

Single Family Claims Input Help Part A, Form HUD-27011

General information:

The Claim Input window can be used to enter Disposition claims and transmit them to HUD. It can be used for Part A of the following claim types only:

- 01 Conveyance
- 07 Pre-foreclosure

Mortgagees are fully responsible for the accuracy of any claims they file using this window. Electronic submission of the claim constitutes certification that the statements and information contained in the claim are true and correct. Access to this function is granted upon mortgagee's request. The transmitter's ID will be stored with incoming transmissions.

The claim input window identifies items with the corresponding item number from the Form HUD-27011, Part A. Claims will not be accepted with invalid entries. Error messages will appear. There will also be warnings to indicate that an entry is questionable. These warnings will not prevent transmission.

Instructions for data entry:

Data Item	Valid Formats	Description
1. Claim type	Default to appropriate Claim Type, based upon web page selection.	(Required)
2. FHA Case Number	NNN-NNNNNNN	(Required) Enter full FHA Case Number assigned to loan, including check digit if known. If unknown, enter "X" for check digit.
New Claim/Correction/Comments	Select appropriate radio button	(Required) Select "new claim" if submitting claim for first time. Select "Correction" if submitting correction for previously transmitted claim. Select "Comments" if submitting comments only
3. Section of Act Code	NNNN	Enter the ADP Section of Act code with leading zero.
4. Default Reason Code	Select appropriate default reason from pull-down menu	(Required) Codes are 1-15.

5. Endorsement Date	MM/DD/YYYY	(Required)
6. Date Form Prepared	MM/DD/YYYY	(Required)
7. Due Date of First Payment to Principal and Interest. (a). Original (b). Modified	MM/DD/YYYY for (a) and (b).	(a). Required (b). Not applicable
8. Due Date of Last Complete Installment Paid	MM/DD/YYYY	(Required)
9. Date of Possession and Acquisition	MM/DD/YYYY	(Required)
10. Date deed or assignment filed	MM/DD/YYYY	(Required)
11. Date Foreclosure Proceeding: (a). Instituted (b). Date of Deed	MM/DD/YYYY	(Required for Claim Type 01) (a)Enter date foreclosure initiated if applicable. (b) Enter Date of Deed in Lieu if applicable (Optional for Claim Type 07)
12. Holding Mortgagee Number	Ten numeric characters	(Required) Enter the HUD ID for the mortgage holder
13. Servicer Mortgagee Number	Ten numeric characters	(Required) Enter the HUD ID for the servicer
14. Mortgagee Reference Number	Up to 15 alphanumeric characters	(Optional) Enter mortgagee's loan number
15. Mortgage Amount: (a). Original (b). Modified	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	(a) Required for all claim types. Enter original mortgage amount. (b) Not applicable.
16. Holding Mortgagee EIN	(9 digits numeric)	
17. Unpaid Loan Balance as of date in block 8.	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	(Required) Enter the unpaid principal balance as of the due date of last paid installment
18. Date of firm commitment	MM/DD/YYYY	
19. Expiration Date of Extension to Foreclosure/Assign	MM/DD/YYYY	
20. Date of Extension	MM/DD/YYYY	
21. Date of Release of Bankruptcy	MM/DD/YYYY	
22. Is Property Vacant ?	Select appropriate radio button	Must be "Yes" or "No"

23. Date of Approval	MM/DD/YYYY	Required for Claim Type 01 if Item 22 is "No". Not applicable for Claim Type 07.
24. Is Property conveyed damaged ?	Select appropriate radio button	Must be "Yes" or "No"
25. a. Date of Local HUD Office Approval. 25. b. Certification	MM/DD/YYYY for (a) and (b).	Required for Claim Type 01 if Item 24 is "Yes". Optional for Claim Type 07.
26. Type of Damage	Select appropriate damage type from pull-down menu	Required for Claim Type 01 if Item 24 is "Yes". Not applicable for Claim Type 07.
27. Recovery or Estimate	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	Required for Claim Type 01 if Item 24 is "Yes" and Item 25 ((a) or (b)) applied.
28. Is Mortgagee Successful Bidder ?	Select appropriate radio button	"Yes" or "No"
29. Deficiency Judgment Code	Enter the Code number 1, 2, 3, 4, as appropriate.	Required for Claim Type 01. Not Applicable for Claim Type 07.
30. Authorized Bid Amount	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	(Required for Claim Type 07)
31. Mortgagee Reported Curtailment Date	MM/DD/YYYY	
33. Mortgagor Name	Up to 22 alpha characters allowed for combined last and first name.	(Required)
33. Mortgagor/Co-Mortgagor's SSN	NNN-NN-NNNN	(Required) Enter social security number(s) with dashes.
33. Property Street	Up to 19 alphanumeric characters	(Required)
33. Property City	Up to 18 alpha characters	(Required)
33. Property Address: State	Select state from pull-down menu	(Required)
33. Property Zip Code	5 digits plus 4 digits	(Required) First 5 digits required.
Contact Information: Phone	Numeric. 3 digit area code, 7 digit phone number (omit dash). Extension of up to 4 digits,	(Required) Enter phone number of mortgagee contact. Include area code and extension, if applicable. Do not include

	if applicable.	dashes.
Contact Information: Name	Alphanumeric characters, up to maximum of 20.	(Required) Enter name of mortgagee contact.
Mortgagee Comments	Alphanumeric characters, up to maximum of 420.	(Optional)

Error Messages and Warnings:

When you click on the SUBMIT button, the data will be edited. The data will first be edited item by item, independent of any link with HUD's database (Client-side edits). If an error is detected, editing will stop at that point and an error message will be displayed. The two types of messages that may result from this editing are:

1. Error messages that will not allow further processing until data is fixed.
2. Warning messages that raise a question about data, but do not prevent user from sending it as is.

