



**TO: All FHA-Approved Mortgagees  
FHA Roster Appraisers**

## NEWS AND UPDATES

### In this Announcement:

- Electronic Appraisal Delivery (EAD) Portal Onboarding Phase Two Begins November 15, 2015
- Updated *Single Family Housing Appraisal Report and Data Delivery Guide* Now Available

See below for details.

## Electronic Appraisal Delivery (EAD) Portal Onboarding Phase Two Begins November 15, 2015

Onboarding to the Federal Housing Administration's (FHA) Electronic Appraisal Delivery (EAD) portal is well underway for FHA-approved mortgagees participating in the first onboarding phase. The second onboarding phase begins on November 15, 2015, and mortgagees intending to participate in this phase ***must*** be registered before this date.

### **Register Now for an Onboarding Phase**

Mortgagees should register ***now*** for their chosen onboarding phase, even if it is later in the schedule or if their chosen phase is tentative. If plans change, mortgagees can easily reschedule their onboarding to a different available phase using the instructions in FHA Connection's (FHAC) Electronic Appraisal Delivery Sign Up screen. After the second onboarding phase begins on November 15, **there are five onboarding phases remaining:**

Phase	Onboarding Phase Start Date	Onboarding Phase End Date	Status
1	October 15, 2015	December 15, 2015	Closed to New Registrants
2	November 15, 2015	January 15, 2016	Closing Soon. Must Register by November 14, 2015
3	December 15, 2015	February 15, 2016	Open
4	January 15, 2016	March 15, 2016	Open
5	February 15, 2016	April 15, 2016	Open

6	March 15, 2016	May 15, 2016	Open
7	April 15, 2016	June 15, 2016	Open

Mortgagees must register for and participate in an onboarding phase on or before the EAD portal's June 27, 2016 mandatory use date. To do so, a mortgagee's designated FHAC Application Coordinator should follow these three easy steps:

1. The FHAC Application Coordinator logs in to FHAC and selects the Lender Functions option.
2. On the Lender Functions screen, the FHAC Application Coordinator chooses the second item in the menu, Electronic Appraisal Delivery Sign Up. The onboarding phase information and registration capability are displayed on this screen.
3. The FHAC Application Coordinator selects the chosen onboarding phase to complete the registration process.

Mortgagees must be registered to participate in their chosen onboarding phase **before** the start date of the phase, and must register to participate in an onboarding phase for each of their approved FHA Lender IDs. More details about the onboarding phase are available in FHA's [Onboarding to the EAD Portal](#) fact sheet.

### **New EAD Portal Information Now Available**

The following new and/or updated EAD portal information is now available on FHA's EAD Portal Information Page on HUD.gov:

- Updated [FHA EAD General User](#) and [FHA EAD Lender Admin](#) user guides;
- [EAD Portal Appraisal Loading](#) fact sheet; and
- [Common Appraisal Data Errors](#) fact sheet.

### **Quick Links**

- Get information, user guides, fact sheets, and more on FHA's [EAD Portal Information Page](#) at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/sfh/lender/origination/ead](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead).
- View FHA's pre-recorded EAD portal webcast training modules:
  - [FHA Training for Lender Users: 100 - FHA Electronic Appraisal Delivery \(EAD\) Portal](#)
  - [FHA Training for Lender Administrators: 101 - FHA Electronic Appraisal Delivery \(EAD\) Portal](#)
  - **[NEW! Electronic Appraisal Delivery \(EAD\) Portal: Direct Integration Service Provider Technical Overview](#)**

## **Updated *Single Family Housing Appraisal Report and Data Delivery Guide* Now Available**

Today, the Federal Housing Administration (FHA) issued an updated [Single Family Housing Appraisal Report and Data Delivery Guide](#) (Data Delivery Guide). The Data Delivery Guide includes all FHA Appraisal Dataset requirements, and instructions for completing appraisal form(s) for FHA.

