

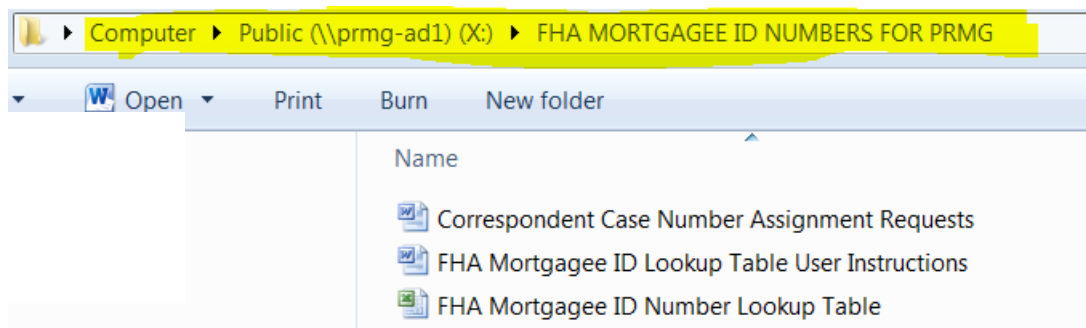
CORRESPONDENT Case Number Assignment Requests

It is of the utmost importance that all correspondents input the FHA Case Number Assignment screen correctly in FHA Connection. This will ensure that the Neighborhood Watch seriously delinquent reports reflect accurate data for each individual Mortgagee ID Number assigned to PRMG.

It is just as important that the applicable Originator and Sponsor information is keyed in the appropriate places on the FHA Case Number Assignment screen for all FHA loans originated through the correspondent channel. This will ensure that the Neighborhood Watch reports accurately reflect the loans as third-party originated transactions instead of retail transactions.

This document material is designed to lead you through how a properly requested FHA Case Number Assignment should appear in FHA Connection for a correspondent transaction, along with correct and incorrect samples.

Updates of this document and all other tools that will assist you with successfully requesting FHA Case Numbers for retail and wholesale loans can be found in the “FHA MORTGAGEE ID NUMBERS FOR PRMG” folder under the Public “X” Drive.



General Instructions

The correspondent’s FHA Mortgagee ID number and the Originating Loan Officer’s Company NMLS ID must be displayed under the “Originator ID” section on the **left side** of the “Case Number Assignment” screen in FHA Connection so the loan is reported in Neighborhood Watch as a third-party originated loan transaction. (Important Note: If PRMG’s information is keyed on the left side instead of the correspondent’s information then the loan will be reported incorrectly in Neighborhood Watch as a retail loan transaction)

The applicable **PRMG Mortgagee ID Number** must be keyed under the “Sponsor/Agent ID” on the **right side** of the “Case Number Assignment” screen in FHA Connection. The unique 10-digit FHA Mortgagee ID Number, assigned specifically to the PRMG fulfillment center who will be underwriting and closing the loan, must be shown in the “Sponsor/Agent ID” section on the right.

If the Case Number Assignment in the file is incorrect then a correction is required **prior to funding**. To request a correction send an email to the “FHAcasetransfer” mailbox relaying what is incorrect and what needs to be changed along with the correct information it should have once it has been successfully transferred. The email communication should be copied and pasted into Loan Notes in *FastTrac* so you have a record of the request.

Please refer to the “FHA Mortgagee ID Lookup Table” and the “FHA Mortgagee ID Lookup Table User Instructions” for assistance with determining the correct FHA Mortgagee ID Number to use when ordering FHA Case Numbers. The location of these documents is provided above.

Specific instructions and samples for pulling FHA Case Numbers are provided on the remaining pages of this document.

CORRESPONDENT Case Number Assignment Requests

SAMPLE 1 **CORRECT CASE NUMBER ASSIGNMENT**

CORRESPONDENT TRANSACTION WHEN CORRESPONDENT HAS "UNCONDITIONAL" DE STATUS

The sample provided below is to be used as a guide when the FHA transaction has been originated through the "Mini-C" correspondent channel and the client has received Unconditional DE status from HUD. This means they have passed their test case phase and have full approval status. In this case, the correspondent's FHA Mortgagee ID number is tied to the Case Number instead of their EIN (Employer ID Number).

LEFT SIDE:

Is this a Sponsored Originator Case?: "Yes" should be displayed here.

Originator ID: The correspondent's FHA Mortgagee ID number should be displayed here. Make sure their EIN was not used.

NMLS ID: The correspondent's NMLS ID number should be shown in this field. It will auto-populate the information once they have entered their FHA Mortgagee ID number. The NMLS ID number is keyed by the correspondent's first sponsor that entered them in FHA Connection. Our Broker Services department can only add NMLS ID number if we were the lender who entered the information into FHA Connection originally. If another lender entered the information we cannot correct it.

