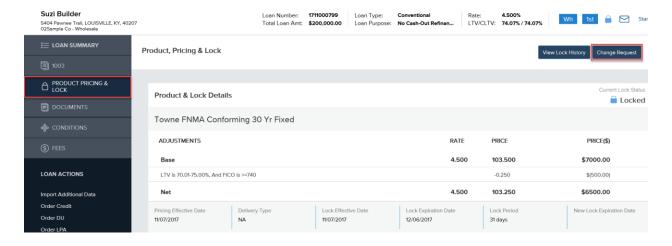


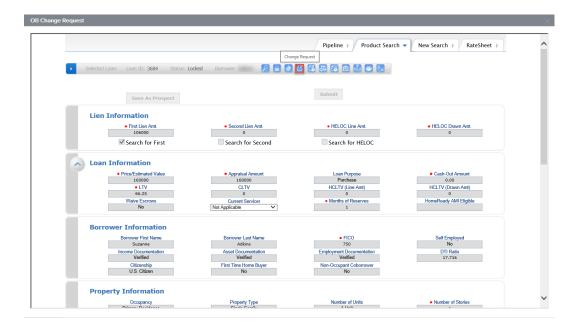
HOW TO: Request a Lock Extension

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

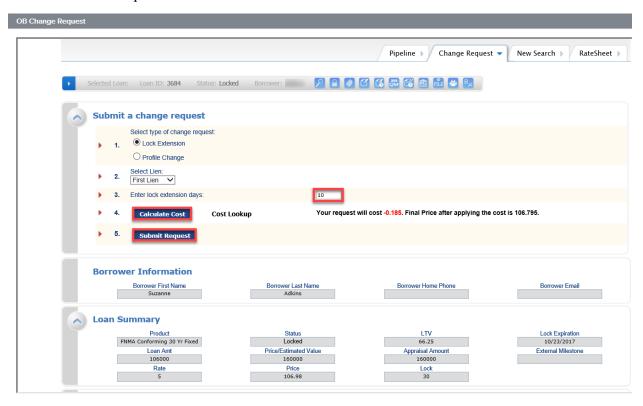


Step 2: Click on Change Request

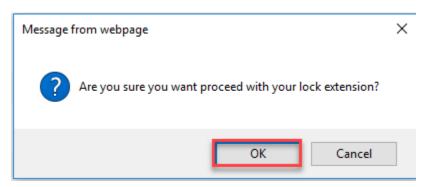


Encompass How To – Request a Lock Extension

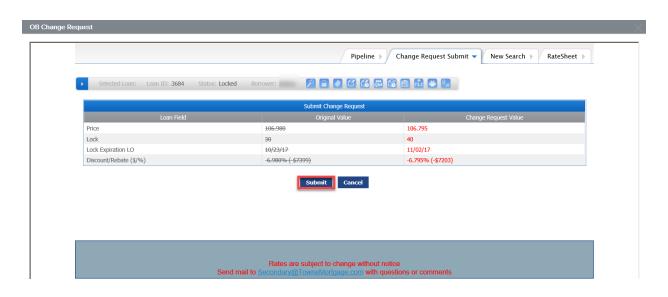
- Select Lock Extension
- Select Lien
- Enter Lock Extension days
- Click Calculate Cost-for cost look up
- Click Submit Request



Step 4: Click Ok

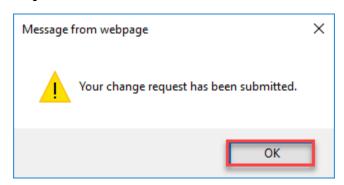


Step 5: Click Submit

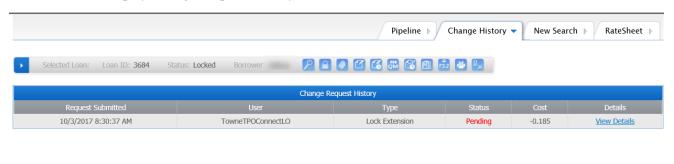


Note: Lock changes will appear side by side to show difference in pricing.

Step 6: Click Ok



Step 7: OB will display Change Request History



Rates are subject to change without notice
Send mail to Secondary@TowneMortgage.com with questions or comments