



Mortgage Services III, LLC
A Subsidiary of First State Bank Member FDIC

FHA Case Number Assignment Request Form

IMPORTANT: You **must** register the file **before** requesting a Case Number.
You **must** have an FHA Case Number to submit the file for underwriting.

Instructions:

- ✓ Register the loan with Mortgage Services III, LLC and complete the following fields and fax this form to your MSI Loan Coordinator.
- ✓ MSI will validate all of the necessary information and order the Case Number via FHA Connection.
- ✓ Once the Case Number is obtained, a support representative will fax the Case Number Assignment and the CAIVRS to you.
- ✓ Once you receive this information, you may then submit the file to Mortgage Services III, LLC.

SELLER TO COMPLETE ALL APPLICABLE FIELDS EXCEPT THOSE IN RED

MSI TO COMPLETE CASE # & CAIVRS

MSI LOAN NUMBER: _____

FHA Case # _____

SELLER INFORMATION:

Seller Company name: _____ Date/Time of Request: _____ / _____ (Please allow 2 business days for completion.)

Seller Contact Name: _____ Seller EIN # _____

Seller Contact Phone #: _____ Seller Fax Number: _____ Seller Contact Email: _____

Loan Officer Name: _____ LO NMLS ID# _____

BORROWER INFORMATION:

BORROWER 1:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

BORROWER 2:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

BORROWER 3:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

BORROWER 4:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

BORROWER 5*:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

BORROWER 6*:

First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ Date Of Birth: _____

CAIVRS # _____

*Note: If 6 borrowers are on the loan; it must be manually underwritten, the AUS permits only 4 borrowers.

PROPERTY INFORMATION (MUST INCLUDE COMPLETE ADDRESS WITH PREFIX/POST DIRECTIONS, IF APPLICABLE):

House Number: _____ Unit: _____ Month/Year Property Built: _____ / _____ (Required)

Complete Address: _____ City: _____ State: _____ Zip: _____

County: _____ Lot (If New Construction): _____ ; Block/Plat (If New Construction): _____

Number of Units: 1 2 3 4 Loan Term: _____

TYPE OF CASE:

ADP Code: Please check the code for this loan: 703 729 (ARM) 734(Condo) 731(Condo ARM) 796(Buy Down)

Type of Case: Forward Purchase Forward Refinance

Construction Code: Proposed Substantial Rehab Under Construction Existing New (Less Than One Year)

If Refinance, Specify Type Of Refinance: Not A Refinance Prior FHA Prior Conventional

Cash-Out Refinance? Yes No Streamline Refinance? Yes No With Appraisal? Yes No

If Purchase, Was This Case Previously Sold As A Real Estate Owned (HUD Previously Sold)? Yes No

Processing Type: N/A HUD REO With Appraisal HUD REO Without Appraisal

Prior FHA Or Prior Reo Case Number (I.E. 123-1234567): _____ - _____

Is The Property A Condo? Yes No Condo Project Approved? Yes No FHA Project ID _____

Projected Close Date: _____

