

# Lock and Register Loan

## SETH MyHome Plus

*Land Home*  
FINANCIAL SERVICES, INC.  
TPO Mortgage Solutions<sup>SM</sup>  
Wholesale • Correspondent

This process will register and request the 1<sup>st</sup> mortgage lock

8/20/2024

Wholesale Division

# Lock Request

1. Click: “Conditions”
2. Locate “Request Lock – Specialty DPA – Wholesale” and Click Start

The screenshot displays the 'Conditions' section of a software interface. On the left, a sidebar menu lists various categories: Loan Summary, URLA 2020, Services (Credit, VOI/VOE, VOA, AUS, Disclosures, Appraisal), Fees, Pricing, Conditions (highlighted with a circled '1'), Submission, and Additional. The main content area shows a table with columns for 'Actions' and 'Description'. The table lists several conditions, each with a 'Start' button. The last row, 'Request Lock - Specialty DPA - Wholesale', has its 'Start' button circled with a '2'.

Actions	Description
	Credit Inquiry Letter (120 Days)
	Purchase Contract and All Addendums
	Earnest Money Deposit - Showing Cleared Through Bank
	Preliminary Title Report
	Hazard Insurance
Start	Verbal Credit Authorization
<b>2</b>	Request Lock - Specialty DPA - Wholesale

You will only need to register and lock the first mortgage. Land Home will create and lock the second DPA loan based on information from the first mortgage.

# Register Loan

1. Enter Rate Requested
2. Enter percentage of DPA Assistance
3. Enter Second Mortgage Loan Amount
4. Enter Lowest Middle Credit Score
5. If any borrowers are a first-time home buyer click
6. Click Next

Task Document Generation Template

Complete the following:

1 Enter Rate Requested

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

3 Enter Second Loan Amount

4 Enter Lowest Middle FICO Score (SETH Minimum 620)

5  Mark Yes if Borrower is a 1st Time Homebuyer

6

< Back 2 / 3 Next > Cancel

# Register Loan

Task Document Generation Template ✕

1. Select applicable Income AMI amount
2. Select applicable loan amount
3. Click Finish & Generate Doc

**\*\*FOR CONVENTIONAL LOANS ONLY\*\* SELECT INCOME AND LOAN AMOUNT / INCOME RANGE (SKIP IF NOT APPLICABLE):**

**1**

Mark Yes if income less than or equal to 80% AMI

Mark Yes if Income is greater than 80% AMI

**2**

Mark Yes if Loan Amount less than or equal to \$175,000

Mark Yes if Loan Amount is greater than \$175,000

**3**

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Cancel

[Finish & Generate Doc](#)

# 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 has been created registered and lock requested

# 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

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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 **3** v

# Questions

Thank you!

For additional questions, please contact your Account Executive.



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