



## FHA Case Number Transfer Instructions

### Transferring a FHA Case from ResMac to Another Lender

1. Obtain a written statement from the Borrower requesting the transfer of the FHA Case Number.

Note: If property has a new Borrower, a copy of the new Purchase Agreement is sufficient.

2. Complete the FHA Case Number Transfer Form and email it to Nancy Sokol at [NSokol@ResMac.com](mailto:NSokol@ResMac.com). Attach the following to your email:
  - Appraisal invoice (if appraisal was completed)
  - Letter from Borrower requesting transfer OR
  - If property has a new Borrower, copy of Purchase Contract reflecting new Borrower's name.
3. To remove the loan from the pipeline, email [AdverseAction@ResMac.com](mailto:AdverseAction@ResMac.com).
4. Adverse Action: If the ResMac loan has been underwritten and was not declined, a 24 - 48 hour turn time is needed to decision the loan prior to transferring the FHA case number.



## FHA Case Number Transfer Form

Request Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

ResMac Loan Number: \_\_\_\_\_

### Borrower and Property Information

Borrower Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

### New Lender Information

Lender: \_\_\_\_\_

New Originator Lender ID/EIN: \_\_\_\_\_

New Sponsor Lender ID Number: \_\_\_\_\_

### Appraisal

Was an appraisal completed?

Yes

No

Was an appraisal paid?

Yes

No

If yes, please provide invoice