


Origination Reports

The **Origination Reports** menu (Figure 1) provides lenders with access to HUD-generated reports. Lenders view only their own reports. Five categories of reports are provided:

- **Case Cancellation Report** – lists cases that are scheduled to be canceled unless further action is taken. Refer to the section, **Case Cancellation Report**, for a detailed explanation and illustration of the capabilities of this function.
- **Escrow Closeout Report** – tracks endorsed cases with funds held in escrow for repairs or improvements (includes 203k, Energy Efficient Mortgage (EEM), and repair escrow cases). Retrieve the most recent three months reports for the individual lender. Refer to the section, **Escrow Closeout Report**, for a detailed explanation and illustration of the capabilities of this function.
- **Mortgagee Performance Report** – current and historical monthly statistics generated by HUD on direct endorsement lenders' underwriting, appraisal, and closing performance. Refer to the section, **Mortgagee Performance Report**, for a detailed explanation and illustration of the capabilities of this function.
- **Origination Reports** – reports providing status information on various aspects of the FHA underwriting process. Refer to the section, **Origination Reports Request and Retrieval** (and its subsections), for a detailed explanation and illustration of the capabilities of these functions.
- **Underwriter Activity** – report providing underwriter reviews of active underwriters employed by direct endorsement lenders. Refer to the section, **Underwriter Activity**, for a detailed explanation and illustration of the capabilities of this function.

What I Need to Know (WINK) training modules  are located on the **Origination Reports** menu adjacent to the function they describe. The WINK modules provide a detailed illustration and explanation of the report detail provided.



What I Need to Know (WINK) modules – click WINK icon for illustrations and explanations on using Origination Reports

Origination Reports functions

[Case Cancellation Report](#)
[Escrow Closeout Report](#)
[Mortgagee Performance Report](#)
[Origination Reports Request](#)
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[HSG/FHA Home Page](#) | [HUD Single Family Housing Page](#)
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[HUD Single Family Housing Policy Handbook 4000.1](#)

Figure 1: Origination Reports menu

Pending Case Cancellation Report

The Case Cancellation Report Results page (**Figure 2**) is used by authorized lender personnel to retrieve the **Pending Case Cancellation Report**. This report provides a listing of the lender's non-endorsed cases scheduled for case cancellation due to inactivity. A case is listed on this report if no activity is recorded for six months following the last activity on the case. Exceptions to this include cases for which:

- an appraisal update was entered, and/or
- upfront mortgage insurance premium (UFMIP) was received

Last activity for a case includes:

- Case number assignment
- Appraisal logged/updated
- Firm commitment issued, expired, or returned to lender
- Firm commitment reconsideration decision entered, issued, rejected, or expired
- Case reinstated
- Closing package logged/resubmitted
- Insurance application submitted
- Notice of Return (NOR) issued/resubmitted

Note: Last action does *not* include updates to the borrower name(s) and/or the property address.

The **Pending Case Cancellation Report**:

- provides basic case information, e.g., case number, last action, borrower's name, property address, cancellation date
- is listed on the report in ascending order based on the 10-digit Originator ID, 10-digit Sponsor ID, and FHA case number, and
- is generated on the second Friday of each month

Once a case is listed on a lender's report, it is automatically canceled on the second Friday of the following month if no further qualifying activity is recorded, e.g., case is listed on the January, 2011 report and is canceled on Friday, February 11, 2011 if no subsequent qualifying activity is recorded. A case is not canceled if the lender performs an action that moves the case forward to endorsement (e.g., process Appraisal Logging or Insurance Application).

Retrieving a Pending Case Cancellation Report

To retrieve a **Pending Case Cancellation Report**:

1. After signing on to the FHA Connection, follow the menu path: **Single Family FHA > Single Family Origination > Origination Reports > Case Cancellation Report Request**.

The Case Cancellation Report Results page appears with links to the lender's three most recent **Pending Case Cancellation Reports** (**Figure 2**).

Note: If a lender does not have cases scheduled for cancellation, then a report is not generated and *Not Available* is displayed for the corresponding month.

2. Each **Pending Case Cancellations Report** is available in two different file formats and can be accessed as described below:

- **PDF file format** - accessed by clicking the **View Report as PDF** link (**Figure 2**) of the desired report date. The report is displayed (**Figure 3**) and may be saved using your browser's conventions for naming and saving a file.
- **Microsoft® Office Excel file format** - accessed by clicking the **Download Raw Data** link (**Figure 2**) of the desired report. Your Internet browser, e.g., Internet Explorer, options are displayed. Follow your browser's prompts to open or save the file as desired. See **Figure 4** for a sample of this report in Excel format.

Note: Click [Help Links](#) at the upper right of the page for Business Background, Steps for Processing, and Field Descriptions assistance.

