



## HOW TO: Validate Your Loan

Once your loan is Final Approved [Approved Milestone Completed], you will need to validate the pricing on the loan in order to transfer the loan to the closing department. To Validate, the process uses the profile change request in the Product Pricing & Lock tab of TPO Connect.

**Step 1:** Click on Change Request (from the Product Pricing & Lock tab)

**Suzi Builder**  
5404 Rawnee Trail, LOUISVILLE, KY, 40207  
02Sample Co - Wholesale

Loan Number: 1711000799    Loan Type: Conventional    Rate: 4.500%  
Total Loan Amt: \$200,000.00    Loan Purpose: No Cash-Out Refinan...    LTV/CLTV: 74.07% / 74.07%

Product, Pricing & Lock

View Lock History    **Change Request**

Product & Lock Details    Current Lock Status: Locked

Towne FNMA Conforming 30 Yr Fixed

ADJUSTMENTS	RATE	PRICE	PRICE(\$)
<b>Base</b>	4.500	103.500	\$7000.00
LTV is 70.01-75.00%, And FICO is >=740		-0.250	\$(500.00)
<b>Net</b>	4.500	103.250	\$6500.00

Pricing Effective Date: 11/07/2017    Delivery Type: NA    Lock Effective Date: 11/07/2017    Lock Expiration Date: 12/06/2017    Lock Period: 31 days    New Lock Expiration Date:

**Step 2:** Click on Change Request Icon in the top toolbar

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: [Value]
- Property Type: [Value]
- Number of Units: [Value]
- Number of Stories: [Value]

**Step 3:** Select the following options to start the Profile Change:

- Select Profile Change (Screen will default to lock extension. You must switch this to Profile Change)
- Select First Lien
- Click the “Profile Change” Button

The screenshot shows the 'OB Change Request' interface. At the top, it displays 'Pipeline > Change Request' and 'New Search > RateSheet >'. Below this, it shows 'Selected Loan: Loan ID: 3685 Status: Locked Borrower: DEMPZ'. The main section is titled 'Submit a change request' and contains three steps: 1. Select type of change request: 'Lock Extension' (radio button) and 'Profile Change' (radio button, highlighted with a red arrow). 2. Select Lien: 'First Lien' (dropdown menu). 3. 'Profile Change' (button, highlighted with a red box). Below this are sections for 'Borrower Information', 'Loan Summary', and 'Loan Notes'.

**Step 4:** Click the “Submit.” Button without making any changes.

**NOTE:** Changing any data at this point will require an Underwriter to re-review the file and may delay getting the loan into closing

The screenshot shows the 'OB Change Request' interface with the 'Profile Change Product Search' section. A red box highlights the 'Submit' button. The form contains several sections: 'Lien Information' with fields for 'First Lien Amt.' (80000), 'Second Lien Amt.' (0), 'HELOC Line Amt.' (0), and 'HELOC Drawn Amt.' (0); 'Loan Information' with fields for 'Price/Estimated Value' (100000), 'Appraisal Amount' (100000), 'LTV' (80.00), 'CLTV' (0), 'Loan Purpose' (Purchase), 'HCLTV (Line Amt.)' (0), 'Cash-Out Amount' (0.00), and 'HCLTV (Drawn Amt.)' (0); 'Borrower Information' with fields for 'Borrower First Name' (MARK), 'Borrower Last Name' (DEMPZ), 'FICO' (750), 'Self Employed' (No), 'Income Documentation' (Verified), 'Asset Documentation' (Verified), 'Employment Documentation' (Verified), 'DTI Ratio' (34.776), 'Citizenship' (U.S. Citizen), and 'First Time Home Buyer' (No); and 'Property Information' with fields for 'Occupancy' (Primary Residence), 'Property Type' (Single Family), 'Number of Units' (1 Unit), and 'Number of Stories' (1).

**Step 5:** The Locked Program and Rate will be highlighted for you to select the Lock Icon next to the highlighted ribbon.

