

# WHOLESALE BULLETIN

IMPORTANT INFORMATION: PLEASE READ IMMEDIATELY

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## 19W-089

**Attention: AEs, Business Development Managers & Mortgage Brokers**

**October 22, 2019**

**Please take a moment to read the important information contained in this bulletin.**

### **Included in this Bulletin: FHA Case Number Guidance for Single Unit Condo Approval**

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FHA has provided interim instructions, pending changes being made to FHA systems, for the upcoming process of obtaining an FHA case number for a Unit in a Condominium Project that is not FHA approved and that will be processed as a Single Unit Approval.

This guidance will apply to all mortgages on a Unit in a Condominium Project that is not FHA approved and is processed under Single Unit Approval.

This guidance does not apply for obtaining FHA case numbers on Units in FHA approved Condominium Projects or for seeking project approval.

Effective for case numbers ordered on or after October 15, 2019.

### **Case Number Assignment Request for Single Unit Approvals**

To process a Case Number Assignment for a Single Unit Approval, the standard process for requesting a case number for a condominium loan will need to be followed. The following fields in the Case Number Assignment screen will need to be completed:

- Select the associated Condo ID, if one exists (FHA's identifier for the condominium project) in the PUD/Condo ID field; and
- Select Single Unit Approval from the drop down menu within the Site Condo field.

The Single Unit Approval Case Number Assignment request will default into Holds Tracking and the user will be prompted to send the required information to the FHA Resource Center.

### **Condominium Information**

**Form HUD-9991 (sample attached)** will be required to be emailed to the FHA Resource Center at: [answers@hud.gov](mailto:answers@hud.gov).

Once approved, the lender must submit, at a minimum, the information requested under Sections 1.a., 2.a., 2.b. and 3.1.a, total number of units in the Condominium Project (only), of the form. The email subject line must read **“SUA Holds Tracking”**. Lender will have to submit a separate email for each Single Unit request. If there are any changes to the form, HUD will provide further instructions.

The Homeownership Center will process the information to determine if a case number can be issued. Once the appropriate verifications have been completed, the Homeownership Center will provide a response when the Holds Tracking is removed. The case binder must contain all documentation relied upon by the lender to justify its decision to approve the Mortgage.

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