



IMPORTANT UPDATE

BULLETIN 13 05022024

Issued to: All Channels
Date: May 2, 2024
Subject: Change to FHA Case Number Ordering Process
Effective: Immediately

To streamline the FHA Case Number Ordering process, going forward, the *FHA Case Number Request Form* will no longer need to be completed on **broker transactions**.

When Initial Disclosures are requested on FHA loans, our Disclosures team will now order the FHA Case Number at that time.

The FHA Case Number can be found within the loan in the below locations:

- **Edit 1003** - Government tab
- **View Docs** - Government folder

NDC Correspondents:

- If FCM TPO is ordering the FHA Case Number on behalf of the NDC Correspondent, please continue to complete the FHA Case Number Request Form and submit to fhacasenumbers@fcmtpo.com.
- If the NDC Correspondent is pulling their own FHA Case Number, please include the Case Number Assignment with your Loan Package submission, and we will transfer it once the loan is approved.

Should you have any questions, please contact disclosures@fcmtpo.com.

We appreciate your business!