

Lock and Register Loan

CAFA and SETH Only



This process will register and request the 1st & 2nd mortgage lock

2/14/2024

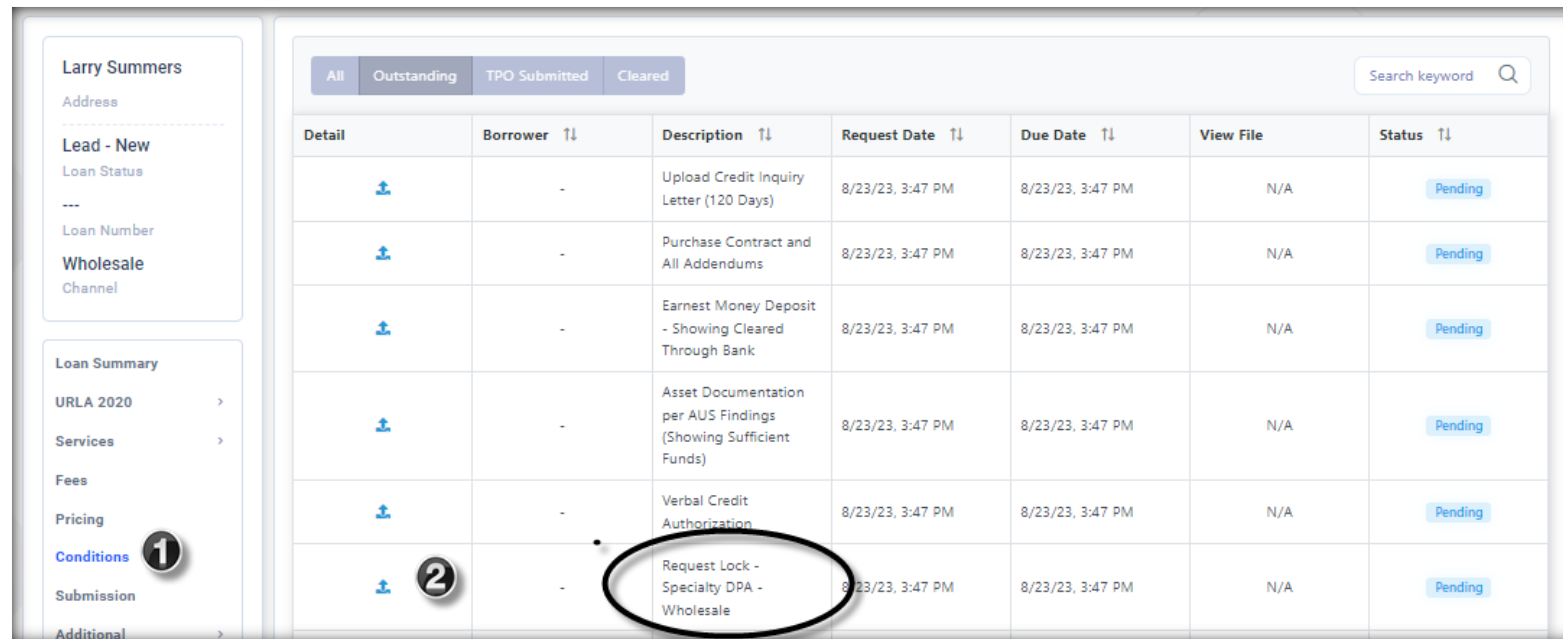
Wholesale Division

Lock Request

SETH and CAFA may be locked upon complete submission

1. Click: “Conditions”
2. Locate “Request Lock – Specialty DPA – Wholesale” and click on the upload button (blue up arrow)

First
Mortgage



The screenshot displays the Land Home Financial Services interface. On the left, a sidebar shows the user's name 'Larry Summers' and a 'Loan Summary' section with links for 'URLA 2020', 'Services', 'Fees', 'Pricing', 'Conditions' (highlighted with a red circle and the number 1), 'Submission', and 'Additional'. The main area features a table of lock requests with tabs for 'All', 'Outstanding', 'TPO Submitted', and 'Cleared'. The table has columns for 'Detail', 'Borrower', 'Description', 'Request Date', 'Due Date', 'View File', and 'Status'. The 'Conditions' link in the sidebar is circled in red with a red circle and the number 1. The 'Request Lock - Specialty DPA - Wholesale' row in the table is circled in red with a red circle and the number 2.

Detail	Borrower	Description	Request Date	Due Date	View File	Status
	-	Upload Credit Inquiry Letter (120 Days)	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending
	-	Purchase Contract and All Addendums	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending
	-	Earnest Money Deposit - Showing Cleared Through Bank	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending
	-	Asset Documentation per AUS Findings (Showing Sufficient Funds)	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending
	-	Verbal Credit Authorization	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending
	-	Request Lock - Specialty DPA - Wholesale	8/23/23, 3:47 PM	8/23/23, 3:47 PM	N/A	Pending

Lock Request

Click on Start Document Generation

Task Information

Show Task History

Generate Document

Start Document Generation

Status

Completed

Borrower

Priority

Normal

Doc Type

Loan Image - Lock Confirmation

Description

Request Lock - Specialty DPA - Wholesale

Notes

To notify a user, simply type @ and select them from the list.

