## Single Family Title Approval Status

For a conveyance claim type, the lender is required to submit title documentation within 45 days of the conveyance of the property. Title to the property must be approved by HUD before the lender submits the Single-Family Application for Insurance Benefits – form HUD-27011, Part B, claim for expenses. Single Family Title Approval Status on the FHA Connection is used to determine if the title was approved by HUD. Single Family Title Approval Status allows lenders to view and print the title approval information for any case for which:

- they are listed as either the servicer or holder in HUD records, and
- a computer-generated title approval letter has been issued.

The *Title Approval Detail* provided through **Single Family Title Approval Status** satisfies the claim file documentation requirements for title approval letters.

## **Getting Title Approval Status Information**

To access Single Family Title Approval Status, follow this menu path after signing on to the FHA Connection: Single Family FHA > Single Family Servicing > Claims Processing > Title Approval Status. On the Single Family Title Approval Status page (Figure 1), search criteria are entered to get title approval status information for a single case or multiple cases.

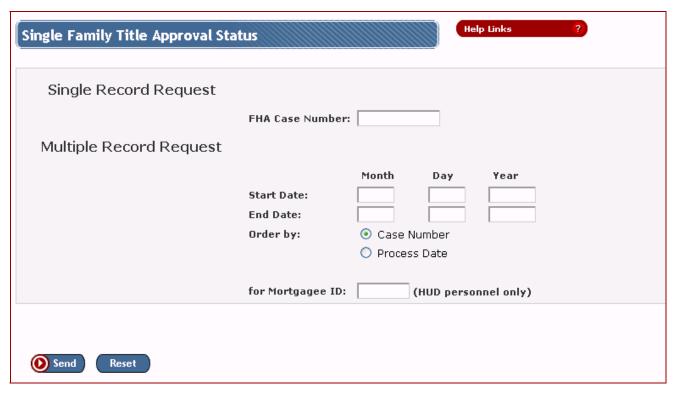


Figure 1: Single Family Title Approval page for entering search criteria

Online help is available by clicking Help Links

## **Getting Information for a Single Case**

- 1. On the Single Family Title Approval Status page (**Figure 1**), type the case number in the **FHA Case Number** field. Include a dash (-) in the number (e.g., 111-1234567).
- 2. Click Send . If there are no errors, the *Title Approval Detail* for the requested case appears (Figure 2).
- 3. Use your Internet browser's print capability to print the page.

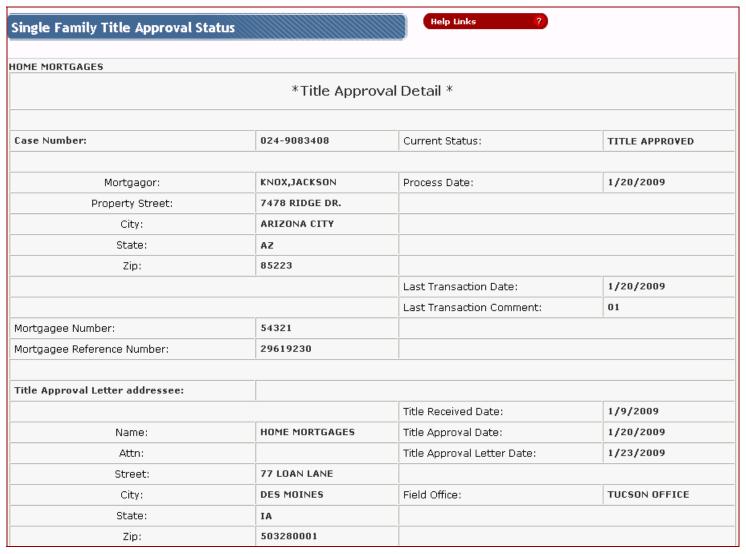


Figure 2: Title Approval Detail with title approval information for a selected case

## **Getting Information for Multiple Cases**

- 1. On the Single Family Title Approval Status page (**Figure 1**), enter the **Start Date** and **End Date** for the period in which title approval was processed. The date must be earlier than the current day. Use an mmddyyyy format.
- 2. Specify the desired sort order in the **Order by** field (*Case Number* or *Process Date*).

Note: The *Process Date* is the date the title approval was entered in HUD's computer system.

- 3. Click Send. If there are no errors, *Title Approval Information* is displayed with a list of the cases for which title was approved during the specified period (**Figure 3**).
- 4. Click the **Select** radio button beside the desired case number to view and print the *Title Approval Detail* (**Figure 2**).

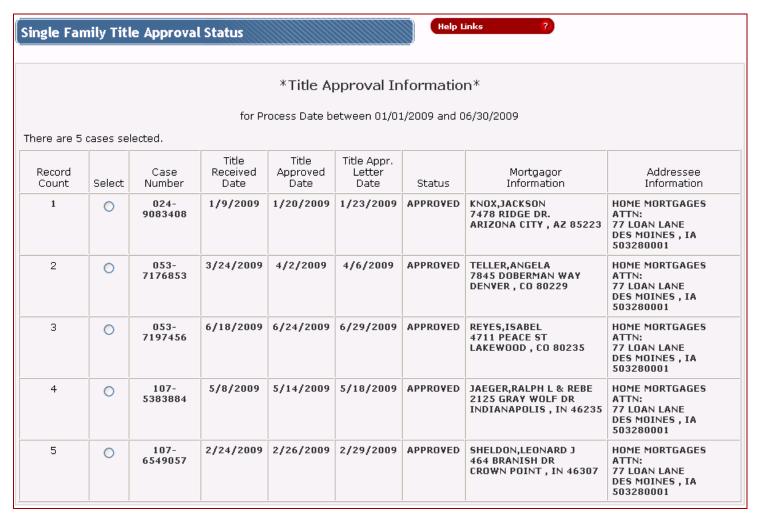


Figure 3: Title Approval Information with a list of cases for which title was approved during the specified period