Refer to the following **Figure 3** and **Figure 4** for sample illustrations of the Pending Case Cancellation Reports.

The screenshot shows the 'Case Cancellation Report Results' page. At the top, there is a navigation bar with 'Home', 'Main Menu', 'ID Maintenance', 'E-mail Us', and 'Contact Us'. Below this is a breadcrumb trail: 'Single Family FHA > Single Family Origination > Origination Reports > Case Cancellation Report'. The main content area features a blue header 'Case Cancellation Report Results' and a success message: 'SUCCESS CASE CANCELLATION REPORTS SUCCESSFULLY COMPLETED'. A 'Help Links' button is visible. Below the message, a note states: 'The links to any viewable reports on this page point to PDF documents. If you do not have a PDF reader, you can download a free copy of Adobe® Reader®.' A table lists reports for Lender ID 88888 for January 2011, December 2010, and November 2010. Callout boxes provide instructions: 'Click link to retrieve the report as a PDF' points to the 'View Report as PDF' link; 'Click link (picture below) to retrieve a report in Excel' points to the 'Download Raw Data' link; and 'No report information is available for these months' points to the 'Not Available' entries.

Lender ID	Report for	Viewable PDF Report	Downloadable Raw Data
88888	January 2011	View Report as PDF (01/14/11)	Download Raw Data (01/14/11)
88888	December 2010	Not Available	Not Available
88888	November 2010	Not Available	Not Available

[New Request](#)

Figure 2: Case Cancellation Report Results page

02/11/2011 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT PAGE 1
 HOME LENDERS, INC.
 PENDING CASE CANCELLATION REPORT (SECOND FRIDAY OF FEBRUARY 2011)
 LAST ACTION PERFORMED BY AUGUST 31, 2010

CASE NUMBER	LNDR TYPE	ORIGINATOR ID / SPONSOR ID / NAME	LENDER NAME	LENDER REFERENCE	LAST ACTION CODE & DATE	BORROWER NAME / PROPERTY ADDRESS	SCHEDULED CANCEL DATE
071-1234569	TPO SPNSR	0133225566 / 8888000001 / EZ MORTGAGE GROUP HOME LENDERS, INC	HOME LENDERS, INC		C03 08/30/2010	BAKER, BARBARA 123 FAIRVIEW AVE BLACKWOOD NJ 080120000	03/11/2011
351-7654321	LC SPNSR	1231231231 / 8888000001 / SUNNY MORTGAGE LLC HOME LENDERS, INC	HOME LENDERS, INC		C02 08/10/2010	WALKER, WALTER 345 WALTON WAY WILMINGTON DE 198010000	03/11/2011
048-2345678	ORIG	8888000001 / HOME LENDERS, INC	HOME LENDERS, INC	7897897	E01 08/27/2010	JOHNSON, JOHN 11223 BOAT BAY JONESBORO AR 724010000	03/11/2011
031-1234567	PRNCP AGENT	8888000001 / 2222220002 / HOME LENDERS, INC CAPITAL GROUP NA	HOME LENDERS, INC		C01 08/19/2010	MILFORD, MILDRED 456 MILL WATER DR LONG BEACH CA 908060000	03/11/2011
351-6789012	ORIG	8888000001 / HOME LENDERS, INC	HOME LENDERS, INC	1234567890	C02 08/04/2010	SAMPSON, SAM 222 MAPLE AVE WILMINGTON DE 198010000	03/11/2011

Last Action Codes:

C01	Case Number Assignment Date	F05	Firm Commitment Reconsideration Decision Date
C02	Appraisal Logging Date	F06	Firm Commitment Reconsideration Reject Date
C03	Appraisal Logging Update Date	F07	Firm Commitment Reconsideration Expiration Date
C04	Case Reinstate Date	E01	Insurance Application Submitted Date
F01	Firm Commitment Start Date	E02	Closing Package Logging Date
F02	Firm Returned to Lender Date	E03	Notice of Return (NOR) Issue Date
F03	Firm Commitment Expiration Date	E04	Resubmission Closing Package Logging Date
F04	Firm Commitment Reconsideration Start Date	E05	Notice of Return (NOR) Resubmission Issue Date

NOTE: To prevent automatic cancellation of the case numbers listed in this report, mortgagees must:

- | | |
|------------------------------------------------------------|--------------------------------|
| * Enter appraisal information | * Update insurance application |
| * Obtain firm commitment from FHA (pre-closing cases only) | * Receive Notice of Return |
| * Transmit insurance application | * Resubmit for insurance |

Figure 3: Pending Case Cancellation Report (PDF format)

