

# 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.

The screenshot shows the 'Single Family Title Approval Status' page. At the top left is a blue header with the page title. To the right is a red 'Help Links' button with a question mark. Below the header, there are two main sections: 'Single Record Request' and 'Multiple Record Request'. Under 'Single Record Request', there is a text input field for 'FHA Case Number:'. Under 'Multiple Record Request', there are three columns of date input fields labeled 'Month', 'Day', and 'Year'. The 'Start Date:' and 'End Date:' labels are to the left of these columns. Below the date fields, there is an 'Order by:' section with two radio button options: 'Case Number' (which is selected) and 'Process Date'. At the bottom of the form area, there is a text input field for 'for Mortgagee ID:' followed by '(HUD personnel only)'. At the very bottom of the page, there are two buttons: 'Send' (with a right-pointing arrow) and 'Reset'.

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 . 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.


| Single Family Title Approval Status |                | Help Links ?                |                |
|-------------------------------------|----------------|-----------------------------|----------------|
| HOME MORTGAGES                      |                |                             |                |
| *Title Approval Detail *            |                |                             |                |
| Case Number:                        | 024-9083408    | Current Status:             | TITLE APPROVED |
| Mortgagor:                          | KNOX,JACKSON   | Process Date:               | 1/20/2009      |
| Property Street:                    | 7478 RIDGE DR. |                             |                |
| City:                               | ARIZONA CITY   |                             |                |
| State:                              | AZ             |                             |                |
| Zip:                                | 85223          |                             |                |
|                                     |                | Last Transaction Date:      | 1/20/2009      |
|                                     |                | Last Transaction Comment:   | 01             |
| Mortgagee Number:                   | 54321          |                             |                |
| Mortgagee Reference Number:         | 29619230       |                             |                |
| Title Approval Letter addressee:    |                |                             |                |
|                                     |                | Title Received Date:        | 1/9/2009       |
| Name:                               | HOME MORTGAGES | Title Approval Date:        | 1/20/2009      |
| Attn:                               |                | Title Approval Letter Date: | 1/23/2009      |
| Street:                             | 77 LOAN LANE   |                             |                |
| City:                               | DES MOINES     | Field Office:               | TUCSON OFFICE  |
| State:                              | IA             |                             |                |
| Zip:                                | 503280001      |                             |                |

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 . 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).

| Single Family Title Approval Status                |                       | Help Links ? |                     |                     |                         |          |   |   |
|--|-----------------------|--------------|---------------------|---------------------|-------------------------|----------|---|---|
| *Title Approval Information*                       |                       |              |                     |                     |                         |          |   |   |
| for Process Date between 01/01/2009 and 06/30/2009 |                       |              |                     |                     |                         |          |   |   |
| There are 5 cases selected.                        |                       |              |                     |                     |                         |          |   |   |
| Record Count                                       | Select                | Case Number  | Title Received Date | Title Approved Date | Title Appr. Letter Date | Status   | Mortgagor Information   | Addressee Information   |
| 1  | <input type="radio"/> | 024-9083408  | 1/9/2009            | 1/20/2009           | 1/23/2009               | APPROVED | KNOX,JACKSON<br>7478 RIDGE DR.<br>ARIZONA CITY , AZ 85223             | HOME MORTGAGES<br>ATTN:<br>77 LOAN LANE<br>DES MOINES , IA<br>503280001 |
| 2  | <input type="radio"/> | 053-7176853  | 3/24/2009           | 4/2/2009            | 4/6/2009                | APPROVED | TELLER,ANGELA<br>7845 DOBERMAN WAY<br>DENVER , CO 80229               | HOME MORTGAGES<br>ATTN:<br>77 LOAN LANE<br>DES MOINES , IA<br>503280001 |
| 3  | <input type="radio"/> | 053-7197456  | 6/18/2009           | 6/24/2009           | 6/29/2009               | APPROVED | REYES,ISABEL<br>4711 PEACE ST<br>LAKEWOOD , CO 80235                  | HOME MORTGAGES<br>ATTN:<br>77 LOAN LANE<br>DES MOINES , IA<br>503280001 |
| 4  | <input type="radio"/> | 107-5383884  | 5/8/2009            | 5/14/2009           | 5/18/2009               | APPROVED | JAEGER,RALPH L & REBE<br>2125 GRAY WOLF DR<br>INDIANAPOLIS , IN 46235 | HOME MORTGAGES<br>ATTN:<br>77 LOAN LANE<br>DES MOINES , IA<br>503280001 |
| 5  | <input type="radio"/> | 107-6549057  | 2/24/2009           | 2/26/2009           | 2/29/2009               | APPROVED | SHELDON,LEONARD J<br>464 BRANISH DR<br>CROWN POINT , IN 46307         | HOME MORTGAGES<br>ATTN:<br>77 LOAN LANE<br>DES MOINES , IA<br>503280001 |

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