

CASE CANCELLATION REQUEST

The information presented is compiled and excerpted from Handbooks and Mortgagee Letters.

REFERENCES: Handbook 4000.1 – II.A.1.iii.a.(B)(3)(a)

Date: _____

HOC Directed

TO: answers@hud.gov (Instructions: In the email "Subject" line, indicate CASE CANCELLATION followed by FHA Case Number)

FROM: Lender's Name: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

FHA Case Number _____

The **Lender** must provide cancellation request through the FHA Resource Center – utilizing the email address at answers@hud.gov.

Case Cancellation Requirements

Requests are required to include the following:

- Be on company letterhead showing the company name and contact information.
- FHA Case Number.
- In the body of the letter the **Lender** needs to indicate the reason for case cancellation along with their active FHA Lender ID (10 digit number).
- Attachments with additional supporting documentation to the email.
- **Only one request per email.**

FHA will not process cancellation requests from the Borrower.

If additional documentation is required, the request will be returned to lender via email.