02/14/2011		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT							PAGE 1																									
HOME LENDERS, INC.																																		
PENDING CASE CANCELLATION REPORT (SECOND FRIDAY OF FEBRUARY 2011)																																		
LAST ACTION PERFORMED BY AUGUST 31, 2010																																		
CASE NUMBER	ORIGINATOR LNR TYPE	ORIGINATOR ID	ORIGINATOR NAME	SPNSR LNR TYPE	SPNSOR ID	SPNSOR NAME	LENDER REFERENCE	LAST ACTION CODE	LAST ACTION DATE	BORROWER NAME	PROPERTY ADDRESS	SCHEDULED CANCEL DATE																						
071-1234569	TPO	0133225566	EZ MORTGAGE GROUP	SPNSR	8888000001	HOME LENDERS, INC		C03	08/30/2010	BAKER, BARBARA	123 FAIRVIEW AVE BLACKWOOD NJ 080120000	03/11/2011																						
351-7654321	LC	1231231231	SUNNY MORTGAGE LLC	SPNSR	8888000001	HOME LENDERS, INC		C02	08/10/2010	WALKER, WALTER	345 WALTON WAY WILMINGTON DE 198010000	03/11/2011																						
048-2345678	ORIG	888800001	HOME LENDERS, INC				7897897	E01	08/27/2010	JOHNSON, JOHN	11223 BOAT BAY JONESBORO AR 724010000	03/11/2011																						
031-1234567	PRNCP	888800001	HOME LENDERS, INC	AGENT	2222220002	CAPITAL GROUP NA		C01	08/19/2010	MILFORD, MILDRED	456 MILL WATER DR LONG BEACH CA 908060000	03/11/2011																						
351-6789012	ORIG	888800001	HOME LENDERS, INC				1234567890	C02	08/04/2010	SAMPSON, SAM	222 MAPLE AVE WILMINGTON DE 198010000	03/11/2011																						
<p>Last Action Codes:</p> <table> <tr> <td>C01 Case Number Assignment Date</td> <td>F05 Firm Commitment Reconsideration Decision Date</td> </tr> <tr> <td>C02 Appraisal Logging Date</td> <td>F06 Firm Commitment Reconsideration Reject Date</td> </tr> <tr> <td>C03 Appraisal Logging Update Date</td> <td>F07 Firm Commitment Reconsideration Expiration Date</td> </tr> <tr> <td>C04 Case Reinstate Date</td> <td>E01 Insurance Application Submitted Date</td> </tr> <tr> <td>F01 Firm Commitment Start Date</td> <td>E02 Closing Package Logging Date</td> </tr> <tr> <td>F02 Firm Returned to Lender Date</td> <td>E03 Notice of Return (NOR) Issue Date</td> </tr> <tr> <td>F03 Firm Commitment Expiration Date</td> <td>E04 Resubmission Closing Package Logging Date</td> </tr> <tr> <td>F04 Firm Commitment Reconsideration Start Date</td> <td>E05 Notice of Return (NOR) Resubmission Issue Date</td> </tr> </table> <p>NOTE: To prevent automatic cancellation of the case numbers listed in this report, mortgagées must:</p> <table> <tr> <td>* Enter appraisal information</td> <td>* Update insurance application</td> </tr> <tr> <td>* Obtain firm commitment from FHA (pre-closing cases only)</td> <td>* Receive Notice of Return</td> </tr> <tr> <td>* Transmit insurance application</td> <td>* Resubmit for insurance</td> </tr> </table>													C01 Case Number Assignment Date	F05 Firm Commitment Reconsideration Decision Date	C02 Appraisal Logging Date	F06 Firm Commitment Reconsideration Reject Date	C03 Appraisal Logging Update Date	F07 Firm Commitment Reconsideration Expiration Date	C04 Case Reinstate Date	E01 Insurance Application Submitted Date	F01 Firm Commitment Start Date	E02 Closing Package Logging Date	F02 Firm Returned to Lender Date	E03 Notice of Return (NOR) Issue Date	F03 Firm Commitment Expiration Date	E04 Resubmission Closing Package Logging Date	F04 Firm Commitment Reconsideration Start Date	E05 Notice of Return (NOR) Resubmission Issue Date	* Enter appraisal information	* Update insurance application	* Obtain firm commitment from FHA (pre-closing cases only)	* Receive Notice of Return	* Transmit insurance application	* Resubmit for insurance
C01 Case Number Assignment Date	F05 Firm Commitment Reconsideration Decision Date																																	
C02 Appraisal Logging Date	F06 Firm Commitment Reconsideration Reject Date																																	
C03 Appraisal Logging Update Date	F07 Firm Commitment Reconsideration Expiration Date																																	
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* Enter appraisal information	* Update insurance application																																	
* Obtain firm commitment from FHA (pre-closing cases only)	* Receive Notice of Return																																	
* Transmit insurance application	* Resubmit for insurance																																	

Figure 4: Pending Case Cancellation Report (Excel format)

Escrow Closeout Report

Escrow Closeout Report (Figure 5) is used by the originating lender to retrieve the monthly escrow closeout report for the purpose of tracking endorsed cases with funds held in escrow for repairs or improvements. The last three available monthly reports are displayed.

