



## HOW TO: Request a Lock Extension

If an extension is needed on your already locked loan, you may request that under the Product Pricing and Lock Tab. (The extension can only be requested prior to the loan expiring. If it does expire before you are able to request please contact Secondary Markets.)

### Step 1: Click on Change Request

**John Homeowner**  
2505 S Creek St, Troy, MI, 48063  
OTest Company

Investor Loan #: **469485** Total Loan Amt: **\$132,000.00** Loan Type: **Conventional** Rate: **3.750%**  
Lender Loan #: **472755** Decision FICO: Loan Purpose: **Purchase** LTV/CLTV: **80.00% / 80.00%**

View Lock History **Change Request**

**Product, Pricing & Lock**

Product & Lock Details Current Lock Status: Lock Requested

HomeReady 30 Yr Fixed

| ADJUSTMENTS                            | RATE  | PRICE   | PRICE(\$)  |
|--|-------|---------|------------|
| <b>Base</b>                            | 4.000 | 103.215 | \$4243.80  |
| LTV is 75.01-80.00%, And FICO is >=740 |       | -0.500  | \$(660.00) |
| <b>Net</b>                             | 4.000 | 102.715 | \$3583.80  |

Pricing Effective Date: 09/18/2017 | Delivery Type: Individual Best Efforts | Lock Effective Date: // | Lock Expiration Date: 10/17/2017 | Lock Period: 30 days

### Step 2: Click on Change Request

OB Change Request

Selected Loan: Loan ID: 3684 Status: Locked Borrower: [Name]

Save As Prospect Submit

**Lien Information**

- First Lien Amt: 106000  Search for First
- Second Lien Amt: 0  Search for Second
- HELOC Line Amt: 0  Search for HELOC
- HELOC Drawn Amt: 0

**Loan Information**

- Price/Estimated Value: 160000
- LTV: 66.25
- Waive Escrows: No
- Appraisal Amount: 160000
- CLTV: 0
- Current Servicer: Not Applicable
- Loan Purpose: Purchase
- HCLTV (Line Amt): 0
- Months of Reserves: 1
- Cash-Out Amount: 0.00
- HCLTV (Drawn Amt): 0
- HomeReady AMI Eligible

**Borrower Information**

- Borrower First Name: Suzanne
- Borrower Last Name: Adkins
- FICO: 750
- Self Employed: No
- Income Documentation: Verified
- Asset Documentation: Verified
- Employment Documentation: Verified
- DTI Ratio: 17.716
- Citizenship: U.S. Citizen
- First Time Home Buyer: No
- Non-Occupant Coborrower: No

**Property Information**

- Occupancy: [Type]
- Property Type: [Type]
- Number of Units: [Count]
- Number of Stories: [Count]

# Encompass How To – Request a Lock Extension

- Select Lock Extension
- Select Lien
- Enter Lock Extension days
- Click Calculate Cost-for cost look up
- Click Submit Request

OB Change Request

Pipeline Change Request New Search RateSheet

Selected Loan: Loan ID: 3684 Status: Locked Borrower:

### Submit a change request

Select type of change request:

1.  Lock Extension  
 Profile Change
2. Select Lien: First Lien
3. Enter lock extension days: 10
4. **Calculate Cost** Cost Lookup Your request will cost **-0.185**. Final Price after applying the cost is 106.795.
5. **Submit Request**

### Borrower Information

|                     |                    |                     |                |
|---------------------|--------------------|---------------------|----------------|
| Borrower First Name | Borrower Last Name | Borrower Home Phone | Borrower Email |
| Suzanne             | Adkins             |                     |                |

### Loan Summary

|                             |                       |                  |                    |
|-----------------------------|-----------------------|------------------|--------------------|
| Product                     | Status                | LTV              | Lock Expiration    |
| FNMA Conforming 30 Yr Fixed | Locked                | 66.25            | 10/23/2017         |
| Loan Amt                    | Price/Estimated Value | Appraisal Amount | External Milestone |
| 106000                      | 160000                | 160000           |                    |
| Rate                        | Price                 | Lock             |                    |
| 5                           | 106.98                | 30               |                    |

**Step 4:** Click Ok

Message from webpage

Are you sure you want proceed with your lock extension?

**OK** Cancel

## Step 5: Click Submit

OB Change Request

Pipeline Change Request Submit New Search RateSheet

Selected Loan: Loan ID: 3684 Status: Locked Borrower:

| Loan Field             | Original Value    | Change Request Value |
|------------------------|-------------------|----------------------|
| Price                  | 106.980           | 106.795              |
| Lock                   | 30                | 40                   |
| Lock Expiration LO     | 10/23/17          | 11/02/17             |
| Discount/Rebate (\$/%) | -6.980% (-\$7399) | -6.795% (-\$7203)    |

Submit Cancel

Rates are subject to change without notice  
Send mail to [Secondary@TowneMortgage.com](mailto:Secondary@TowneMortgage.com) with questions or comments

Note: Lock changes will appear side by side to show difference in pricing.

## Step 6: Click Ok

Message from webpage

! Your change request has been submitted.

OK

## Step 7: OB will display Change Request History

Pipeline Change History New Search RateSheet

Selected Loan: Loan ID: 3684 Status: Locked Borrower:

| Request Submitted    | User              | Type           | Status  | Cost   | Details                      |
|----------------------|-------------------|----------------|---------|--------|------------------------------|
| 10/3/2017 8:30:37 AM | TowneTPOConnectLO | Lock Extension | Pending | -0.185 | <a href="#">View Details</a> |

Rates are subject to change without notice  
Send mail to [Secondary@TowneMortgage.com](mailto:Secondary@TowneMortgage.com) with questions or comments