



Date: November 18, 2016

Announcement #2016-38

Topic: FHA Transferred Case Numbers & Appraisals

PBM Announcement

Source: PBM Operations

Distribution: PBM Wholesale Ops, PBM Retail Group

The purpose of this announcement is to make sure that everyone is aware of the appraisal transfer requirements now that EAD is mandated by FHA. PBM requires the following procedures be followed to make sure we are in compliance:

All case transfers must be in written form (not verbal) from a Provident employee or Broker; request must be to the current lender of record per FHA Connection (see attached form)

- **First step**- Broker or Provident employee should print and provide in loan file the current case query from FHA Connection to validate the current lender of record. This case query will either show Sponsored Originator & Sponsor or just Originator Name if DE lender.

(Example from FHA Connection)

Sponsored Originator Name: **NEW CENTURY REALTORS & ASSOCIA**
Sponsor/Agent Name: **THE MONEY SOURCE INC**
Case Type: **DIRECT ENDORSEMENT STRMLIND REFI (ADP Code 703)**

- **Second step**- Broker or Provident employee will request a case transfer from the Sponsor or Originating lender. The case transfer request attached must be printed on broker or PBM letter head. A copy of this transfer request must also be in the loan file.
- **Third step**- Once the case transfer has been received Provident employee will email appraisal information to PBM Appraisal Admin. This is necessary as PBM Appraisal Admin will need to upload appraisal and 1004d if applicable into FHA EAD system. The appraisal logging screen should be available within 24 hours of upload.
- **Fourth step**- Underwriter will review the appraisal from the FHA logging screen to assure appraisal and/or 1004d in loan file are one in the same as FHA Connection. If all information is correct the logging will be completed and placed in the loan file by underwriter. The appraisal logging will need to be completed before PTCd. If a 1004d is required and will be completed by one of PBM appraiser with one of our AMC's; the underwriter will need to complete a second appraisal logging screen for the 1004d.

Note: Screen loaded from EAD/Electronic Appraisal Data

FHA Case Number: 0

[View Electronic Appraisal](#)

Document Type

Posted Date	Form Number	Form Type	Version	Status
Appraisal1				
10-16-2016 07:06	FNM1004		<u>1</u>	Successful
Appraisal2				
10-25-2016 22:21	FNM1004D		<u>1</u>	Successful

We must make sure we are complying with the guidelines. We need to provide validating that PBM has obtained the case transfer per FHA guidelines.