

Explanation and Expectation of the Section 184 Case Request Form

Basic Specifications and Comments:

1. The expectation is that the lender will complete all required sections of the case request.
2. The case must be submitted electronically as a MS Word file (.doc and .docx formats are acceptable)
3. The form should be submitted once a review of eligibility by the lender has occurred.
4. Section 184 cases eligibility and assignment is dependent on both the borrower and the property.
5. Section 184 will assign a case number after review to determine eligibility for a case.
6. It is the expectation that lines Case Request items 1- 4 will be completed once by the submitter and saved for future use by the lender in order to save the lenders time in completing the request.

Explanations of Fields:

Top Section- Lenders should NOT complete this section. It is intended for Section 184 staff to indicate which office the file should be shipped to for underwriting (if applicable.) Certain scenarios will occur where a specific location is pre-arranged, but the Office of Loan Guarantee (OLG) reserves the right to change this arrangement.

1. Lender Name – This is the name of the firm originating the loan. It is not required to indicate a sponsoring lender, but sponsoring lenders can be included in ().
2. Lender Contact Name- This is the primary point of contact for this loan. Additional contacts can be provided.
3. Lender Telephone and Fax – This is the primary telephone and fax number of the primary contact listed. Additional contact numbers can be provided.
4. Lender Email Address- This is the email address of the primary contact. Additional contact emails can be provided.
5. Purpose of Loan - This section must be completed to indicate the purpose of the loan.
6. Direct Guarantee / HUD Underwritten- This section must be completed to indicate if HUD or the lender will be underwriting the file. This may change during the process, but we require an initial indication to assist with workload management and allocation.
7. Borrower Name & Affiliation- The name of the primary borrower and his/her tribal affiliation.
8. Co-Borrower Name & Affiliation- The name of the secondary borrower and his/her tribal affiliation.

- a. Additional co-borrowers can be provided here as well or included in a subsequent document.
9. Property Address- The legal address of the property must be provided. For new construction, we will accept a description of the lot or parcel if the property has not been assigned a physical address. We will also require a valid city, state, and zip code for the property.
10. Proposed Mortgage Amount- This is the expected amount to be financed; with or without the 1% guarantee fee.
11. Land Status- This field represent the type of land of the property. This field is required for all requests. If the land type is Tribal Trust or Allotted, the request must also specify which tribe holds the lands. Lenders will be required to provide the BIA reservation code and a BIA Tract code for these land types. This information can be obtained on the Title Status Report (TSR) from the BIA.