

Temporary Workaround for Ordering an FHA Case Number for a Single Unit Approval Condo

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.

The Final Rule will allow for HUD to suspend the issuance of new FHA case numbers if the number of FHA-insured mortgage exceeds the established maximum insurance concentration. That limit is 10% of the total units within a Condominium Project. For Condominium Projects with fewer than 10 Units, the number of FHA-insured Mortgages cannot exceed two.

****If the Unit is in a Condominium Project that is not currently approved but has an FHA Condo ID, the Mortgagee will have to enter the FHA Condo ID when the FHA case number is requested.****

FHA Connection: Case Number Assignment Request:

To process a Case Number Assignment for a Single-Unit Approval, the Mortgagee will follow the standard process for requesting a case number for a condominium loan and complete the following fields in the Case Number Assignment screen:

- 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.

FHA Resource Center: Condominium Information:

The Mortgagee will be required to email the required information from the collection form (HUD-9991) that HUD is proposing at: https://www.reginfo.gov/public/do/PRAICList?ref_nbr=201908-2502-001, when approved, to the FHA Resource Center at answers@hud.gov. Once approved, the Mortgagee 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"**. The Mortgagee 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 Mortgagee to justify its decision to approve the Mortgage.

<https://www.hud.gov/sites/dfiles/OCHCO/documents/19-13ml.pdf>