

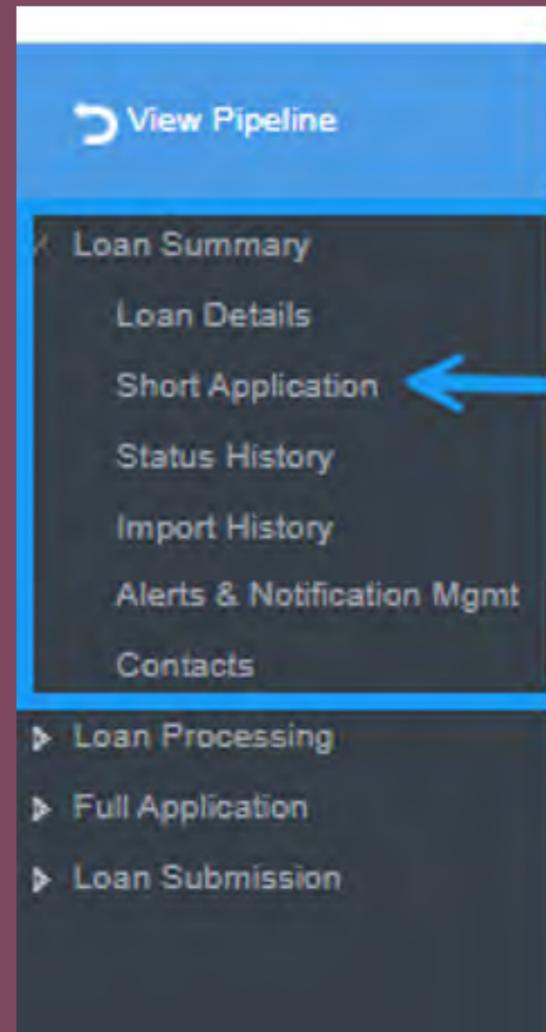


a Mortgage Boutique is a division of first community mortgage

# how to Lock A Loan

# Loan Summary

- For files registered and floating please double check that loan terms and compensation are registered correctly.
- To review file start with Loan Summary on left side of screen and select Short application.



A screenshot of a loan configuration form. The form is divided into three main sections, each with a blue border. The first section, 'Loan Interest Rate', includes fields for 'Lock Days' (set to 'Floating'), 'Interest Rate' (6.625%), 'Qualifying Rate' (6.625%), and 'ARM Margin' (0.000%). A blue arrow points to the 'Interest Rate' field. The second section, 'Other Loan Details', includes 'Escrow Waivers' (checkboxes for 'Taxes' and 'Insurance'), 'Apply Fee Buy Out' (radio buttons for 'Yes' and 'No'), 'Closing in Entity Name' (a dropdown menu), and 'Mortgage Credit Certificate' (radio buttons for 'Yes' and 'No', with a 'Mortgage Credit Certificate' button). A blue arrow points to the 'Insurance' checkbox. The third section, 'Partner Compensation', includes 'Lender Paid Compensation' (radio buttons for 'Yes' and 'No'), 'Borrower Paid Compensation' (a text box containing '\$2,000.00'), and 'BPC Paid as a Percentage' (checkbox and a text box containing '0.000%').

# Lock Loan File

- Enter file and select Loan Processing on left side of screen. Next select Lock Management and then click the Price option.

The screenshot displays a web application interface for loan management. On the left is a dark navigation sidebar with a blue header containing a circular arrow icon and the text "View Pipeline". Below this, the sidebar lists several menu items: "Loan Summary", "Loan Processing" (highlighted with a blue box and a blue arrow pointing to it), "Lock Management" (with a blue arrow pointing to it), "Fees & Closing Costs", "Upload / View Documents", "Loan File Update", "Automated Underwriting", "Full Application", and "Loan Submission".

The main content area at the top right shows the address "Florham Park, NJ 07932" and "Approved For: CONW". Below this, there are several data fields: "Lender Loan Number: 4600000216", "Lock Expiration:", "Loan Status: Registered", "Borrower Name: Customer", "Subject Property: 10655 Burbank, Burbank, CA", and "LTV/CLTV: 88.24% /".

