



Thursday, January 06, 2011

FHA Case Number Assignment Process

For files needing an FHA Case Numbers on or after January 1st, 2011, please follow the below steps to obtain an FHA Case Number. Please note, you must be logged into www.rmcwholesale.com in order to complete the below steps.

This process applies to any "Sponsored Originators" (sponsored third party originators). For brokers with Direct Endorsement approval please see page 2.

- Click on 1003 Import under Broker Tools, complete 1003 Import process to obtain an RMC loan number
- Complete an [FHA Case Number Request Form](#), also available under the Documents/Forms link
- The completed form must be uploaded through the imaging link under document code: **FHA Case Number Request**
- The uploaded form will be sent to our Registration department to complete the FHA Case Number Assignment process in FHA Connection
- Within 48-72 hours of the received request, an email will be sent to the contact person indicated on the request form with the new FHA Case Number attached
- If you do not receive an email either requesting additional information or with the new case number within 72hours of uploading your request, please contact your Account Executive or Broker Coordinator
- Revision date (09/2010) for the [92900-A](#) (HUD Addendum to URLA) must be used
 - The Sponsoring Mortgagee's Name and Address must be completed in box 15 on pages 1 and 3: *Ross Mortgage Corporation, 27862 Woodward Ave, Royal Oak, MI 48067*
 - The Sponsoring Mortgagee's Lender ID number must be entered in box 13 on pages 1 and 3: *2148900000*
 - The Loan Officer will no longer sign/date page 1, the Sponsoring Mortgagee is now required to sign page 1
 - The Sponsored Originators information will now be captured on page 3 of the 92900-A: *Loan Origination Company, Loan Origination Company Tax ID, and NMLS ID of the Loan Origination Company*
- For files that have an existing FHA Case Number issued by another lender, the mortgage broker must contact the original lender in order to have the Case Number transferred into RMC's name. To successfully request a Case Number transfer from the previous lender please follow their case transfer instructions and provide the following information:
 - FHA Case Number
 - New Sponsored Originator EIN: *this is your nine digit Employer Identification Number (EIN)/ Tax ID Number*
 - New Sponsor/ Agent ID: *2148900000*

Brokers with Direct Endorsement approval, that have a Principal- Authorized Agent relationship with RMC, should follow the below instructions.

- Complete the FHA Case Number assignment in FHA Connection
 - Is this a Sponsored Originator Case? **NO**
 - Originator ID: *Enter in your entities FHA ID number*
 - Sponsor/ Agent ID: *2148900000*
 - Loan Officer Name (full legal name) and Loan Officer NMLS ID must be completed
- Upload a copy of the completed FHA Case Number Assignment with the Initial Submission Package
- Revision date (09/2010) for the [92900-A](#) (HUD Addendum to URLA) must be used
 - The Originating Lender's Name and Address must be entered in box 15 on pages 1 and 3
 - The Originating Lender's FHA ID number must be entered into box 13 on pages 1 and 3
 - The Sponsor/ Agent's Name and Address must be entered in box 16 on pages 1 and 3: *Ross Mortgage Corporation, 27862 Woodward Ave, Royal Oak, MI 48067*
 - The Sponsor/Agent ID must be entered into line 14 on pages 1 and 3: *2148900000*
 - The Loan Officer will continue to sign/date page 1

If you have any questions in regards to the new FHA Case Number ordering process, please contact your Account Executive.