

## REQUESTING AN FHA CASE NUMBER

### YOU CAN ORDER THE FHA CASE NUMBER THREE WAYS:

1. The non-delegated correspondent may order the Case Number through FHA Connection
2. The correspondent may order through OnY Glo, Inc. by emailing [caserequest@llprime.com](mailto:caserequest@llprime.com).

When ordering through OnY Glo, Inc., the loan must be registered for the request to be processed. You will receive the Case Number assignment results typically within 48 hours of request submission. Any request received after 3:00PM PST will be processed the next business day at which point the 48 hours will commence. When ordering the case Number through OnY Glo, Inc., please include the following in your email to [caserequest@llprime.com](mailto:caserequest@llprime.com):

- OnY Glo, Inc. loan number
- Initial 1003
- Lender's Sponsored Originator EIN
- If Condo/PUD, supply PUD/Condo ID
- If prior FHA, supply prior case number

Once completed, the casefile details will be uploaded to the documents and emailed back to the original requestor.

If ordering the FHA Case Number via FHA Connection, transfer the case to OnY Glo, Inc. (FHA ID 3091600008) prior to ordering the appraisal.

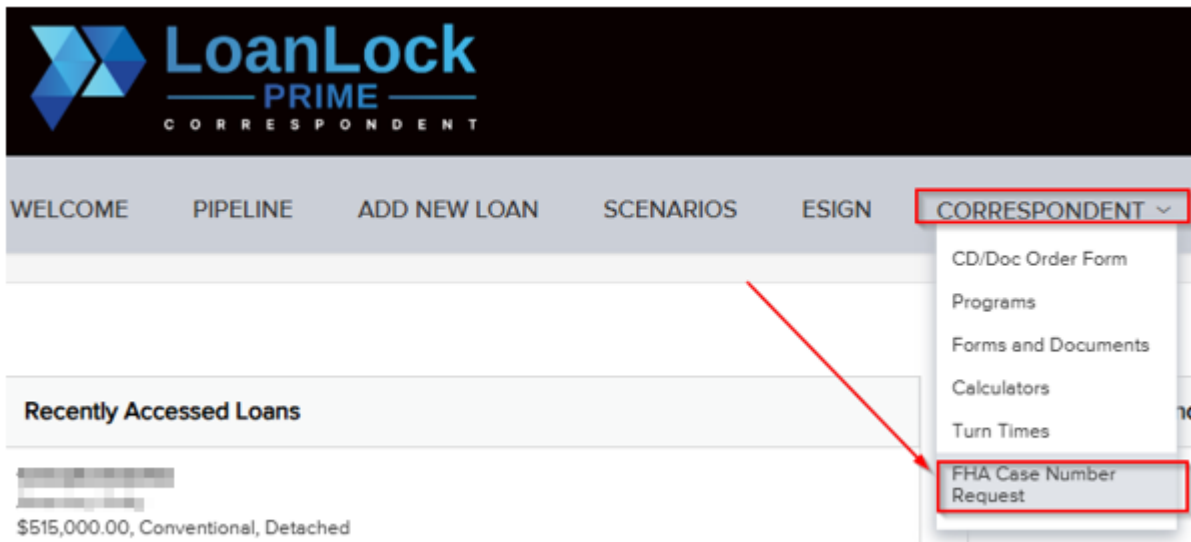
Note: if the FHA Case Number is being transferred from another lender to OnY Glo, Inc., a credit decision letter from the other lender is required. An explanation of why the loan is being transferred is also required.