Below the data fields is a section titled "Loan Lock History" with two tabs: "Lock Management" (selected) and "Rate Lock Activity History". Under the "Lock Management" tab, there are fields for "Lock Status: Not Locked", "Lock Expires:", "Locked Rate: 4.250%", and "Points:". Below these fields is a section titled "Lock Price History" with a sub-section for "REQUEST TYPE".

At the bottom of the interface, there are four buttons: "Price" (highlighted with a blue arrow pointing to it), "Extend Lock", "Print Lock Confirmation", and "Lock History".

# Lock Period

- IN the upper Left side box adjust your lock period and click select rates

Product: FNMA 30yr Fixed Max 300k

Lock Period: 30 Day Rate Lock

Lock Date/Time: 12/05/2024 6:53:24 PM Expiration Date:

Price Determined:

Proposed Pricing

DESCRIPTION	RATE	ORIG.PTS	DISC.PTS	MARGIN
No pricing items to display				

Select Rate

# Price

- Click the desired Price in blue that correlates to the rate and click save at bottom of page

Select Pricing

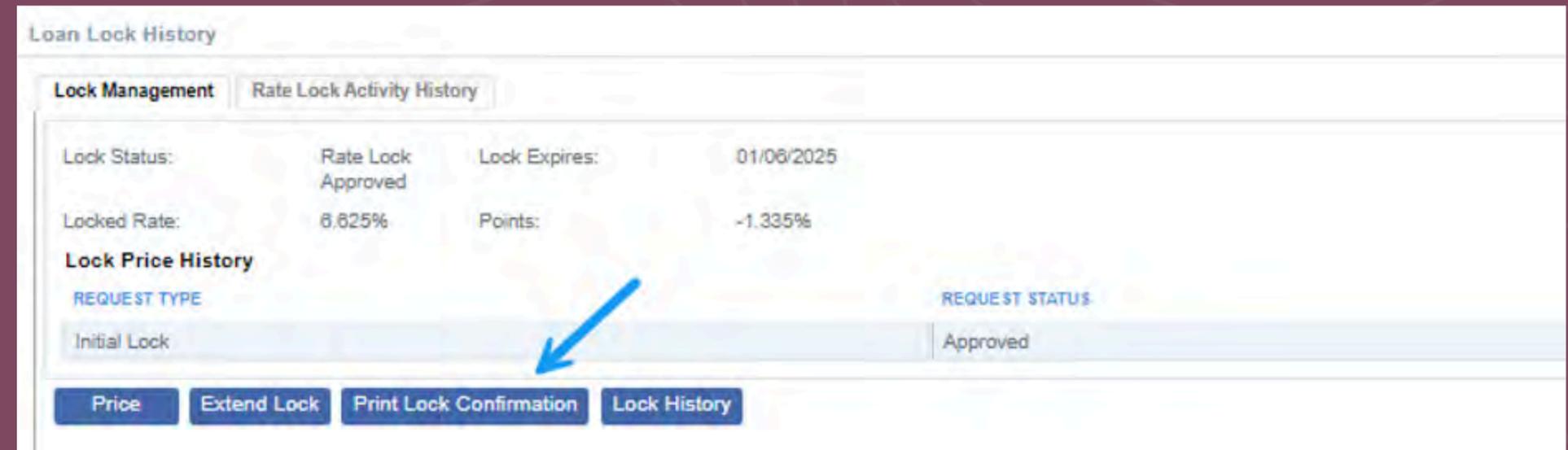
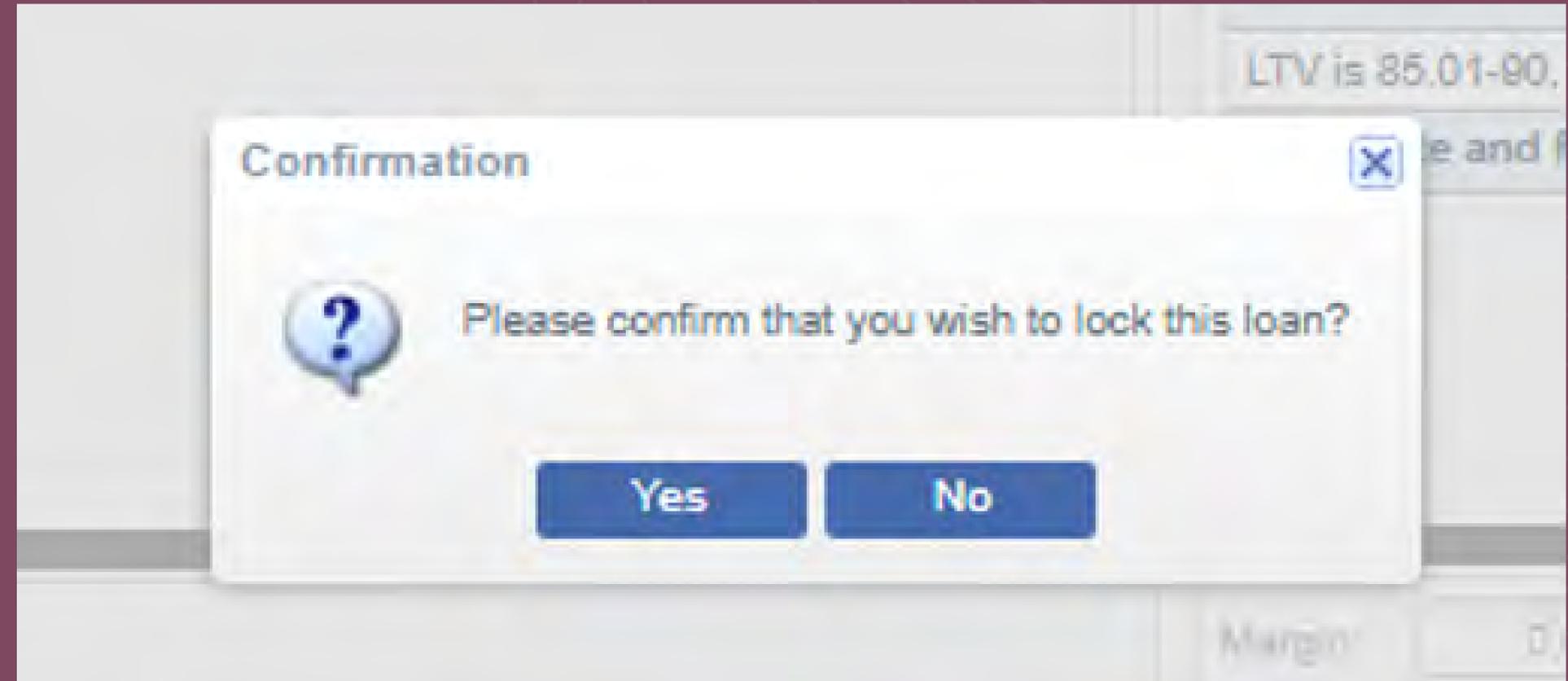
Rate Sheet Date/Time:      Rate Sheet ID:      Optimal Blue Product Id 81152657      Rate Sheet #: 0      Price Status: Available

