

Policy

Correspondent Sellers, approved by CMS for Non-Delegated Loan Delivery, that are also Approved, FHA Mortgagees originating and closing loans in their own name, that have chosen to submit FHA Loans for Prior Approval Non-Delegated may deliver closed loans with FHA Case Assignments as follows:

- The Case Assignment must reflect **Carrington Mortgage Services, LLC** as the Authorized Agent
- The Case Assignment must reflect the Correspondent Seller as the Principal
- The Case Assignment is a Principal-Authorized Agent Case using the Correspondent Lender's FHA ID (origination will still be reflected in Neighborhood Watch)

NOTES:

- Correspondent Seller is responsible for paying the UFMIP on the closed transactions
- CMS will obtain the Mortgage Insurance Certificate (MIC) after the loan is purchased

Setup

Option 1: Transfer an Existing Case Assignment to CMS

1. The case assignment must already have been ordered in the name of the Correspondent Lender.
2. The Correspondent Lender must be reflected on the Principal's List.
3. If not on the Principal's List, email ClientAdministration@carringtonms.com to be added.
4. Go to the Case Transfer Screen in FHA Connection (see Diagram A on next page).
5. Select "Originator ID" in the dropdown.
6. Enter your company (Correspondent Lender) FHA ID number.
7. Enter "New Sponsor/Agent ID" (Carrington Sponsor ID: 24751-0000-5).
8. Complete "Date of Assignment Letter" (input the Day of Request/Change).
9. Click Submit.

Setup, continued

Diagram A:

An image of the Case Transfer Screen within FHA Connection that must be accessed to complete an FHA Case Assignment transfer as described above.

Option 2: Allow Carrington to Order the Case Assignment.

1. Sign into Carrington's web portal located at www.Carringtoncorrespondent.com using your assigned credentials.
2. Fill out the secure Case Assignment request form including your company's FHA Lender ID.
3. Await Case Assignment reflecting Carrington as the Authorized Agent and your company as the Principal.