Escrow Closeout Report provides escrow data for 203k substantial rehabilitation work, energy efficient improvements (i.e., energy efficient mortgage (EEM)), and repair work.

The report contains the following:

- **Section 1- Escrow Closeouts Overdue (or Cases Overdue):** Lists cases for which repairs and improvements should have been completed and the escrow closed out and recorded in HUD's system using **Escrow Closeout** (which is reached via the menu path: **Single Family FHA > Single Family Origination > Case Processing > Escrow Closeout**)
- **Section 2 - Escrow Closeouts Due Upcoming Month (or Cases Due):** Lists cases for which repairs or improvements are due to be completed within the next reporting period and for which the escrow must be closed out.
- **Section 3 - Escrow Closeouts in the Reporting Period (or Cases Completed):** Lists cases for which repairs or improvements were completed and for which the escrow was closed out and certified within the reporting period using **Escrow Closeout** on the FHA Connection.

Retrieving an Escrow Closeout Report

To retrieve an Escrow Closeout Report:


3. After signing on to the FHA Connection, follow the menu path: **Single Family FHA > Single Family Origination > Origination Reports > Escrow Closeout Report.**
4. The Escrow Closeout Report Results page appears listing the available Escrow Closeout Reports for your lender ID.

The screenshot shows the 'Escrow Closeout Report Results' page on the FHA Connection website. At the top, there is a navigation bar with 'Home', 'Main Menu', 'ID Maintenance', 'E-mail Us', and 'Contact Us'. Below this is a breadcrumb trail: 'Single Family FHA > Single Family Origination > Origination Reports > Escrow Closeout Report'. The main content area features a blue header 'Escrow Closeout Report Results' and a 'Help Links' button. A success message reads: 'SUCCESS ESCROW CLOSEOUT REPORT SUCCESSFULLY COMPLETED'. Below this, a note states: 'The links to any viewable reports on this page point to PDF documents. If you do not have a PDF reader, you can download a free copy of Adobe® Reader®.' A table lists reports for Lender ID 99119 for July, June, and May 2006. Each row provides links to view the report as a PDF and download raw data in three sections. A 'New Request' button is located at the bottom left. Two callout boxes provide instructions: one points to the 'Download Section 1' link with the text 'Click link to retrieve a requested report section in Excel®', and another points to the 'View Report as PDF' link with the text 'Click link to retrieve the entire requested report in PDF'.

Lender ID	Report for	Viewable PDF Report	Downloadable Raw Data
99119	July 2006	View Report as PDF (07/15/06)	Download Section 1 - Escrow Closeouts Overdue (07/15/06) Download Section 2 - Escrow Closeouts Due Upcoming Month (07/15/06) Download Section 3 - Escrow Closeouts in the Reporting Period (07/15/06)
99119	June 2006	View Report as PDF (06/15/06)	Download Section 1 - Escrow Closeouts Overdue (06/15/06) Download Section 2 - Escrow Closeouts Due Upcoming Month (06/15/06) Download Section 3 - Escrow Closeouts in the Reporting Period (06/15/06)
99119	May 2006	View Report as PDF (05/15/06)	Download Section 1 - Escrow Closeouts Overdue (05/15/06) Download Section 2 - Escrow Closeouts Due Upcoming Month (05/15/06) Download Section 3 - Escrow Closeouts in the Reporting Period (05/15/06)

Figure 5: Escrow Closeout Report Results

5. Each Escrow Closeout Report can be accessed in two ways:

- **Full report** (all sections), accessed via the **Viewable PDF Report** column (**Figure 5**). To save the retrieved file, click the **View Report as PDF** link to open it, then click the **Save to disk** icon: . This report provides a great deal of detail which is illustrated in the *sample representations* of PDF format outputs in **Figures 6a-6c**.
- **Each of three sections separately**, accessed via the **Downloadable Raw Data** column (**Figure 5**), click the relevant link(s) to download the report, section by section, in Excel® (or compatible) software format. Downloaded sections may be viewed and/or printed. **Figure 6d** provides a *sample representative segment* (additional columns are provided in the actual report) of a partial section of the Cases Overdue section in Excel format®.

Note: Click [Help Links](#) at the upper right of the page for Business Background, Steps for Processing, and Field Descriptions assistance.

Refer to the following **Figures 6a-d** for sample illustrations of the detailed information available in Escrow Closeout Reports.

