

## **HOW TO: Request a Lock Extension**

Lock Extensions can be requested using the steps below. If the lock has expired, please reach out to Secondary at, <u>Secondary@TowneMortgage.com</u> to assist with your Lock Extension.

- **Note:** After completing the Lock Extension, you MUST exit the loan and go back into the pipeline to allow the product and pricing engine to update the loan.
- **Step 1:** On the Product and Pricing screen, click on the Change Request button in the top right corner.

Sheldon Apple 22 HSS, Elk Grove Village, IL, 600 01 - Demo TPOConnect	07	Loan Number: 50482 Total Loan Amt: \$133,0	7 Loan Type: 00.00 Loan Purpo	Conventional se: Purchase	Rate: 4.500% LTV/CLTV: 88.67% / 88.6	7% Wh 1st	🗎 🔀 🖄 Started
E LOAN SUMMARY	Product, Pricing & Lock					View Lock History	Change Request
	Product & Lock	Details					Current Lock Status
(\$) FEE							Locked
	FNMA Confor	ming 30 Yr Fixed					
						RATE	PRICE
	Abbootmento					10412	1 HIGE
	Base					4.500	102.346

Step 2: Under Select type of change request, confirm the following: Lock Extension, the lien position, how many days you want to extend the lock and click Calculate Cost to preview the Final Price and click Apply Change.

		Select type of change request: Ock Extension	
•	1.	<ul> <li>Profile Change</li> <li>Relock</li> </ul>	
÷	2.	Select Lien: First Lien 🔻	
¥.	з.	Enter lock extension days:	10
×	4.	Calculate Cost Lookup	Your request will cost -0.185. Final Price after applying the cost is 101.8
	5	Apply Change	

**Step 3:** On the pop-up confirm you want to proceed with the extension by clicking OK.



**Step 4:** The next screen will show you the changes that will be processed, if everything is correctly – click Apply Change.

Submit Change Request							
Loan Field	Original Value	Change Request Value					
Price	<del>103.316</del>	103.066					
Lock	30	45					
Lock Expiration LO	10/09/19	10/24/19					
Discount/Rebate (\$/%)	- <del>3.316% ( \$4285)</del>	-3.066% (-\$3962)					
	Apply Change Cancel						

## Step 5: Click Logout.

Change Request History							
Request Submitted	User	Туре	Status	Cost	Details		
9/17/2019 8:54:26 AM	TW Comp1750	Lock Extension	Pending	-0.250	View Details		
	_						
		Logout					

**Step 6:** To ensure the Product and Pricing engine can get into the loan to make the necessary changes, close any other pop-ups that may appear and go into the Pipeline in TPO Connect. The change usually takes 2-3 minutes.



**Note:** After completing the Lock Extension, you MUST exit the loan and go back into the pipeline to allow the product and pricing engine to update the loan.