



Policy

Correspondent Sellers, approved by RPF for Non-Delegated Loan Delivery, that are also Approved, FHA Mortgages 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 Royal Pacific Funding, Corp., as the Authorized Agent
- The Case Assignment must reflect the Correspondent Seller as the Principle
- The Case Assignment is a Principle- 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
- Correspondent Seller is responsible for ensuring the loan is insured, and evidence of insurance is delivered to RPF within 60 days of the date the loan was funded.

Setup

Add Affiliated Institution in Lender Electronic Assessment Portal (LEAP)

In order for RPF to add Correspondent Seller as a Principle Affiliation, Seller must complete the following to add Royal Pacific Funding as an affiliated institution:

1. Open FHA Connection and go to Lender Functions
2. Open the Lender Electronic Assessment Portal
3. Select Institution > Affiliations > Agent Affiliations> + Add to open the popup shown below
4. Enter 25799 into the Institution ID field and click Search to import Royal Pacific Funding, Corp.
5. Select status "Active"
6. Select okay to add to Royal Pacific Funding, Corp.

Add Affiliated Institution

Enter an institution ID and click 'Search' to validate.

* Institution ID:

* Corporate Name:

Relationship Established Date:

* Status:

Active
Withdrawn



Setup Continued

Transfer an Existing Case Assignment to RPF

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 Principles List.
3. If not on the Principles list, email selleradmin@rpf-corp.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" (RPF Sponsor ID: 25799 - 0000 - 6).
8. Complete "Date of assignment Letter" (input the Day of Request/Change).
9. Click "Submit."

Diagram A

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

FHA Connection
› Home › Main Menu › ID Maintenance › E-mail Us › Contact Us › Sign Off

Single Family FHA › Single Family Origination › Case Processing › Case Transfer

Case Transfer Help Links ?

FHA Case Number: -

New **Originator ID:**

New Sponsor/Agent ID:

Date of Assignment Letter: / /