

Account Executive: \_\_\_\_\_

## FHA Case Assignment Request Form

**Note: AMC will require the FHA case query when ordering the Appraisal-Essex will provide Query to Broker**

Essex Loan Number: \_\_\_\_\_ (if known)

Broker: \_\_\_\_\_ Broker's EIN #: \_\_\_\_\_ NMLS #: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Loan Officer NMLS #: \_\_\_\_\_

Processor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Borrower: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN# \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN# \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN# \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN# \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Unit # (if applicable) \_\_\_\_\_ Year Built \_\_\_\_\_

**Is this a STREAMLINE?** \_\_\_\_ Yes \_\_\_\_ No Property Type: SFR \_\_\_\_ Condo \_\_\_\_ 2-4 Units \_\_\_\_ (# of units)

Loan Type: Fixed \_\_\_\_ Adjustable \_\_\_\_ Loan Term \_\_\_\_ (30yr) \_\_\_\_ (15yr)

Loan Purpose: Purchase \_\_\_\_ Refi \_\_\_\_ Cash out: Yes \_\_\_\_ No \_\_\_\_

If purchase, is this a HUD REO? YES \_\_\_\_ NO \_\_\_\_ If yes, previous case # \_\_\_\_\_

If refinance, is the prior refinance FHA? YES \_\_\_\_ NO \_\_\_\_ Appraisal required: Yes \_\_\_\_ No \_\_\_\_

Previous FHA Case Number \_\_\_\_\_

If Condo, Name of Project: \_\_\_\_\_ Condo ID: \_\_\_\_\_

**I/WE CERTIFY THAT AS OF THIS DATE I/WE HAVE AN ACTIVE LOAN APPLICATION FOR THE SUBJECT BORROWER AND PROPERTY** Sign \_\_\_\_\_ Date \_\_\_\_\_

**\*Please ensure your borrower/and or loan fits the new 4000.1 FHA case assignment date rules as of 9/14/15. TO "ASSIST" IN HELPING YOU TO NOT ORDER YOUR CASE NUMBER TOO EARLY, ANSWER THESE QUESTIONS.**

1. Has your borrower had a Pre-Foreclosure Sale (short sale), Foreclosure Sale, or Deed-in-Lieu within the last 3 years: \_\_\_\_ Yes \_\_\_\_ No
2. Has your borrower been on the job at least 6 months since a gap in employment? \_\_\_\_ Yes \_\_\_\_ No
3. Has your borrower had a 2 year work history prior to the absence (gap) from employment? \_\_\_\_ Yes \_\_\_\_ No
4. Is your loan a cash-out transaction and do they have a current delinquency or any delinquency within 12 months of the case number assignment? \_\_\_\_ Yes \_\_\_\_ No
5. Is your loan an FHA Refinance (all types) purchased within 12 months of the case assignment date? If so, value will be determined by lessor of Purchase price plus any documented improvements or the current property value.
6. Maximum LTV's – does your loan meet these requirements? \_\_\_\_ Yes \_\_\_\_ No

**Maximum Loan-to-Value Ratio**

The maximum LTV for a Rate and Term refinance is:

- 97.75 percent for Principal Residences that have been owner-occupied for previous 12 months, or owner-occupied since acquisition if acquired within 12 months, at case number assignment;
- 85 percent for a Borrower who has occupied the subject Property as their Principal Residence for fewer than 12 months prior to the case number assignment date; or if owned less than 12 months, has not occupied the Property for that entire period of ownership; or

7. Is your loan a 203K \_\_\_\_ Yes \_\_\_\_ No If yes, please check with your AE to see if it meets value requirements.

Please save the form and email to [caseassign@essexmortgage.com](mailto:caseassign@essexmortgage.com)