3. Access the request form: [www.loanlockprime.com](http://www.loanlockprime.com) > Correspondent Lending > Resources > FHA Forms & Resources:

### FHA Forms & Resources

- [FHA Submission Process](#)
- [FHA Submission Checklist](#)
- [FHA Case Number Request](#)
- [FHA Case Number Request \(Form\)](#)
- [FHA HUD-9991](#)
- [Gift Letter \(FHA\)](#)

Or, through the client portal:



FHA Case Number Request form:

### 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

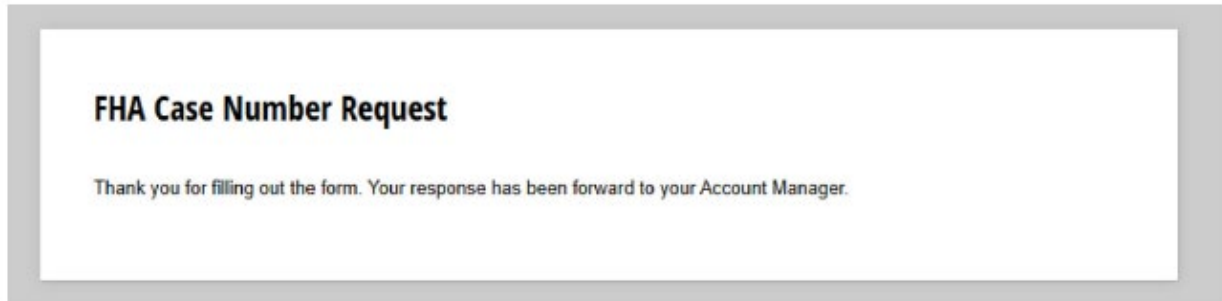
Is this a PUD? \*  
 Yes  No

Is this a Condo? \*  
 Yes  No

Initial Application (signed by borrower(s)) \*  
 or drag files here.

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

Once the submit button is clicked, you will receive the below confirmation that LoanLock Prime has received your request:



## WHAT'S NEXT

Our internal team will review the documentation provided to pull the FHA Case Number. The Loan Officer and/or Processor will be contacted regarding any errors or compliance issues. Once the FHA Case Number has been successfully obtained, our team will contact the Loan Officer and/or Processor to notify them that they can now submit their FHA loan.

You will receive the Case Number assignment results typically within 48 hours of request submission. Any request received after 3:00PM PST will be processed the next business day at which point the 48 hours will commence.

If you have any questions, please contact your Account Executive or 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, input the LoanLock Prime loan number.

**FHA Condominium Loan Level/  
Single-Unit Approval  
Questionnaire**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

**Public Reporting Burden** 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.

**General:** 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.

**Section 3: Loan Level Requirements**

**Section 4: Additional Requirements for Single-Unit Approval**

FHA Case Number: \_\_\_\_\_

Lender Loan Number: \_\_\_\_\_

**Section 1: Mortgagee Information.** To be completed by the Mortgagee.

**1.a. Mortgagee Information**

Mortgagee Name: _____		FHAC Lender ID Number: _____	
Street Address: _____			
City: _____	State: _____	Zip Code: _____	Phone Number: _____
Contact Name: _____	Email Address: _____	Fax Number: _____	

Complete Section 2 (2a & 2b, **in their entirety**, and Section 3 Total Number of Units in the Condominium Project):

**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: _____	



**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>	
<p>Owner-occupied Units include any Unit:</p> <ul style="list-style-type: none"> <li>i. occupied by the owner for any portion of the calendar year and that is not rented for a majority of the year;</li> <li>ii. listed for sale, and not listed for rent, that was previously occupied by the owner as described in (i) above; or</li> <li>iii. sold to an owner who intends to occupy the Unit as described in (i) above.</li> </ul> <p>A Unit owned by the builder/developer is not an owner-occupied Unit.</p> <p>A non-owner occupied Unit refers to a Unit that does not meet the definitions above.</p>	
<b>1. Existing Construction Occupancy</b>	
<input type="checkbox"/> Existing Construction (greater than 12 months old)	
Total Number of Units in the Condominium Project	Units in 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	
<ul style="list-style-type: none"> <li>i. Multi-phased Condominium Project: Include the total number of Units in the first declared Legal Phase and cumulatively on subsequent Legal Phases.</li> <li>ii. Single-phased Condominium Project: Include all Units.</li> </ul>	
a. Owner-occupied Units as defined above	
b. Non-owner occupied Units as defined above	

Once all fields are completed, please upload the form as an attachment to the FHA Case Number Request form.