

# FHA Case Number Order Form



To request an FHA Case Number from Mutual of Omaha Mortgage,  
 Please fully complete this form and email to:  
[ReverseCaseNumbers@mutualmortgage.com](mailto:ReverseCaseNumbers@mutualmortgage.com)

**\*By completing this form, you are acknowledging that this FHA Case # request is for an active loan file.**

Date:		LOS:	___ RV ___	___ QR	
Broker Company Name:					
Contact Name:					
Contact Phone #:					
Contact Email Address:					
Company EIN:					
Company NMLS:		LO NMLS:			
Borrower:					
Address:					
Counseling Cert #:					
<b>*CA Only</b> - Requesting case number to be released:					
Property Type:	___ SFR ___	___ 2-4 Unit ___	___ Full Condo ___	___ SUA Condo ___	___ Site Condo ___
Condo Name and FHA Project ID (if applicable):					

**Prior to submitting your request, please verify:**

\_\_\_ All necessary fields fully completed in the LOS: Borrower(s) Name, SSN, DOB, Subject Property Address, and Condo Project ID (if applicable)

**Please attach all of the following documents in pdf to your initial email request:**

- \_\_\_ Completed and signed 1009 application
- \_\_\_ GFE must be in file
  - Must have been provided within 3 days of application signed date
  - Signed GFE Acknowledgement
  - **CA ONLY:** if requesting FHA case number to be released prior to the 8th day after counseling, credit and appraisal fees must be disclosed as "POC by the broker" on GFE, otherwise the case number will not be released until the 8th day.
- \_\_\_ Completed and signed counseling certificate
  - **IL:** application must be dated after counseling
  - **TN:** application must be dated after counseling
  - **CA:** confirmation to evidence receipt of the CA disclosures from the Counselor, and (unless specifically requested) FHA case numbers are to be released on the 8th day from the completed counseling date

**Case Number Issuance**

- **Once all information is verified, Mutual of Omaha Mortgage will issue a case number**
- An email will be sent back to the requesting Broker with the borrower(s) name and case number