

FHA Single Unit Approval (SUA) Review and Approval Procedures

1. The Loan Originator must submit to FLCBank's Condominium Review Department all the required information and documentation via e-mail at condoreview@flcb.com where the Project will be reviewed for acceptance for FHA's Condominium Single Unit Approval.
2. If the Condominium Project is deemed eligible for FHA's Single Unit Approval, an e-mail with all the required documentation will be submitted by the Condominium Review Department per Mortgagee Letter [2019-13](#) to the FHA Resource Center at answers@hud.gov with a carbon copy to the Loan Originator.
3. Once the Homeownership Center (HOC) notifies the Condominium Review Department that a Case Number can be issued; the Condo Review Dept. will:
 - a. Upload to Imageview's UW Condition DocType Folder all the Condominium Project Documents including the Certification for Individual Unit Financing and SUA approval; and
 - b. Notify FLCBank Mortgage Operations of the SUA approval and the removal of the "Holds Tracking" by the FHA Resource Center via e-mail at fhacasenumber@flcb.com
4. FLCBank will proceed to obtain the FHA Case Number.