These technical edits and additions:

- Clearly specify that the required format of the FHA Case Number is a numeric only;
- Update language in several spots for clarity and consistency; and
- Align the Data Delivery Guide with existing policy concerning the reporting of comparable sales from "within three years" to "within one year" of the effective date of the appraisal.

Dated November 5, 2015, the updated Data Delivery Guide is available from FHA's *Single Family Housing Policy Handbook* 4000.1 [Supplemental Documents](#) page on HUD.gov.

## [Quick Links](#)

- Access the *Single Family Housing Appraisal Report and Data Delivery Guide* at: [http://portal.hud.gov/hudportal/documents/huddoc?id=SFH\\_POLI\\_APPR\\_RPT\\_FIN.PDF](http://portal.hud.gov/hudportal/documents/huddoc?id=SFH_POLI_APPR_RPT_FIN.PDF).

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## **Resources**

- Contact the FHA Resource Center:
  - Visit our online knowledge base to obtain answers to frequently asked questions 24/7 at [www.hud.gov/answers](http://www.hud.gov/answers).
  - E-mail the FHA Resource Center at [answers@hud.gov](mailto:answers@hud.gov). Emails and phone messages will be responded to during normal hours of operation, 8:00 AM to 8:00 PM (Eastern), Monday through Friday on all non-Federal holidays.
  - Call 1-800-CALLFHA (1-800-225-5342). Persons with hearing or speech impairments may reach this number by calling the Federal Information Relay Service at 1-800-877-8339.

### RESOURCE INFORMATION

<b>FHA INFO Archives:</b>	Visit the <a href="#">FHA INFO Archives</a> to access FHA INFO messages issued from 2012 to the present.														
<b>Subscribe/Unsubscribe Instructions:</b>	To subscribe to the Single Family FHA INFO mailing list you can use this link: <a href="#">FHA INFO</a> or send a request by email to: <a href="mailto:answers@hud.gov">answers@hud.gov</a> Bulk subscriptions: To sign up your entire office or a large group, send the list of email addresses (in the format below) to: <a href="mailto:answers@hud.gov">answers@hud.gov</a> <a href="mailto:aaa@xyz.com">aaa@xyz.com</a> <a href="mailto:bbb@xyz.com">bbb@xyz.com</a> <a href="mailto:ccc@xyz.com">ccc@xyz.com</a> <a href="#">To Unsubscribe</a> follow the unsubscribe instructions on that page.														
<b>Resource Links:</b>	<table><tr><td><a href="#">Archived Webinars</a></td><td><a href="#">Foreclosure Assistance</a></td></tr><tr><td><a href="#">Career Opportunities</a></td><td><a href="#">Grant Opportunities</a></td></tr><tr><td><a href="#">Contracting Opportunities</a></td><td><a href="#">HUD Homes Property Listings</a></td></tr><tr><td><a href="#">Events &amp; Training</a></td><td><a href="#">HUD.gov</a></td></tr><tr><td><a href="#">FHA Forms</a></td><td><a href="#">Making Home Affordable</a></td></tr><tr><td><a href="#">FHA Homeownership Centers</a></td><td><a href="#">Presidentially Declared Disaster Areas</a></td></tr><tr><td><a href="#">FHA Mortgagee Letters</a></td><td><a href="#">Visit our Single Family Home Page</a></td></tr></table>	<a href="#">Archived Webinars</a>	<a href="#">Foreclosure Assistance</a>	<a href="#">Career Opportunities</a>	<a href="#">Grant Opportunities</a>	<a href="#">Contracting Opportunities</a>	<a href="#">HUD Homes Property Listings</a>	<a href="#">Events &amp; Training</a>	<a href="#">HUD.gov</a>	<a href="#">FHA Forms</a>	<a href="#">Making Home Affordable</a>	<a href="#">FHA Homeownership Centers</a>	<a href="#">Presidentially Declared Disaster Areas</a>	<a href="#">FHA Mortgagee Letters</a>	<a href="#">Visit our Single Family Home Page</a>
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