

# FHA Mortgagee ID Lookup Table User Instructions

## FHA Connection and Neighborhood Watch Systems

Once a new Mortgagee is approved by HUD they are assigned a 10-digit number in FHA Connection. The first 5-digits are unique to that specific company and the remaining 5-digits are unique to that address. As new branches are approved FHA Connection will provide a unique 10-digit number. The first 5-digits will be the same number assigned to the corporate office and the remaining 5-digits will be the unique number assigned to that specific address.

All FHA loans are originated through FHA Connection. Each branch within a company will utilize their unique 10-digit FHA Mortgagee ID Number when requesting a new FHA Case Number. Once the loan has closed, the loan information provided in FHA Connection is then reported in HUD's Neighborhood Watch reporting system.

The reports generated in Neighborhood Watch will provide overviews and details of all FHA loans originated and, most important, FHA loans reported seriously delinquent by the servicing lender. Loans can be reported seriously delinquent as soon as the borrower has missed making their payment for 2 consecutive months. The reports generated in Neighborhood Watch will provide:

- An overview of all loans originated, along with specific details of each loan originated by the company
- An overview of all loans reported seriously delinquent, along with the specific details of each seriously delinquent loan originated within the company
- The percentages of seriously delinquent loans originated by the company compared to the seriously delinquent loans originated by all lenders in the nation.
- The percentages of seriously delinquent loans originated by each Mortgagee ID Number assigned within the company compared to the seriously delinquent loans originated by all lenders in the nation.

The accuracy of these reports is extremely important to PRMG because HUD, FNMA, our warehouse lines providers and our investors review these reports to determine how our seriously delinquent percentages compare to the rest of the nation. HUD monitors these reports to ensure that the seriously delinquent percentage for each Mortgagee ID Number is not too high. **HUD can terminate any Mortgagee ID # when their seriously delinquent compare ratio is 200% or more of the nation's seriously delinquent percentage. In addition, FNMA guidelines state that pre-closing QC audits are required when a Mortgagee ID Number's compare ratio exceeds 150%.**

For this reason it is of the utmost importance that all PRMG employees input the correct information when requesting FHA Case Numbers. Pulling all FHA Case Numbers under the correct FHA Mortgagee ID Number will ensure that the Neighborhood Watch seriously delinquent reports reflect accurate data for each individual Mortgagee ID Number assigned to PRMG.

It is just as important that the applicable Originator and Sponsor information is keyed in the appropriate places on the FHA Case Number Assignment screen for all FHA loans originated through the wholesale channel. This will ensure that the Neighborhood Watch reports accurately reflect the loans as wholesale transactions instead of retail transactions. Please refer to the "Wholesale Case Number Assignment Request Samples" for further assistance with pulling FHA case numbers.

## The FHA Mortgagee ID Lookup Table

The "FHA Mortgagee ID Lookup Table" contains all FHA Mortgagee ID numbers assigned to PRMG, the physical address of all PRMG branches and the cost centers that work within each location.

The lookup table also lists each PRMG branch name & cost center number who is waiting for its own FHA Mortgagee ID number to be assigned and the FHA Mortgagee ID number that should be used during this waiting period.

Lastly, it lists each **territory** assigned to Account Executives who do not work from a physical branch. In addition to providing each territory name and cost center number, it provides the correct FHA Mortgagee ID number that should be used.

# FHA Mortgagee ID Lookup Table User Instructions

The “FHA Mortgagee ID Lookup Table” is designed to assist all PRMG employees with determining the correct FHA Mortgagee ID Number that should be used when requesting a new FHA Case Number. In all cases the **originating branch** should be used to determine the applicable Mortgagee ID number for the loan. This means:

- **Retail Loans:** Use the FHA Mortgagee ID number assigned to the branch that the Loan Originator is tied to.
- **Wholesale & Correspondent Loans:** Use the FHA Mortgagee ID number assigned to the branch that the Account Executive is tied to.

## The left-hand side of the lookup table

Once a PRMG branch obtains all applicable licensing approvals they will be assigned their own unique FHA Mortgagee ID number.

The left-hand side of the lookup table provides **each PRMG branch** who is currently assigned an FHA Mortgagee ID number. The branches are listed Alphabetically by State, then by City.

The first column provides the Mortgagee ID number assigned to the branch; the next 4 columns provide the physical address of the branch and the 6<sup>th</sup> column, labeled the “Branch Code”, provides the cost center(s) that work within that location.

Note: The FHA Mortgagee ID number assigned to the corporate location is 229440005. This number should only be used by those cost centers assigned to it per the lookup table.

## The right-hand side of the lookup table

The right-hand side of the lookup table includes:

- **All wholesale territories.** A territory is an area that an Account Executive calls on to originate business; no physical branch exists. A territory will never be assigned an FHA Mortgagee ID Number, because HUD will not assign one without a physical branch location.

Each territory name and cost center is provided on the right side of the lookup table and are listed on the same row as their fulfillment center. The fulfillment center is the branch that underwrites and funds the loans originated by the Account Executive assigned to that territory. The correct Mortgagee ID number that should be used is the fulfillment center’s ID number that is provided in the first column of that row.

- **All PRMG branches that are waiting for their own FHA Mortgagee ID number and/or branch licensing.** These branches will be displayed on the right-hand side of the lookup table until they receive all necessary approvals.

A new branch will typically utilize the corporate FHA Mortgagee ID number until they have their own ID number assigned; however, it is always best to look up the new cost center on the lookup table for the correct ID number to use during this waiting period.

The branch name and cost center will be displayed on the right side of the lookup table and is listed on the same row as the Mortgagee ID number that should be used temporarily for FHA transactions originated by that branch until they have their own ID number assigned.

Once the branch receives their own ID number they will be moved to the left-hand side of the lookup table. The new ID number will be listed on a new row with the branch information displayed to the right of the ID number. The branch must begin using the new FHA Mortgagee ID Number assigned to them with all new case number assignments pulled from that point on. Any FHA loans originated prior to the branch’s official approval should remain under the original FHA Mortgagee ID number used when the case number was assigned.

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Please refer to the “Retail Case Number Assignment Requests”, “Wholesale Case Number Assignment Requests” and “Correspondent Case Number Assignment Requests” for samples and guidance with requesting FHA case numbers.

Current versions of this document, the “FHA Mortgagee ID Lookup Table” and all 3 FHA Case Number Assignment Request Samples (Retail, Wholesale & Correspondent) can be found on the public “X” drive:

