

Important Requestor Information:

Company Name:			
Processor Name:		Processor Email:	
Loan Officer NMLS #:		Loan Officer Name:	
Company NMLS #:		Company EIN #:	
Property Address:			

Client Certification:

In accordance with FHA policy & procedures, I hereby certify that this case number request corresponds to an active loan application for the above subject borrower(s) and property stated above.

Signature of Processor: _____

Required documents to accompany the FHA Case Assignment request:

- Completed, Signed and Dated Application (Form 1003 / 1009)
- Borrower Certification and Authorization
- ID proof (Driver's License or an equivalent document)
- Evidence of Social Security Number (Social Security Card or an equivalent document)
- HECM Counseling Certificate with the list of Counseling Agencies referred to the Borrower (applicable for HECM loans as counseling details must be entered when assigning the case.)
- Fully executed Purchase Agreement (applicable for a Purchase transaction).
- Copy of all disclosed GFEs and TILs.
- Copy of Previous Note (for FHA Streamline Refinances).
- If a Case Transfer is necessary, please obtain a Borrower's Signed and Dated authorization to transfer the FHA Case Number to SWMC's Sponsor ID 6443809990. If an appraisal was already ordered by the existing Lender, the appraisal would also need to be sent to SWMC.
(Note: This Borrower Authorization must be signed and dated after the existing FHA Case was assigned.)

Procedure to submit the FHA Case Assignment request:

Submit using SunSoft: (Preferred)	Email:	Fax:
<input type="checkbox"/> Upload the request form and the required documents into "Imaging" of the loan created using SunSoft.	<input type="checkbox"/> Email the request form and the required documents to loanboarding@swmc.com	<input type="checkbox"/> Fax the request form and the required documents to (206) 222-2298
<input type="checkbox"/> The Sun West Loan Boarding Department will complete the initial review/setup and process the request. <input type="checkbox"/> Case assignment process would be completed within 24 - 48 hours upon receipt of a complete request form and the required documents. <input type="checkbox"/> Once the Case is assigned, the Case Number would be entered in SunSoft and the FHA Case Assignment sheet would be uploaded to "Imaging".		

Important Notes:

- Only Approved SWMC Clients may request FHA Case Number assignments from Sun West.
- Clients must be in receipt of a complete, signed and dated Loan Application Package when requesting the FHA Case, in accordance with ML 11-10.

Important Contacts:

- | | |
|---|---|
| <input type="checkbox"/> Loan Boarding Team: | <input type="checkbox"/> Broker Support Team: |
| - Email: loanboarding@swmc.com | (For user access to SunSoft or Broker Approvals with SWMC) |
| - Phone: (562) 741-6905 | - Email: broker@swmc.com |
| - Fax: (206) 222-2298 | - Phone: (562) 741-6902 |
| | - Fax: (562) 252-0085 |