Loan Officer Name: The Loan Originator's name should appear here.

Loan Officer NMLS ID: The Loan Originator's MLO NMLS ID number should appear here.

RIGHT SIDE:

Sponsor/Agent ID: The applicable Mortgagee ID number assigned to the PRMG branch that will be underwriting, drawing docs and funding the loan should be displayed here.

NMLS ID: This information will auto-populate based on the Mortgagee ID number keyed in the "Sponsor/Agent

Field Office: Santa Ana, CA	Lender Case Ref: Not Entered
Is this a Sponsored Originator Case? Yes	"Yes" always
Originator ID: 1835200005 AMERICAN FINANCIAL NETWORK INC CHINO HILLS CA 917091211 NMLS ID: 237341	Sponsor/Agent ID: 2294400005 AMOUNT RESIDENTIAL MORTGAGE MONA CA 928791799 NMLS ID: 75243
Loan Officer Name: ANDREW K MENT Loan Officer NMLS ID: 243184	The applicable Mortgagee ID number and branch information for the PRMG fulfillment center must be on the right side.
Case Type: Construction Regular DE Existing Construction N/A	Financing Type: N/A
ADP Code: 703 Living Units: 01	Program ID: (00)-Default Loan Term: 360

The correspondent's Mortgagee ID number must be displayed instead of their EIN.

In the 1003 screen, you must enter the correspondent's FHA Mortgagee ID number under the "FHA Lender ID" field and the applicable PRMG fulfillment center's FHA Mortgagee ID number under the "FHA Sponsor ID" field in FastTrac under the "Government" tab in order for the 92900-A to print correctly:

I. TERMS	II. PROPERTY	III. BORROWER	IV. EMPLOYMENT	V. INCOME, HOUSING	VI. ASSETS	VI. REO
VI. LIABILITIES	VII. TRANSACTION DETAILS	VIII. DECLARATIONS	IX. SIGNATURE	X. GOVERNMENT MONITORING	OTHER DATA	GOVERNMENT

Government

FHA Purchase		
Section Of The Act	Agency Case Number	Assignment Date
203(b) FHA Fixed Rate Program	048-8051464-703	08/01/2014
FHA Lender ID	FHA Sponsor ID	Monthly MCC
1835200005	2294400005	
Sponsored Originator EIN	Energy Efficient New Home	

For this type of transaction key the Correspondent's FHA Mortgagee ID Number must be keyed here instead of keying the correspondent's EIN in the "Sponsored Originator EIN" field.

The FHA Mortgagee ID Number, assigned to the PRMG Account Executive, must be keyed here.

CORRESPONDENT Case Number Assignment Requests

SAMPLE 2 CORRECT CASE NUMBER ASSIGNMENT

CORRESPONDENT TRANSACTION WHEN CORRESPONDENT HAS "PRECLOSING" (CONDITIONAL) DE STATUS
(Correspondent has not passed the test case phase)

The sample provided below is to be used as a guide when the FHA transaction has been originated through the "Mini-C" correspondent channel and the client has received Preclosing DE status from HUD. This means they have not yet passed their test case phase and have conditional status. Since HUD will not allow another lender to underwrite a test case for the mortgagee, the loan must be originated as a sponsored originator case instead using the client's EIN instead of tying their FHA Mortgagee ID number case.

LEFT SIDE:

Is this a Sponsored Originator Case?: "Yes" should be displayed here.

Originator ID: The correspondent's EIN should be displayed. Make sure their FHA Mortgagee ID number was not used.

NMLS ID: The correspondent lender's NMLS ID number should be shown in this field. It will auto-populate the information once they have entered their FHA Mortgagee ID number. The NMLS ID number is keyed by the correspondent's first sponsor that entered them in FHA Connection. Our Broker Services department can only add NMLS ID number if we were the lender who entered the information into FHA Connection originally. If another lender entered the information we cannot correct it.

Loan Officer Name: The Loan Originator's name should appear here.

Loan Officer NMLS ID: The Loan Originator's MLO NMLS ID number should appear here.

RIGHT SIDE:

Sponsor/Agent ID: The applicable Mortgagee ID number assigned to the PRMG branch that will be underwriting, drawing docs and funding the loan should be displayed here.