F17PJCC		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				PAGE 1	
REPORT DATE: 05/01/2006		ESCROW CLOSEOUT REPORT					
SECTION I		CASES OVERDUE AS OF 04/2006					
LENDER NAME/ADDRESS	CASE NUMBER	ESCROW TYPE	BORROWER NAME/ADDRESS	ESCROW DUE DATE	ESCROW AMOUNT	ENDORSEMENT DATE	
(5510000002) FRIENDLY LENDING CO 208 DEVON BLVD ROSEVILLE CA 956613895	011-5432101	REPAIR	BALL, DONALD D 1789 FITCHARD AVE NW HUNTSVILLE AL 358160000	11/05	2,100	01/05/05	
	011-5678902	203K	FREEMAN, JUDITH 2212 CARDINAL AVE NW HUNTSVILLE AL 358160000	08/05	3,250	09/27/04	
(5510000025) FRIENDLY LENDING CO 208 DEVON BLVD ROSEVILLE CA 956613895	332-4455667	REPAIR	LUNDEN, TERRY 786 DIAMOND BAR RD PAHRUMP NV 890480000	12/05	2,550	09/02/05	

Figure 6a: Partial sample of Cases Overdue section of the Escrow Closeout Report (PDF format)

F17PJCC		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				PAGE 102	
REPORT DATE: 05/01/2006		ESCROW CLOSEOUT REPORT					
SECTION II		CASES DUE IN 5/2006					
LENDER NAME/ADDRESS	CASE NUMBER	ESCROW TYPE	BORROWER NAME/ADDRESS	ESCROW DUE DATE	ESCROW AMOUNT	ENDORSEMENT DATE	
(5510000002) FRIENDLY LENDING CO 208 DEVON BLVD ROSEVILLE CA 956613895	045-6543217	REPAIR	ZAPPO, JORGE V 3065 N 8TH ST N FRESNO CA 937100000	05/06	3,225	03/05/06	
	052-3771224	203K	LOWERY, WILLIAM B 1135 MOONLIGHT WAY CRESTONE CO 811310000	05/06	22,375	07/02/05	

Figure 6b: Partial sample of Cases Due section of the Escrow Closeout Report (PDF format)

F17PJCC		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT					PAGE 129	
REPORT DATE: 05/01/2006		ESCROW CLOSEOUT REPORT						
SECTION III		CASES COMPLETED: 04/01/2006 - 04/30/2006						
LENDER NAME/ADDRESS	CASE NUMBER	ESCROW TYPE	BORROWER NAME/ADDRESS	ENDORSE DATE	ESCROW DUE DATE	CLOSE -OUT DATE	ESCROW AMOUNT	AMOUNT APPLIED TO PRIN
(5510000002) FRIENDLY LENDING CO 208 DEVON BLVD ROSEVILLE CA 956613895	045-6397365	EEM	DRESSLER, JOHN M 4623 MARTY AVE N FRESNO CA 937220000	11/17/05	03/06	04/06	8,670	1,105
	045-6489051	REPAIR	THUNE, BEATRICE Y 2301 1ST ST CLOVIS CA 936120000	12/21/05	04/06	04/06	3,839	0
***** SUMMARY TOTAL CASES OVER DUE: 1,094 TOTAL CASES DUE: 203 TOTAL CASES COMPLETED: 124 TOTAL CASES IN REPORT: 1,421								

Figure 6c: Partial sample of Cases Completed section of the Escrow Closeout Report (PDF format)

F17PJCC		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT					
REPORT DATE: 05/01/2006		ESCROW CLOSEOUT REPORT					
SECTION I		CASES OVERDUE AS OF 04/2006					
LENDER NAME	LENDER ID	LENDER ADDRESS	LENDER CITY	LENDER STATE	LENDER ZIP	CASE NUMBER	ESCROW TYPE
FRIENDLY LENDING CO	5510000002	208 DEVON BLVD	ROSEVILLE	CA	956613895	0115432101	REPAIR
FRIENDLY LENDING CO	5510000002	208 DEVON BLVD	ROSEVILLE	CA	956613895	0115678902	203K
FRIENDLY LENDING CO	5510000025	208 DEVON BLVD	ROSEVILLE	CA	956613895	3324455667	REPAIR

Figure 6d: Partial sample of Cases Overdue from a section of the Escrow Closeout Report (Excel® format)

Mortgagee Performance Report

The **Mortgagee Performance Report** allows lenders to access a statistical report detailing their own underwriting and appraisal performance. The report provides summary information based on post-endorsement technical reviews of a percentage of a lender’s cases. It provides performance information for branch offices on the local and national levels. The report is issued in nine sections:

- Mortgagee Performance by Branch
- Underwriting Performance
- Cases Rated Unacceptable – Underwriting
- Cases Rated Mitigated – Underwriting
- Cases Rated Deficient – Underwriting
- Most Frequent Deficiency Codes
- Appraiser Performance Data
- Case Actions – Appraiser
- National Performance – Summary Rates

Refer to the **What I Need to Know (WINK)** training module  on the **Mortgagee Performance Report** function for illustration of the data provided in the report’s nine sections. The module is available on the **Origination Reports** menu adjacent to **Mortgagee Performance Report (Figure 1)**.

