



## 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%**

Wh 1st

View Lock History **Change Request**

**Product, Pricing & Lock**

Product & Lock Details Current Lock Status: **Locked**

Towne FNMA Conforming 30 Yr Fixed

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

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

Change Request

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

Save As Prospect | Submit

**Lien Information**

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

**Loan Information**

- Price/Estimated Value: 160000
- Appraisal Amount: 160000
- Loan Purpose: Purchase
- Cash-Out Amount: 0.00
- LTV: 66.25
- CLTV: 0
- HCLTV (Line Amt): 0
- HCLTV (Drawn Amt): 0
- Waive Escrows: No
- Current Servicer: [Dropdown]
- Months of Reserves: 1
- HomeReady AMI Eligible: [Dropdown]

**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: [Dropdown]
- Property Type: [Dropdown]
- Number of Units: [Dropdown]
- Number of Stories: [Dropdown]

**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 '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
  - Profile Change (indicated by a red arrow)
2. Select Lien: First Lien (dropdown menu)
3. Profile Change (button)

Below this, the 'Borrower Information' section shows fields for Borrower First Name (MARK), Borrower Last Name (DEMPZ), Borrower Home Phone, and Borrower Email. The 'Loan Summary' section displays a table of loan details:

Product	Status	LTV	Lock Expiration
FNMA Conforming 30 Yr Fixed	Locked	80	10/23/2017
Loan Amt	Price/Estimated Value	Appraisal Amount	External Milestone
80000	100000	100000	
Rate	Price	Lock	
3	106.605	30	

**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 'Submit' button highlighted in a red box. The form is filled out with the following information:

- Lien Information:** First Lien Amt: 80000, Second Lien Amt: 0, HELOC Line Amt: 0, HELOC Drawn Amt: 0. Search for First, Search for Second, Search for HELOC.
- Loan Information:** Price/Estimated Value: 100000, Appraisal Amount: 100000, Loan Purpose: Purchase, Cash-Out Amount: 0.00, LTV: 80.00, CLTV: 0, HCLTV (Line Amt): 0, HCLTV (Drawn Amt): 0, Waive Escrows: No.
- Borrower Information:** Borrower First Name: MARK, Borrower Last Name: DEMPZ, FICO: 750, Self Employed: No, DTI Ratio: 34.776, Citizenship: U.S. Citizen, First Time Home Buyer: No, Non-Occupant Coborrower: No.
- Property Information:** Occupancy: Primary Residence, Property Type: Single Family, Number of Units: 1 Unit, 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 a '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 Lock (30). A 'Re-Submit' button is visible. Below the research section is a table of 'Eligible Product' with columns for Rate, Price, Margin, Lock, P&I, Detail, and Compare. The 'ENMA Conforming 30 Yr Fixed' product is highlighted in orange. Below this table is a 'View Pricing for lock period: 30' sub-table with columns for Rate, Price, LockPeriod, P&I, and Select. The row for Rate 4.000 and Price 102.733 is highlighted in orange, and a lock icon is visible in the 'Select' column for this row.

**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.”

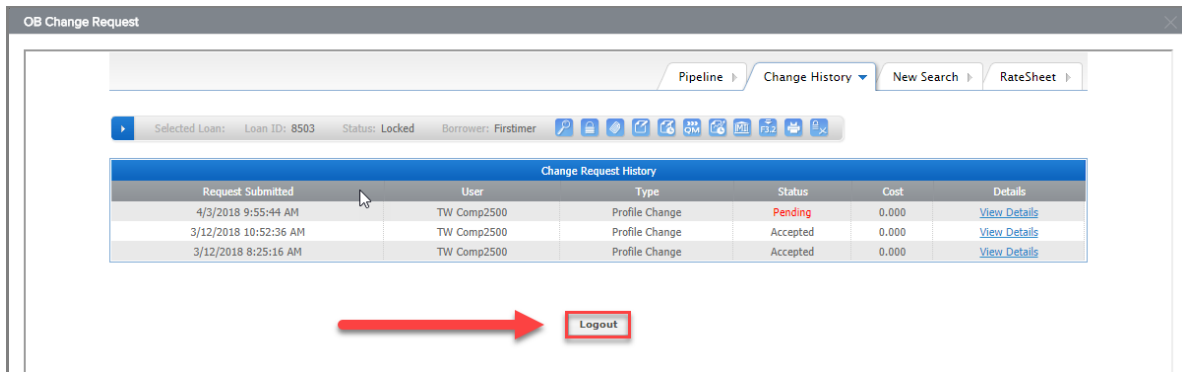
The screenshot shows the 'OB Change Request' interface. At the top, it displays 'Selected Loan: Loan ID: 3929 Status: Locked Borrower: Seamans'. Below this is a 'Submit Change Request' section with a table comparing 'Loan Field', 'Original Value', and 'Change Request Value'. The table shows changes in Search Timestamp, Loan Amt, Loan Amount (Total), LTV, Discount/Rebate (\$/%), P & I Pmt, QM Loan Amount, and Total Fee Credit Dollar Amount. Below the comparison table is a 'First Lien' section with columns for Reason, Points, Rate, and Margin. The 'Total Adjustments' row shows a total of -0.500 points, 0.000 rate, and 0.000 margin. Below the 'First Lien' section is a 'Notes/Advisories' section with two numbered items. At the bottom of the interface is an 'Apply Change' button, which is highlighted with a red box, and a 'Cancel' button.

Loan Field	Original Value	Change Request Value
Search Timestamp	10/03/17 4:56 PM	10/03/17 4:56 PM
Loan Amt	\$150,300	\$150,000
Loan Amount (Total)	150300	150000
LTV	66.8	66.67
Discount/Rebate (\$/%)	-2.733% (-\$4108)	-2.733% (-\$4100)
P & I Pmt	\$718	\$716
QM Loan Amount	150300	150000
Total Fee Credit Dollar Amount	\$4,108	\$4,100

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

**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/getstuffedone>.

**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@townemortgage.com](mailto:Secondary@townemortgage.com)