These warning messages offer two choices: "Cancel" to return to data element and fix it or "OK" to allow data to remain as is and continue with transmission.

When the claim data successfully passes these edits and is submitted, another series of edits, using links with HUD's database, are applied (Server-side edits). These edits verify that the user is authorized, that the mortgagee information on the claim matches HUD's records, and that the loan is insured.

Error messages and explanations:

Client-side edits requiring correction of data before claim can be submitted:

(Self-explanatory. Many concern formatting requirements)

Claim Type

"Claim Type must be 01 or 07"

FHA Case Number

"Case Number cannot be null"

"Valid Case Number format is nnn-nnnnnnnn"

"Check Digit Error"

Section of Act Code

"Section of Act must be numeric"

Default Reason Code

"Default Reason Code is not selected"

Endorsement Date Related

[General Date Edits](#)

"Endorsement Date cannot be greater than Current Date"

Date Form Prepared Related

[General Date Edits](#)

"Date Form Prepared cannot be greater than Current Date"

Due Date First Payment to Principal and Interest Related

[General Date Edits](#)

"Original First Payment Date cannot be greater than Current Date"

Due Date of Last Complete Installment Paid Related

[General Date Edits](#)

"Last Payment Date cannot be greater than Current Date"

"Last Payment Date cannot be less than First Payment Date"

"Due Date of Last Complete Installment cannot be greater than Current Date"

Date of Possession and Acquisition of Marketable Title Related

[General Date Edits](#)

Date Deed or Assignment Filed Related

[General Date Edits](#)

Date Foreclosure Proceeding Related

[General Date Edits 11a & b](#)

Claim Type 01 -- "Foreclosure Instituted or Deed in Lieu Date cannot be greater than Current Date"

Claim Type 07 -- General Date Edit 11a (11b must be blank)

Holder Related

"Holding Mortgagee Number is missing"

"Holding Mortgagee Number must be numeric"

"Holding Mortgagee Number must be 10 characters"

Servicer Related

"Servicer Mortgagee Number is missing"

"Servicer Mortgagee Number must be numeric"

"Servicer Mortgagee Number must be 10 characters"

Mortgagee Reference Number Related

"Mortgagee Reference Number contains illegal character(s)"

Mortgage Amount Related

"Amount cannot be negative or zero"

"Invalid characters in Original Mortgage Amount"

"Original Mortgage Amount is missing"

Holding Mortgagee EIN
"Must be 9 digits, numeric"

Unpaid Loan Balance Related
"Invalid characters in Unpaid Loan Balance"
"Unpaid Loan Balance is missing"

Date of Firm Commitment Related
[General Date Edits](#)

Expiration Date Related
[General Date Edits](#)

Extension Related
[General Date Edits](#)

Date of Release of Bankruptcy Related
[General Date Edits](#)

Date of Approval Related
[General Date Edits](#)

Is Property Conveyed Damaged?
"Must be Yes or No."

Date of Local HUD Office Approval Related
[General Date Edits](#)

Type of Damage
"Damage Type is not selected."

Recovery or Estimate
"Must be valid numeric"

Deficiency Judgement code
"Must be 1 through 4"

Authorized Bid Amount
"Must be valid numeric"

Mortgagee Reported Curtailment Date
[General Date Edits](#)

Mortgagor Related

"Mortgagor Last Name is missing"
"Mortgagor First Name is missing"

Mortgagor/Co-mortgagor SSN Related

"Mortgagor's SSN is missing"
"Invalid SSN length; SSN must be in NNN-NN-NNNN format"
"Invalid characters in SSN; SSN must be in NNN-NN-NNNN format"
"Invalid SSN; SSN cannot be 000-00-0000 or 999-99-9999"
"Invalid SSN format; SSN must be NNN-NN-NNNN format"

Property Address Related

"Property Street is missing"
"Property City is missing"
"Property State must be selected"
"Property Zip Code is missing"
"Property Zip Code must be numeric"
"Property Zip Code must be 5 digits"
"Property Zip Code Extension must be numeric"
"Property Zip Code Extension must be 4 digits"

Contact Info Related

"Contact Phone Number must be entered"
"Area Code must be 3 digits"
"Contact Phone Number must be 3 + 7 = 10 digits"
"Area Code must be numeric"
"Contact Phone Number must be numeric"
"Extension must be numeric"
"Contact Name must be entered"

Mortgagee Comments Related

"Comments must be entered (for Comments Only transmissions)"

Date Related

"*Field Name* + must be entered"
"Year cannot be null"
"Year must be 4 digits"
"Year must be numeric"
"Month cannot be null"
"Month must be numeric"
"Month must be between 01 and 12"
"Days cannot be null"
"Invalid day"
"Day must be numeric"
"Day must be between 01 and 31"
"Day must be between 01 and 30"
"Date cannot be earlier than 1950"

Client-side Warnings

"You will lose all the fields entered if you proceed. Do you wish to continue?"

"Original First Payment Date should be first of the month !! Choose **CANCEL** to fix or **OK** to continue"

Server-side Errors

Connection Related

Database Error Encountered - Try Again Later
IMS Database Error Encountered - Try Again Later
IMS PSB Error Encountered - Try Again Later
ZZZ; Pipe Error - Try Again Later

Access Authorization Related

Unauthorized User; Please Leave
Not Actively Authorized
Not Authorized for Claims Input

"Unmatched Agency"

Neither the holder or servicer on the claim match the mortgagee ID under which the user is registered

"You have already submitted this claim today. If you have made any corrections since then, submit a correction claim (Note: the original claim will be ignored).