Retrieving a Mortgagee Performance Report

To retrieve a Mortgagee Performance Report:

1. After signing on to the FHA Connection, follow the menu path: **Single Family FHA > Single Family Origination > Origination Reports > Mortgagee Performance Report.**
2. The Mortgagee Performance Report Results page (**Figure 7**) appears listing the available Mortgagee Performance Reports for your lender ID.

Mortgagee Performance Report Results

Help Links ?

✓
SUCCESS


MORTGAGEE PERFORMANCE REPORTS SUCCESSFULLY COMPLETED

**The links to any viewable reports on this page point to PDF documents.
 If you do not have a PDF reader, you can download a free copy of [Adobe® Reader®](#).**

Lender ID	Report for	Viewable PDF Report	Downloadable Raw Data
12345	February 2007	View Report as PDF (03/06/07)	Download Section 1 - Mortgagee Performance By Branch (03/06/07) Download Section 2 - Underwriting Performance (03/06/07) Download Section 3 - Cases Rated Unacceptable - Underwriting (03/06/07) Download Section 4 - Cases Rated Mitigated - Underwriting (03/06/07) Download Section 5 - Cases Rated Deficient - Underwriting (03/06/07) Download Section 6 - Most Frequent Deficiency Codes (03/06/07) Download Section 7 - Appraiser Performance Data (03/06/07) Download Section 8 - Case Actions - Appraiser (03/06/07) Download Section 9 - National Performance (03/06/07)
12345	January 2007	View Report as PDF (02/07/07) View Report as PDF (02/07/07) View Report as PDF (02/07/07)	Not Available

[View Definitions of Reason Codes](#)

Figure 7: Mortgagee Performance Report Results page

3. Each Mortgagee Performance Report can be accessed in two ways:
 - **Full report** (all sections), accessed via the **Viewable PDF Report** column (**Figure 7**). To save the retrieved file, click the **View Report as PDF** link to open it, then click the **Save to disk** icon: .
 - **Each of nine sections separately**, accessed via the **Downloadable Raw Data** column (**Figure 7**). Click the relevant link(s) to download the report, section by section, in Excel® (or compatible) software format. Downloaded sections may be viewed and/or printed.

Reports are listed by the date created (see **Report for** column in **Figure 7**). However, **Summary Rates for Period** indicates the actual time frame of the information reported, e.g., 08-01-2005 thru 08-31-2005 (**Figure 8**). Each of the nine sections is divided into three subsections that report on different time frames (for example, information for the last month, last three months, and last 12 months).

Note: Click [Help Links ?](#) at the upper right of the page for Business Background, Steps for Processing, and Field Descriptions assistance.

Refer to the following **Figure 8** for a sample illustration of the detailed information available in Mortgagee Performance Reports.

10-26-2009	U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT								PAGE 1	
SUMMARY RATES FOR PERIOD	FIELD OFFICE CODE	FIELD OFFICE NAME	UV PERCENT UNACCEPTABLE	MC PERCENT UNACCEPTABLE	UV PERCENT MITIGATED	MC PERCENT MITIGATED	UV PERCENT DEFICIENT	MC PERCENT DEFICIENT	APPRAISAL RVW ACTIONS IMPOSED	NOR RATE
08-01-2009 THRU 08-31-2009	102	BANGOR	0	0	0	0	0	0	0	0
	110	BURLINGTON	0	0	0	0	0	0	0	0
	202	ALBANY	0	0	0	0	0	0	0	0
	406	ATLANTA	0	0	0	0	0	0	0	0
	409	BIRMINGHAM	100	0	0	100	0	0	0	15.3
	806	DENVER	0	0	0	0	0	0	0	0
	905	FRESNO	0	0	0	0	0	0	0	0
		NATIONAL TOTALS	100	0	0	100	0	0	0	11.7

Figure 8: Partial sample representation of portion of Section 9 – National Performance in Excel® format

Origination Reports Request and Retrieval

Reports are available through the **Origination Reports Request** and **Origination Reports Retrieval** process and may be requested for a specific home office or for up to 10 specified originating branches. Requested reports can be retrieved the next business day and will remain available for 30 days. The reports include:

- **MIP Not Paid** – lists cases for which upfront mortgage insurance premium (MIP) is required but has not been paid.
- **MIP Premium on Non-Endorsed Cases** – lists unendorsed cases that went to closing and for which the required upfront mortgage insurance premium (MIP) has been paid.
- **Mortgagee Endorsement Status** – lists cases that went to closing within the reporting period and were endorsed for FHA insurance, rejected for FHA insurance, or are awaiting an insurance decision (i.e, closing package has not been received by HUD and logged in its system).
- **Mortgagee Pipeline** – lists the status of cases being processed including cases with case number assignments, completed appraisals, conditional commitments issued, firm commitments issued, and closing packages recorded.

