



<b>Date:</b>	<b>FHA Case Number:</b>
<b>Transferring Lender</b>	
<b>Applicant Borrower(s):</b>	
<b>Property Address:</b>	

City Lending Inc. and the above listed applicant/borrower(s) have requested that all rights, title and interest to the above listed FHA case assignment and FHA appraisal (if applicable) be transferred to FHA Lender ID Number 0034400004.

There must be a **request that the transferring lender provide a printout of the Case Transfer Confirmation from FHA Connection upon their completion of the case transfer process in FHA Connection!**

Please check applicable *yes* or *no* boxes to answer the following questions as are required by HUD in regards to case transfer requests between lenders:

### Questions to be Asked of Transferring Lender

1. Has the above listed borrower(s) been denied credit by the transferring lender?	YES	NO
<p>If yes, you must request that the transferring lender complete the Mortgage Credit Reject screen in FHA Connection for the subject case PRIOR TO transferring the case assignment in FHA Connection. <b>This is a HUD requirement!</b></p>		
2. Does the transferring lender hold a valid FHA appraisal for the case that is to be transferred?	YES	NO
<p>If yes, Broker should provide a copy of the PDF appraisal.</p> <p>Note the transferring lender has the right to require payment for the appraisal if the appraisal invoice has not been paid by the borrower(s) as of the time of the transfer request. The Broker should inform us if the appraisal has been paid or if the Broker collected the fees from the borrower for payment. If not requested by the Broker for us to pay, the Broker will be held accountable for paying the appraiser's invoice.</p> <p>Confirm any outstanding appraisal fees that are to be paid by City Lending Inc. and who the fees are payable to or indicate n/a if applicable. \$ _____ payable to _____</p>		
3. If a complete FHA Appraisal is being transferred for a case assigned on or after February 15, 2010, does the transferring lender verify that the FHA appraisal was obtained in compliance with the HUD Appraiser Independence requirements stated in <a href="#">Mortgagee Letter 2009-28?</a>	YES	NO
<p>If case was not assigned on or after 02/15/2010 please indicate N/A.</p>		

**The above information, required by HUD for FHA Case Transfers, was verified with/obtained from the following individual employed by the transferring lender:**

\_\_\_\_\_

List Transferring Lender Contact Information: Name, Title, Email, Phone Number.

**Completed by:** \_\_\_\_\_

Signature of City Lending Inc. or Broker Date

**Print Name and Title:** \_\_\_\_\_

**Ph:** \_\_\_\_\_ **Email:** \_\_\_\_\_



## **\*\*Important- PLEASE READ\*\***

### **Incoming FHA Case Transfer Requirements**

For all Incoming FHA Case Transfers, this form **MUST** be completed and **MUST** be uploaded to the efolder.

If the transaction is a purchase, the complete sales agreement with all addendums and counter offers must be uploaded

**In addition, a copy of the Case Transfer Printout from FHA Connection MUST be provided by the transferring lender. That document is to be uploaded.**

If an FHA appraisal is being provided from the transferring lender, the transferred appraisal must be uploaded

**A copy of the City Lending Inc. case assignment must be printed out from FHA Connection after all edits have been made upon receipt of the case from the transferring lender**

The DE Underwriter must:

- Review all City Lending Inc. investor and internal Interthinx Appraiser Exclusionary or Eligibility Lists to determine that the appraiser is acceptable for City Lending Inc. If the appraiser is listed on any exclusionary list, the appraiser is deemed ineligible for City Lending Inc purposes and a new FHA appraiser will need to be requested by the branch from City Lending Inc.
- Complete *HUD-54114 Direct Endorsement Underwriter/HUD Reviewer Analysis of Appraisal Report* and indicate any adjustment to value and/or additional appraisal conditions. Note that HUD does not require that the client name, buyer name or purchase contract details match on a transferred appraisal. The purpose of HUD-54114 is for the underwriter to lay out differentials and determine if such differentials adversely affect the market value assigned by the transfer appraiser.
- Upload the completed *HUD-54114 Direct Endorsement Underwriter/HUD Reviewer Analysis of Appraisal Report* and communicate acceptability or added appraisal requirements.
- If the DE underwriter determines that additional comps, commentary, corrections or updates are required, the DE underwriter must condition for the appraisal to be ordered through the Broker to be requested with City Lending Inc. any appraisal conditions on a transferred FHA appraisal may result in a requirement for a new order as determined by the appraiser who completed the transferred appraisal.