

Instructions for Obtaining Case Numbers



GMFS
CHANGING LIVES
gmfspartners.com

CASE ASSIGNMENT REQUEST

203B _____ 203H _____

(select one)

Please send request to: FHACaseAssign@gmfslending.com once loan has been registered in
Mortgage Builder - GMFS Loan # _____

PROPERTY ADDRESS AS PER USPS: _____

BORROWER NAME (First, Middle, Last): _____

BORROWER SSN: _____ DOB: _____

COBORROWER NAME (F,M,L): _____

COBORROWER SSN: _____ DOB: _____

ORIGINATING LENDER: _____

ORIGINATOR NAME: _____

ORIGINATOR ID: _____

TAX ID: _____

PROPERTY: _____

LOAN TERM: _____

CONDO: _____

CONDO ID# _____

PURPOSE: _____

Prior REO?

If yes, prior Case # _____

IF REFINANCE: _____

Prior FHA?

If yes, prior FHA Case # _____

IF STREAMLINE: _____

MONTH/YEAR PROPERTY COMPLETED: _____ / _____

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EFFECTIVE JANUARY 1, 2011

203B & 203H

As a result of the new lender requirements outlined in the HUD Mortgagee Letter 2010-33, dated September 21, 2010, GMFS will be required to obtain case assignments for sponsored mortgagees. Please observe the following procedures for ordering case assignments effective January 1, 2011.

The Case Assignment Request Form (found in the Toolbox Section of the Broker Portal) must be completed in its entirety and emailed to FHACaseAssign@gmfslending.com in order to obtain a case number. Requests submitted in the morning should be completed before the end of the day. Requests that are submitted in the afternoon should be completed by the next day. The turn time for case transfers is 48 to 72 hours. If you are attempting to transfer a case from GMFS to another lender, please submit the request through the GMFS FHA Case Assignment Request Email Box. A GMFS representative will notify you by email once the case assignment or transfer has been completed.

Once GMFS has issued the case assignment, the broker can then upload the complete file for submission. Files that are uploaded without the case assignment will be marked as incomplete.

Please contact your district director if you have any questions regarding this process.

Thank you for your business!