Refer to the **What I Need to Know (WINK)** training module (**Figure 1**) on using the **Origination Report Request** function and for illustration of the data provided in the five reports. The training module is available on the **Origination Reports** menu adjacent to **Origination Report Request** (**Figure 1**).

Requesting an Origination Report

To request an origination report:

1. After signing on to the FHA Connection, follow the menu path: **Single Family FHA > Single Family Origination > Origination Reports > Origination Reports Request**.
2. Enter the Origination Reports Request page criteria (**Figure 9**).

The screenshot shows the 'Origination Reports Request' page on the FHA Connection website. The page has a blue header with the FHA Connection logo and navigation links: Home, Main Menu, ID Maintenance, E-mail Us, Contact Us, and Sign Off. Below the header is a red navigation bar with the path: Single Family FHA > Single Family Origination > Origination Reports > Origination Reports Request. The main content area has a blue title bar 'Origination Reports Request' and a 'Help Links' button. The form includes the following fields:

- Field Office: Topeka, KS (dropdown menu)
- Report Type: Mortgagee Endorsement Status (dropdown menu)
- Beginning Date: 02/01/2013 (date picker)
- Ending Date: 04/22/2013 (date picker)
- Home Office ID: 12345 (text input)
- OR -
- Originator IDs: Five empty text input boxes arranged in two rows.
- **** Contact Information ****
- Contact Name: Last Flauers (text input), First May (text input)
- Contact Phone: (555) 123-1234 (text input)
- Buttons: Send (with a play icon) and Reset.

Figure 9: Origination Reports Request page

Note: The **Beginning Date** to **Ending Date** period cannot exceed 90 days and must fall within 13 months of the current date.

3. Click **Send** . If the request was successful, the Origination Reports Request Results page appears with a message that the request has been successfully completed and displays a summary of the report request.
4. The report will be generated and available for retrieval on the next business day.

Retrieving and Viewing an Origination Report

To retrieve a previously requested origination report:

1. Select **Origination Reports Retrieval** on the **Origination Reports** menu.
2. Enter the Origination Reports Retrieval page criteria (**Figure 10**).

FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us Sign Off

Single Family FHA Single Family Origination > Origination Reports > Origination Reports Retrieval

Origination Reports Retrieval [Help Links ?](#)

Sorted by: Field Office

Report Type: All

Report Status: All

Request Date: From: 02 / 01 / 2013 To: 04 / 22 / 2013

Completion Date: From: / / To: / /

[Send](#) [Reset](#)

Figure 10: Origination Reports Retrieval Request page

Note: Click [Help Links ?](#) at the upper right of the page for Business Background, Steps for Processing, and Field Descriptions assistance.

3. Click [Send](#) . The Origination Reports Retrieval Results page (**Figure 11**) appears with a summary of the report request.

FHA Connection
 Home Main Menu ID Maintenance E-mail Us Contact Us Sign Off

Single Family FHA Single Family Origination > Origination Reports > Origination Reports Retrieval

Origination Reports Retrieval Results [Help Links ?](#)

SUCCESS
 ORIGINATION REPORTS RETRIEVAL HAS BEEN SUCCESSFULLY COMPLETED

Sorted by: Field Office
 Report Type: All
 Report Status: All
 Request Date: From: 02/01/2013 To: 04/22/2013
 Completion Date: From: N/A To: N/A

Reports remain available for 30 days

Click link to retrieve a requested report

Field Office	Requestor Name	Request Date	Completion Date	Report Type	Report Status
Kansas City, KS	A. KORAL	04/19/2013	04/19/2013	Mortgagee Pipeline	Request Completed
Topeka, KS	A. KORAL	04/19/2013	04/19/2013	MIP not Paid	Request Completed
Topeka, KS	A. KORAL	04/19/2013	04/22/2013	Mortgagee Endorsement Status	Request Completed
Topeka, KS	A. KORAL	04/22/2013	N/A	MIP Premium on Non-Endorsed Cases	Awaiting Processing

[New Request](#)

Figure 11: Origination Reports Retrieval Results page

Note: The list may include report requests made by one or more originating lender branches.

4. Select the **Request Completed** link for the desired report (**Figure 11**) and the Origination Reports Summary page appears with report summary information (**Figure 12**) and links to view the report.

