Lender Query by Case Number

**Lender Query by Case Number** is a tool to assist lenders in data reconciliation and validation. Detailed case information can be retrieved from HUD’s system by providing the FHA case number and original mortgage amount. The case information retrieved covers several categories, including:

- Mortgage
- Borrower
- Servicer/servicing details
- Origination details
- Property
- Upfront and monthly mortgage insurance premium

The case’s current servicer or holder may view all case information fields. For lenders that do not hold or service the case, a limited number of fields are displayed. This function is not applicable to Home Equity Conversion (HECM) cases.

**Note:** **Lender Query** includes B2G (Business to Government connection) support that enables lenders to perform large-scale or automated case reconciliation.

This **FHA Connection Guide** module includes:

- FHA Connection Authorization for Lender Query by Case Number
- Accessing Lender Query by Case Number
- Retrieving Case Information Using Lender Query by Case Number
- Resolving Discrepancies

**FHA Connection Authorization for Lender Query by Case Number**

Authorization to use **Lender Query by Case Number** must be granted to the user by the lender’s FHA Connection Application Coordinator. The user (FHA Connection user ID) must have Mortgage Record Change authorization on the FHA Connection for Transfers, Assumptions, or Terminations.

**Accessing Lender Query by Case Number**

After signing on to the FHA Connection, follow this menu path to access the Lender Query by Case Number page (Figure 1): **Single Family FHA > Single Family Servicing > Lender Query by Case Number**. The FHA Connection menu path appears in the red banner at the top of each function page.

You can click **Help Links** in the upper right corner of the function page for information on using **Lender Query by Case Number**.
Retrieving Case Information Using Lender Query by Case Number

To retrieve case information using **Lender Query by Case Number**, do the following.

1. On the **Lender Query by Case Number** page (Figure 1), type the 10-digit FHA case number in the **FHA Case Number** field, separating the first three digits from the remaining digits with a dash (-). Example: 123-4567890.

2. Type the amount of the principal obligation stated on the security instrument at the time of endorsement in the **Original Mortgage Amount** field. Enter only digits and do not enter special characters such as a dollar sign ($) or comma. Example: 321095.

3. Click **Send**. The **Lender Query by Case Number – Results** page appears with details of the case in HUD’s records (Figure 2).

4. Select an item listed in the **Data Name** column to get a description of the field.
Figure 2: Lender Query by Case Number – Results page (partially displayed)

Resolving Discrepancies

If there is a discrepancy between the case information in HUD’s records and your records, HUD’s records may need to be corrected. Contact HUD’s Single Family Insurance Operations Division, Systems Management Branch, Data Quality. Call (202) 708-1994 or send an e-mail message to: SystemManagement@hud.gov.