NMLS ID: This information will auto-populate based on the Mortgagee ID number keyed in the "Sponsor/Agent

Field Office: Newark, NJ	Lender Case Ref: NJ50040114
Is this a Sponsored Originator Case? Yes	"Yes" always
Sponsored Originator EIN: 462738255 MLB RESIDENTIAL LENDING, LLC	The correspondent's EIN must be displayed instead of their FHA Mortgagee ID number.
NMLS ID: 1101220	Sponsor/Agent ID: 2294400273 PARAMOUNT RESIDENTIAL MORTGAGE CORONA CA 928791799 NMLS ID: 985225
Loan Officer Name: JOE L DELSOL	The applicable Mortgagee ID number and branch information for the PRMG fulfillment center must be on the right side.
Loan Officer NMLS ID: 205629	
Case Type: Regular DE	Construction Code: Existing Construction
ADP Code: 703	Processing Type: N/A
Living Units: 01	Program ID: (00)-Default
	Financing Type: N/A
	Loan Term: 360

In the 1003 screen, you must enter the correspondent's FHA Mortgagee ID number under the "FHA Lender ID" field and the applicable PRMG fulfillment center's FHA Mortgagee ID number under the "FHA Sponsor ID" field in FastTrac under the "Government" tab in order for the 92900-A to print correctly:

I. TERMS	II. PROPERTY	III. BORROWER	IV. EMPLOYMENT	V. INCOME, HOUSING	VI. ASSETS	VI. REO
VI. LIABILITIES	VII. TRANSACTION DETAILS	VIII. DECLARATIONS	IX. SIGNATURE	X. GOVERNMENT MONITORING	OTHER DATA	GOVERNMENT

Government

FHA Purchase	Agency Case Number	Assignment Date
Section Of The Act	352-8174593-703	09/26/2014
203(b) FHA Fixed Rate Program	FHA Sponsor ID	Monthly MCC
FHA Lender ID	2294400273	
Sponsored Originator EIN	Energy Efficient New Home	
46-2738255	No	

The FHA Mortgagee ID Number, assigned to the PRMG fulfillment center, must be keyed here.

For this type of transaction key the Correspondent's EIN must be keyed here instead of keying their FHA Mortgagee ID Number in the "FHA Lender ID" field.

CORRESPONDENT Case Number Assignment Requests

SAMPLE 3: **INCORRECT CASE NUMBER ASSIGNMENT**

REASON THIS CASE ASSIGNMENT REQUEST IS INCORRECT: By entering PRMG on the left side of the screen, it means this is a retail transaction.

<p>Field Office: Santa Ana, CA</p> <p>Is this a Sponsored Originator Case? No</p> <p>Originator ID: 2294400113 PARAMOUNT RESIDENTIAL MORTGAGE SANTA ANA CA 927054075 NMLS ID: 2401154</p> <p>Loan Officer Name: CHRIS KOSTOFF</p> <p>Loan Officer NMLS ID: 325196</p> <p>Case Type: Regular DE</p> <p>ADP Code: 734</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>This must always be "Yes" for a Sponsored Case.</p> </div> <p>Lender Case Ref: Not Entered</p> <p>Sponsor/Agent ID: Not Entered</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>The applicable fulfillment center's FHA Mortgagee ID number and information should be on the right side.</p> </div>
<p>Construction Code: Existing Construction</p> <p>Living Units: 01</p>	<p>Processing Type: N/A</p> <p>Program ID: (00)-Default</p>	<p>Financing Type: N/A</p> <p>Loan Term: 360</p>

SAMPLE 4: **INCORRECT CASE NUMBER ASSIGNMENT**

REASON THIS CASE ASSIGNMENT REQUEST IS INCORRECT: "Is this a Sponsored Originator Case" is answered with "No" when it should say "Yes". Because a PRMG Underwriter is going to Underwrite the loan it must be a sponsored originator case showing the correspondent on the left and the applicable PRMG fulfillment center's Mortgage ID number on the right side of the screen:

<p>Field Office: Santa Ana, CA</p> <p>Is this a Sponsored Originator Case? No</p> <p>Originator ID: 1835200005 AMERICAN FINANCIAL NETWORK INC CHINO HILLS CA 917091211 NMLS ID: 237341</p> <p>Loan Officer Name: ANDREW K MENTE</p> <p>Loan Officer NMLS ID: 243184</p> <p>Case Type: Regular DE</p> <p>ADP Code: 703</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>This must always be "Yes" for a Sponsored Case.</p> </div> <p>Lender Case Ref: Not Entered</p> <p>Sponsor/Agent ID: 2294400005 PARAMOUNT RESIDENTIAL MORTGAGE CORONA CA 928791799 NMLS ID: 75243</p>	
<p>Construction Code: Existing Construction</p> <p>Living Units: 01</p>	<p>Processing Type: N/A</p> <p>Program ID: (00)-Default</p>	<p>Financing Type: N/A</p> <p>Loan Term: 360</p>