Section 4: Additional Requirements for Single-Unit Approval</b> </p>																
FHA Case Number:	Lender Loan Number:															
<p><b>Section 1: Mortgagee Information.</b> To be completed by the Mortgagee.</p>																
<p><b>1.a. Mortgagee Information</b></p>																
<table border="1" style="width: 100%;"> <tr> <td colspan="2">Mortgagee Name:</td> <td>FHAC Lender ID Number:</td> </tr> <tr> <td colspan="3">Street Address:</td> </tr> <tr> <td>City:</td> <td>State:</td> <td>Zip Code:</td> </tr> <tr> <td colspan="2">Contact Name:</td> <td>Phone Number:</td> </tr> <tr> <td colspan="2">Email Address:</td> <td>Fax Number:</td> </tr> </table>		Mortgagee Name:		FHAC Lender ID Number:	Street Address:			City:	State:	Zip Code:	Contact Name:		Phone Number:	Email Address:		Fax Number:
Mortgagee Name:		FHAC Lender ID Number:														
Street Address:																
City:	State:	Zip Code:														
Contact Name:		Phone Number:														
Email Address:		Fax Number:														