



Follow the below steps in order, then complete this form as indicated in Step 2.

1. Register the file with CPF.
2. Complete the "FHA Case Number Request Form", attach the signed/dated 1003, and fax to 508-373-1644 or securely email it to casefilerequests@clearpointfunding.com
3. CPF will validate the information then access the Connection.
4. Once the Case number is obtained, a CPF Representative will upload the Case Assignment, CAIVRS and Netting Authorization to Imageflo, and notify you via email that they have been completed and uploaded to view.
5. Fully complete this form and wait to submit your loan to CPF until you have been notified that the case number has been assigned.

IMPORTANT: You *MUST* register the file before the Case Number can be requested and the Case Number *MUST* be obtained prior to submitting the file. Failure to perform these steps will cause a delay in your file review.

(REQUIRED) By marking this box, I certify I am in possession of an active loan application for the below subject borrower AND property.

| | |
|---|--------|
| CPF LOAN NUMBER: | |
| Broker Company Name: | |
| Broker Contact: | |
| Loan Officer License Number: | |
| Broker Employer Identification Number (EIN) as issued by the IRS: | |
| Phone #: | Email: |

BORROWER INFORMATION

| | | |
|--------------------------------|------|------|
| 1 First, MI, Last Name: | DOB: | SSN: |
| 2 First, MI, Last Name: | DOB: | SSN: |
| 3 First, MI, Last Name: | DOB: | SSN: |
| 4 First, MI, Last Name: | DOB: | SSN: |

PROPERTY INFORMATION (must be COMPLETE legal address):

| | | |
|-----------------------|----------------------------|------------------------------|
| House Number: | Unit: | Month/Year Built (Required): |
| Complete Street Name: | | |
| City: | State: | Zip: |
| County: | Lot (if new construction): | |

LOAN INFORMATION

| |
|---|
| Loan Type: <input type="checkbox"/> ARM <input type="checkbox"/> FRM <input type="checkbox"/> Loan Amortization Term: _____ years |
| Construction Code: <input type="checkbox"/> Proposed <input type="checkbox"/> Under Construction <input type="checkbox"/> Existing <input type="checkbox"/> New Less than One Year |
| If Refinance: <input type="checkbox"/> Not A Refinance <input type="checkbox"/> Prior FHA <input type="checkbox"/> Prior Conventional |
| Cash Out Refinance: <input type="checkbox"/> Yes <input type="checkbox"/> No Streamline Refinance: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Streamline Refinance: <input type="checkbox"/> Yes <input type="checkbox"/> No With Appraisal? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Purchase, was this case previously sold as a Real Estate Owned (HUD Previously Sold)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Processing Type: <input type="checkbox"/> N/A <input type="checkbox"/> HUD REO with Appraisal <input type="checkbox"/> HUD REO without Appraisal |
| Prior FHA or Prior REO Case Number (i.e. 123-1234567): |
| Is the property a Condo: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Condo Project Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No FHA Project ID: |
| Condo Project Name: |

Projected Close Date: