

# **CASE CANCELLATION REQUEST**

The information presented is compiled and excerpted from Handbooks and Mortgagee Letters.

**REFERENCES:** Handbook 4000.1 – II.A.1.iii.(B)(3)(a)

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

HOC Directed

TO: [answers@hud.gov](mailto:answers@hud.gov) (Note: In the email subject line, place CASE CANCELLATION and the FHA Case Number)

FROM: **Lender's Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**FHA Case Number** \_\_\_\_\_

The **Lender** must provide cancellation request through the FHA Resource Center – utilizing the email address at [answers@hud.gov](mailto:answers@hud.gov)

We will not process request from **BORROWERS**.

- a. Request needs to be on company letter head showing the name of their company and contact information
- b. Include FHA Case Number
- c. In the body of the letter the lender needs to put the reason why they want the case number cancelled along with their active FHA Lender ID / 10 digit number.
- d. If they have documentation the lender needs to send file attachment.
- e. Lender can only send in one request at a time.

**Reasons Cancellation can be completed:**

- An appraisal has not been completed and the borrower will not close the loan as an FHA Insured Mortgage.
- The FHA mortgage insurance will not be sought.
- The appraisal report has already expired.

**If additional documentation is required, the request will be returned to lender via email.**