



# Wholesale Lending Division

## REVERSE FHA CASE NUMBER ORDER FORM

Please complete this form and the checklist below and email to: [WSReverseAppRequest@vipmtginc.com](mailto:WSReverseAppRequest@vipmtginc.com)

Date \_\_\_\_\_

Broker \_\_\_\_\_

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

EIN \_\_\_\_\_ NMLS \_\_\_\_\_

Billing Address \_\_\_\_\_

Borrower \_\_\_\_\_

Address \_\_\_\_\_

FHA Case Number \_\_\_\_\_

All necessary fields completed in Reverse Vision

Fees screen matches last disclosed GFE

### Documents to attach to Email

- Signed and Dated Counseling Certificate
- Completed Application uploaded into Reverse Vision (all pages)
- NMLS print out for the Loan Officer and Company included
- Fully executed Contract of Sale (HECM Purchase only)
- Good Faith Estimate (all pages) uploaded in RV

### FHA Case Number Transfers

Borrower's Authorization to transfer Case Number (signed and dated after original Case number). Transfer report (if already ordered) to RMF (Sponsor ID: 31180-0000S).

### FHA Case Number Transfers

Previous Case Number (HECM to HECM Refinance) ORV Loan Number