

| Important Requestor Information: | | | |
|----------------------------------|--|---------------------------|--|
| Company Name: | | | |
| Processor Name: | | Processor Email: | |
| Loan Officer NMLS ID: | | Loan Officer Name: | |
| Company NMLS ID: | | Company EIN #: | |

| Client Certification: |
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| 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: _____ |

| Loan Details | | | | | |
|-----------------------------|--|-------------|--|-------------|--|
| Borrower Information | | | | | |
| Name: | | SSN: | | DOB: | |
| Name: | | SSN: | | DOB: | |
| Name: | | SSN: | | DOB: | |
| Name: | | SSN: | | DOB: | |
| Property Address: | | | | | |
| | | | | | |
| Previous FHA Case #: | | | | | |

| Required documents to accompany the FHA Case Assignment request: |
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| <input type="checkbox"/> Completed, Borrower and MLO Signed and Dated Loan Application (Form 1003) <input type="checkbox"/> Borrower Certification and Authorization <input type="checkbox"/> Initial HUD/VA Addendum form# 92900A signed and dated by borrower(s) |

| Procedure to submit the FHA Case Assignment request: | | |
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| Submit using sunsoft: (Preferred): <input type="checkbox"/> Upload the request form and the required documents into "Imaging" of the loan created using sunsoft. <input type="checkbox"/> Click FHA Case Assignment Request Link in sunsoft. | Email: <input type="checkbox"/> Email the request form and the required documents to fhaprocessor@swmc.com | Fax: <input type="checkbox"/> Fax the request form and the required documents to (866) 415-7661 |
| <input type="checkbox"/> Case assignment ordering process will 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, a copy of the FHA Case Assignment will be emailed to you. | | |

| Important Notes: |
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| <input type="checkbox"/> Only Approved SWMC Clients may request FHA Case Number assignments from Sun West. <input type="checkbox"/> Clients must be in receipt of a complete, signed and dated Loan Application Package when requesting the FHA Case, in accordance with HUD Handbook 4000.1 |

| Important Contacts: | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> FHA Case Processing Team: Email: fhaprocessor@swmc.com Phone: (800) 453-7884 Fax: (866) 415-7661 | <input type="checkbox"/> Broker Support Team: <small>(For user access to sunsoft or Broker Approvals with SWMC)</small> Email: broker@swmc.com Phone: (562) 741-6902 Fax: (562) 252-0085 |