The screenshot shows the 'OB Change Request' interface. At the top, it displays 'Selected Loan: Loan ID: 3929 Status: Locked Borrower:'. Below this is the 'Historical Pricing Research' section with fields for Product (FNMA Conforming 30 Yr Fixed), Status (Locked), Lock Expiration (11/2/2017), Loan Amt (150000), LTV (66.67), Rate (4), Desired Rate (4), Price (102.733), Desired Price (225000), and Price/Estimated Value (225000). There are buttons for 'Re-Submit' and 'Revise Search'. Below this is a table of 'Eligible Product' with columns: Rate, Price, Margin, Lock, P&I, Detail, Compare. The row for 'ENMA Conforming 30 Yr Fixed' is highlighted in orange, and its lock icon is also highlighted. Below the table is a 'View Pricing for lock period: 30' section with a table of rates and prices.

Rate	Price	LockPeriod	P&I	Select
3.375	98.911	30	\$663	
3.500	99.946	30	\$674	
3.625	100.634	30	\$684	
3.750	101.385	30	\$695	
3.875	102.081	30	\$705	
4.000	102.733	30	\$716	
4.125	103.310	30	\$727	

**NOTE:** It is possible to select a different rate and price at this time. It is not possible to select a different number of days. That must be processed as a Lock Extension.

**Step 6:** Review the differences in the Locked data and proposed changed values to ensure the changes are displaying as expected. Click “Apply Change.”

The screenshot shows the 'OB Change Request' interface with a comparison table. The table has columns: Loan Field, Original Value, and Change Request Value. Below the table is a 'First Lien' section with columns: Reason, Points, Rate, Margin. At the bottom, there are 'Apply Change' and 'Cancel' buttons.

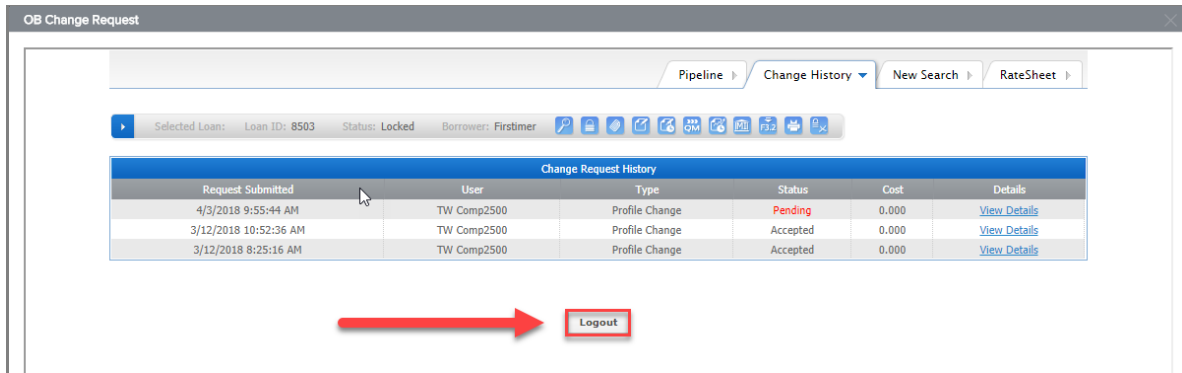
Loan Field	Original Value	Change Request Value
Search Timestamp	10/03/17 4:56 PM	10/03/17 4:56 PM
Loan Amt	\$150,000	\$150,000
Loan Amount (Total)	150000	150000
LTV	66.8	66.67
Discount/Rebate (\$/%)	-2.733% (-\$4100)	-2.733% (-\$4100)
P & I Pmt	\$718	\$716
QM Loan Amount	150000	150000
Total Fee Credit Dollar Amount	\$4,100	\$4,100

Reason	Points	Rate	Margin
LTV is 60.01-70.00%, And FICO is 700-719	-0.500	0.000	0.000
Total Adjustments:	-0.500	0.000	0.000

Notes/Advisories:  
 1. Maximum of 4 loans with a max cumulative dollar amount of \$1,500,000 to any 1 borrower. Please contact Lender for more details.  
 2. We are in the process of improving the system to support both base and total loan amounts so that the results we provide are as accurate as possible. During the transition, you may see references to base and/or total loan amounts in field labels or in these advisory messages. Until we release the full functionality, the system will continue to handle the loan amount as it does today. The label changes do not indicate a change in how the system works today. To learn more about the impending release to fully support base and total loan amount, please copy this URL into a new browser window <http://go.optimalblue.com/getstuffdone>.

**Step 7:** Click the log out link and close the product and pricing window to ensure the update is processed successfully.



**NOTE:** For any questions or concerns, please email [Secondary@townemortgag.com](mailto:Secondary@townemortgag.com)