

How to Order FHA Case Number/ Case Query in LQB

➤ FHA Connection

- Direct link to FHA connection to order FHA case numbers, pull FHA case query and CAIVRS Authorization

HOW TO ORDER FHA CASE NUMBER

- Go to FHA Connection
- Select “New Case Number Assignment”
- Address and month/ year built should flow from Subject Property Description screen
- Check “I certify that the lender associated...” statement
- Choose correct Field Office
- Housing Program – 203B or 203K (203K is the FHA rehab loan)
- Property type – Detached, Attached...

The screenshot shows the 'FHA Connection' web form. At the top, the 'Case Processing Request Type' is set to 'New Case Number Assignment' and 'FHA Approval Lists' are 'LDP / GSA'. The 'Subject Property Address' section includes fields for Street (TBD), City/State/Zip (Burleson, TX, 76028), County (Johnson), No. of Units (1), Mnth/Yr Built (198), Lot, and Blk/Plat. There are checkboxes for 'Manually edit street address for submission' and 'Override address validation'. The 'Borrower Information' section has fields for First Name (Nickolas), Middle Name (Chase), Last Name (Adams), Suffix, SSN (637-60-2056), and DOB (1/28/1998). The 'App 2 Borrower Information' section has fields for Name (Bailey Paige North), DOB (10/29/1996), and SSN (627-60-8083). A yellow highlighted box contains the text: 'I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s)'. The 'General Information' section includes 'Field Office' (Dallas, TX), 'Lender Case Ref' (41012019120247), 'Lender ID' (0044400002), 'Sponsor/Agent ID', 'Case Type' (Regular DE), 'Construction Code' (Existing Construction), 'Processing Type' (N/A), 'Loan Term (mnths)' (360), 'Financing Type' (N/A), and 'Program ID' ((00)-Default). The 'ADP Code Criteria' section includes 'Amort. Type' (Fixed Rate), 'Special Program' (No Special Program), 'Housing Program' (FHA Standard Mortgage Program (203b)), 'Buydown' (No), 'Property Type' (Detached), and 'Principal Write-Down' (No).

- ADP Code 703 (see notes below for other types of ADP codes)
- Loan Purpose
 - Purchase

- Refinance – you will then be required to enter if it is a previous conventional or FHA loan. If it is a previous FHA loan, you will need the previous FHA case number.
- If 203K, will need to enter if limited or standard
- Enter your FHA connection Username and Password
- Submit to FHAC

General Information															
Field Office	Dallas, TX	Lender Case Ref	41012019120247												
Loan Officer		<input checked="" type="radio"/> Lender ID	0044400002												
LO NMLS ID		<input type="radio"/> Sponsored Originator EIN													
Case Type	Regular DE	Construction Code	Existing Construction												
Loan Term (mnts)	360	Financing Type	N/A												
Program ID	(00)-Default	Sponsor/Agent ID													
<div>ADP Code Criteria</div> <table border="1"> <tr> <td>Amort. Type</td> <td>Housing Program</td> <td>Property Type</td> </tr> <tr> <td>Fixed Rate</td> <td>FHA Standard Mortgage Program (203b)</td> <td>Detached</td> </tr> <tr> <td>Special Program</td> <td>Buydown</td> <td>Principal Write-Down</td> </tr> <tr> <td>No Special Program</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>No</td> </tr> </table>				Amort. Type	Housing Program	Property Type	Fixed Rate	FHA Standard Mortgage Program (203b)	Detached	Special Program	Buydown	Principal Write-Down	No Special Program	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
Amort. Type	Housing Program	Property Type													
Fixed Rate	FHA Standard Mortgage Program (203b)	Detached													
Special Program	Buydown	Principal Write-Down													
No Special Program	<input type="radio"/> Yes <input checked="" type="radio"/> No	No													
ADP Code	703	lookup													
Loan Purpose	Purchase	Type of Case:	Forward Purchase												
Was this case previously sold by HUD as Real Estate Owned? <input type="radio"/> Yes <input checked="" type="radio"/> No															
As Required															
203k Consultant ID		203k Type	N/A												
Compliance Inspection Fields															
Assignment Choice	N/A	Assignment ID													
FHAC Lender Notes															
<div></div>															
Authentication															
User Name	lapplewhite														
Password	*****														
<input type="button" value="Submit to FHAC"/>															

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If the case number assignment is successful, a screen will open that will show you the case number and status.

You can now exit the FHA Connections screen; the case number will automatically save to your Document List.

Other used ADP codes:

203B (ARM) 729

203K 702

203K (ARM) 730

203 K Condo 801

203 K Condo ARM 804