FHA Connection
 Home Main Menu ID Maintenance E-mail Us Contact Us Sign Off

Single Family FHA Single Family Origination > Origination Reports > Origination Reports Retrieval

Origination Reports Summary [Help Links ?](#)

SUCCESS
 ORIGINATION REPORTS SUMMARY HAS BEEN SUCCESSFULLY COMPLETED

Requestor Name: A. KORAL
 Field Office: Topeka, KS
 Report Type: Mortgagee Endorsement Status
 Beginning Date: 02/01/2013
 Ending Date: 04/01/2013
 Home Office/Originator ID(s): 12345
 Contact Name: MAY FLAVERS
 Contact Phone: (555) 123-1234
 Total Record Count: 15

The following link is to a document in PDF format. If you do not have a PDF reader, you can download a free copy of [Adobe Acrobat Reader](#).

[View Origination Report detail in PDF format](#) [View report as PDF](#)

Lender ID	Lender Name	Record Count
12345	MY BANKERS BANK	15 record(s) found

[New Request](#)

View Origination Report detail online

Figure 12: Origination Reports Summary page

5. From the Origination Reports Summary page (**Figure 12**) you may view your report data either:
- in PDF format, by clicking the link: **View report as PDF**
 - online, by clicking the link in the **Record Count** column

Note: The same data is presented via either the PDF or the online format.

A representative sample of Origination Report data (the Underwriter Report in PDF format) is illustrated in **Figure 13**.

Origination Reports Detail Help Links ?

SUCCESS
ORIGINATION REPORTS SUMMARY HAS BEEN SUCCESSFULLY COMPLETED

Requestor Name: **A. KORAL**
Field Office: **Topeka, KS**
Report Type: **Mortgagee Endorsement Status**
Beginning Date: **02/01/2013**
Ending Date: **04/01/2013**

Displayed Data Represents:
Lender/Branch ID: **123450000**
Lender Name: **MY BANKERS BANK**
Record Count: **15**

Retrieved data as of 04/22/2013
(15 records were selected, 15 records displayed.)

CASE NUMBER	LENDER REF	CLOSING DATE	MIC ISSUED DATE	NOR ISSUED DATE	PROPERTY ADDRESS	BORROWER NAME	ADDITIONAL COMMENTS
181-2222222		01/03/13	02/06/13		1234 CASTLE ST	MOWSE, MICK E	
181-1234567		01/04/13	01/18/13		333 MILKY WAY	JERRY, BENJAMIN	
181-0000001		01/08/13	01/24/13		522 S RAY ST	RISER, SUNNI	
181-2233445		01/09/13	01/30/13		150 PETAL PL	GARDENER, ROSA	
181-1111111		01/09/13	01/24/13		4592 HAMMER AVE	CARPENTER, WOODY	
181-0101010		01/10/13	02/04/13		435 E SUGAR ST	BAKER, KOOKIE	
		01/11/13	02/01/13		FATHER AVE	SHOEMAKER, LACY	

Figure 13: Partial sample representation of Origination Report data detail (PDF format)

Underwriter Activity

Underwriter Activity provides a report of underwriter reviews for active underwriters employed by direct endorsement lenders. This includes the lender’s automated underwriting system (AUS), if applicable. Reviews are performed for post endorsement technical review cases and test (preclosing) cases. Several levels of review may be required.

For post endorsement technical review cases, the levels of review include:

- Initial Review
- Quality Control Review
- GTR/Supervisory Review
- Additional Review

For test (preclosing) cases, the levels of review include:

- Initial Review
- Reconsideration Review
- Supervisory Review

The report displays a summary of the last officially completed level of review. If only the initial level of review is completed, information is not displayed until the HOC specifies that all levels of review are

completed for the case. Lenders have access to reviews of cases (loans) underwritten by their underwriters. Underwriters have access to their own reviews.


Conforming, Deficient, Unacceptable, and Mitigated review ratings are provided for the following underwriting categories for cases that began underwriter review on or after January 10, 2005:

- Valuation and underwriting documents (UV)
- Mortgage credit analysis (MC)

The review ratings are described as follows:

- Conforming: All FHA requirements for underwriting the case were met and no deficiencies were found.
- Deficient: Deficiencies exist but do not pose a risk to the FHA's insurance fund.
- Unacceptable: Deficiencies exist and pose a risk to the FHA's insurance fund.
- Mitigated: Deficiencies that caused an Unacceptable rating were mitigated.

Cases that began underwriter review before January 10, 2005 have ratings of Good, Fair, or Poor for each underwriting category. Also, the Underwriting Report containing the review details for these cases may include the following additional underwriting categories: closing package and architectural and engineering evaluation.

Note: Click [Help Links](#)  at the upper right of the page for Business Background, Steps for Processing, and Field Descriptions assistance.