

Single Family Claims Input Help Part B, 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 B 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 only 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 B. 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
100. Mortgagor Name	Up to 22 alpha characters allowed for combined last and first name.	(Required)
100. Property Street	Up to 19 alphanumeric characters	(Required)
100. Property City	Up to 18 alpha characters	(Required)
100. Property Address: State	Select state from pull-down menu	(Required)
100. Property Zip Code	5 digits plus 4 digits	(Required) First 5 digits required.
101. 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
102. Section of Act Code	NNNN	Enter the ADP Section of Act code with leading zero.
103. Mortgagee Reference Number	Up to 15 alphanumeric characters	(Optional). Enter mortgagee's loan number
104. Date Form Prepared	MM/DD/YYYY	(Required)
105. Exp. Date to Submit Title Evidence, or Fiscal Data for Part B	MM/DD/YYYY	
107. Adjustment to Loan Balance	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
108. Sale/Bid or Appraisal Value (for Coinsurance or Nonconveyance)	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
109. Escrow Balance	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
110. Total Disbursements for Protection and Preservation	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
111. Total Disbursements	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
112. Attorney/Trustee Fees Paid	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
113. Foreclosure, Acquisition, Conveyance, and Other Costs	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
114. Bankruptcy Fee (if applicable)	NNNNNNN.NN Numeric entry with 2	

	decimal places; do not enter \$ sign or commas.	
115. Rental Income	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
116. Rental Expense	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
117. Total Taxes on Deed	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
118. Amount of Damage	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
119. Estimate of Damage	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
120. Special Assessments	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
121. Mortgage Note Interest/Forbearance Int	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
122. Mortgage Insurance Premiums	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
123. Unapplied Section 235 Assistance Payments	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
124. Overpaid Section 235 Assistance Payments	NNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
125. Overhead Costs	NNNNNNN.NN	

	Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
126. Uncollected Interest	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
127. Amount Due From Buyer at Closing	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
128. Amount Owed to Buyer	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
129. Additional Closing Costs	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
130. Appraisal Fee	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
131. Deficiency Judgment Costs/Fees	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
134. Total Column A	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
135. Total Column B	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
136. Total Column C	NNNNNNNN.NN Numeric entry with 2 decimal places; do not enter \$ sign or commas.	
137. Net Claim Amount	NNNNNNNN.NN Numeric entry with 2	

	decimal places; do not enter \$ sign or commas.	
Holding Mortgagee Number	Ten numeric characters	(Required) Enter the HUD ID for the mortgage holder
Servicer Mortgagee Number	Ten numeric characters	(Required) Enter the HUD ID for the servicer
Contact Information: Phone	Numeric. 3 digit area code, 7 digit phone number (omit dash). Extension of up to 4 digits, if applicable.	(Required) Enter phone number of mortgagee contact. Include area code and extension, if applicable. Do not include 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 the **SUBMIT** button is hit, the data will be edited. First the data will 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.

Client-side Errors

(Self-explanatory. Many concern formatting requirements)

Block 100. Mortgagor Related

"Mortgagor Last Name is missing"

"Mortgagor First Name is missing"

Block 100. 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"

Block 101. FHA Case Number

- "Case Number cannot be null"
- "Valid Case Number format is nnn-nnnnnnnn"
- "Check Digit Error"

Block 102. Section of Act Code (if entered)

- "Section of Act must be numeric"

Block 103. Mortgagee Reference Number Related

- "Mortgagee Reference Number contains illegal character(s)"

Block 104. Date Form Prepared Related

[General Date Edits](#)

- "Date Form Prepared cannot be greater than Current Date"

Block 105. Exp. Date to Submit Title Evidence Related

[General Date Edits](#)

Block 107. Adjustment to loan balance

[General dollar format edits](#)

Block 108. Sale Price Appraisal

[General dollar format edits](#)

Block 109. Escrow Balance

[General dollar format edits](#)

Block 110. TTL Disbursements P/P

[General dollar format edits](#)

Block 111. Total Disbursements

[General dollar format edits](#)

Block 112. Atty/Trustee Fees

[General dollar format edits](#)

Block 113. Foreclosure, acquisition, conveyance and other costs

[General dollar format edits](#)

Block 114. Bankruptcy Fees

[General dollar format edits](#)

Block 115/116. Rental Inc/Exp

[General dollar format edits](#)

Block 117. Total Taxes on Deed

[General dollar format edits](#)

Block 118. Amount of Damage

[General dollar format edits](#)

Block 119. Estimate of Damage

[General dollar format edits](#)

Block 120. Special Assessments

[General dollar format edits](#)

Block 121. MNI/Forbearance Int

[General Date Edits](#)

"Must be numeric"

Block 122. Premium Refund

[General dollar format edits](#)

Block 123. Unapplied Section 235

[General dollar format edits](#)

Block 124. Overpaid Section 235

[General dollar format edits](#)

Block 125. Overhead Costs

[General dollar format edits](#)

Block 126. Uncollected Interest

[General dollar format edits](#)

Block 127. Amt Due From Buyer

[General dollar format edits](#)

Block 128. Amt Owed to Buyer

[General dollar format edits](#)

Block 129. Additional Closing Costs

[General dollar format edits](#)

Block 130. Appraisal Fee

[General dollar format edits](#)

Block 131. Deficiency Judgement Costs

[General dollar format edits](#)

Block 134. Total Column A

[General dollar format edits](#)

Block 135. Total Column B

[General dollar format edits](#)

Block 136. Total Column C

[General dollar format edits](#)

Block 137. Net Claim Amount

[General dollar format edits](#)

Warning message "Total Claim Amount should not be zero."

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"

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"

Amount Related

"*Field Name* + contains invalid format; Numeric entry with 2 decimal places"

Client-side Warnings

"You will lose all the fields entered if you proceed. Do you wish 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)."