

**FHA Case Number  
Transfer Request Form**

**To request an FHA Case Number Transfer, please complete all the fields on this form.**

Date \_\_\_\_\_

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

Brokers First Funding Loan Number (if applicable): \_\_\_\_\_

Sponsor Agent ID (if available): \_\_\_\_\_

New Lender Name: \_\_\_\_\_

New Lender ID: \_\_\_\_\_

New Lender Contact Person: \_\_\_\_\_

New Lender Contact Telephone: \_\_\_\_\_

New Lender Contact Email: \_\_\_\_\_

Are you requesting an Appraisal Transfer as well? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please include a Signed Letter from the Borrower authorizing the transfer with your request.

Once all the information above has been collected/completed please email the form and borrower authorization to [brokerapproval@flexpointinc.com](mailto:brokerapproval@flexpointinc.com). Please note, there is a 72-business hour turn time on all case transfer requests.

If you have any questions or concerns, please call (888) 909-7717 then press "5".