

**FHA Case
Number
Assignment
for Single-
Unit
Approvals
Interim
Protocols**

The following Interim Protocols will be in place from the effective date of the final rule until further notice.

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.

**Paperwork
Reduction
Act**

The information collection requirements contained in this document are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2502-0059 and 2502-0610. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a currently valid OMB control number.