Request Date

10/19/2023 3:03PM

Due Days

0

Due Date

10/19/2023

Snooze

Follow Up

mm/dd/yyyy

Responsible Party

Wholesale, Tom

Notify Party

-- Select One --

Review Required

Condition

Cancel

Save

Lock Request – Government Loan

- Enter DAP term
- Enter percentage of DPA assistance
- Enter second loan amount
- Enter lowest middle credit score
- Slide the toggle button if one Borrower is a 1st time homebuyer
- Click: Finish & Generate

Task Document Generation Template ×

Complete the following:

Enter DAP Term (CAFA = 7-Years OR 10-Years & SETH = 10-Years)

Enter DAP Percentage (i.e., 2%, 5%)

Enter Second Loan Amount

Lowest Middle FICO Score

☐ Mark Yes if Borrower is a 1st Time Homebuyer

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Cancel Finish & Generate Doc

**First
Mortgage**

This will register and lock the First Mortgage based on the 3.4 file uploaded. LHFS will register and lock the Second Mortgage.

Lock Request – Conventional Loan

- Enter percentage of DPA assistance
- Enter second mortgage loan amount
- Enter DPA term
- Enter lowest middle credit score
- Slide the toggle button if one Borrower is a 1st time homebuyer
- Click: Next

Task Document Generation Template

Complete the following:

Enter DAP Percentage (i.e., 2%, 5%)

Enter Second Loan Amount

Enter DAP Term (CAFA = 7-Years OR 10-Years & SETH = 10-Years)

Lowest Middle FICO Score

☐ Mark Yes if Borrower is a 1st Time Homebuyer

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**First
Mortgage**

This will register and lock the First Mortgage based on the 3.4 file uploaded. LHFS will register and lock the Second Mortgage.

Lock Request – Conventional Loan

- Select if the loan will be a Freddie Mac or Fannie Mae loan
- Select the AMI level:
 - Less than or Greater than 80% AMI
- Select Loan Amount:
 - Less than or Greater than \$175,000.00
- Click: Finish Generate Doc

Task Document Generation Template

Select agency, income, and loan amount range:

☒ Mark Yes if this is a Freddie Mac (LPA) loan

☒ Mark Yes if this is a Fannie Mae (DU) loan

☐ Select button if income is LESS THAN OR EQUAL to 80% AMI

☐ Select button if income is GREATER than 80% AMI

☐ Select button if loan amount is LESS THAN OR EQUAL to \$175,000

☐ Select button if loan amount is GREATER than \$175,000

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[Cancel](#)

[Finish & Generate Doc](#)

This will register and lock the First Mortgage based on the 3.4 file uploaded. LHFS will register and lock the Second Mortgage.

**First
Mortgage**

Lock Confirmation



- User will receive a lock confirmation no later than 24 hours
- Registration and Lock must be completed by 5:00pm pacific to guarantee rate



LOCK CONFIRMATION

Loan Broker:	Sample	Loan Number:	487447
Borrower Name:	Sample	Fax#	
Property Address:	Sample	Product Code:	GF30TRIOLINK3.5-000
City, State, ZIP:	Sample	Borr FICOS:	/ /
Loan Amount:	\$250,381.00	CoBorr FICOS:	/ /
Occupancy:	Investment	Sales Price/Appr.Value:	\$255,000.00
Property Type:	Single Family Dwelling	Cash Out Amount:	\$0.00
LTV/CLTV/HCLTV	96.50% / 96.50% / 96.50%	Documentation:	Full
Loan Purpose:	Purchase	Lien Position:	1st Lien
Date Locked:	8/9/2023	Total Debt Ratio:	0.00
Rate:	7.000% Margin:	Caps:	
Prepay:	None	Index Name:	
Tax Impounds:	Y	Lock Expiration:	9/8/2023
Hazard Impounds:	Y	Net Buy Price:	99.250
Interest Only:	N/A	Base Price:	0.750

**First
Mortgage**

First Mortgage has been created, registered, and lock requested

Locate Lock Confirmation in DASH

1. Click on: “Additional”
2. Click on: “Loan Docs”
3. Click on: Down arrow next to “Lock Confirmation”

DPA DEMO

Wheat Ridge
3170 N Harlan St
Address

File Created
Loan Status

Loan Number
Correspondent
Channel

Loan Summary

URLA 2020 >

Services >

Fees

Pricing

Conditions

Submission

Additional 1 v

☐ Change of Circumstance

☐ Escalation History

☐ **Loan Docs 2**

☐ Internal Contacts

☐ Key Dates

☐ Loan Activity

Loan Image - Lock Confirmation

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Questions

Thank you!



For additional questions, please contact
your Account Executive.

2/14/2024

Wholesale Division