RATE	P & I PAYMENT	15 DAY PRICE	30 DAY PRICE	45 DAY PRICE	60 DAY PRICE	90 DAY PRICE
6.000%	\$1,798.65	99.174%	<a href="#">99.132%</a>	99.078%	99.023%	98.648%
6.125%	\$1,822.83	99.712%	<a href="#">99.670%</a>	99.615%	99.561%	99.188%
6.240%	\$1,845.20	99.846%	<a href="#">99.790%</a>	99.710%	99.649%	99.274%
6.250%	\$1,847.15	99.909%	<a href="#">99.852%</a>	99.782%	99.712%	99.337%
6.375%	\$1,871.81	100.444%	<a href="#">100.387%</a>	100.317%	100.247%	99.872%
6.490%	\$1,894.23	100.869%	<a href="#">100.812%</a>	100.742%	100.672%	100.297%
6.500%	\$1,896.20	100.931%	<a href="#">100.875%</a>	100.804%	100.734%	100.359%
6.625%	\$1,920.93	101.391%	<a href="#">101.335%</a>	101.264%	101.194%	100.819%
6.750%	\$1,945.79	101.447%	<a href="#">101.385%</a>	101.315%	101.245%	100.870%
6.875%	\$1,970.79	101.902%	<a href="#">101.840%</a>	101.770%	101.700%	101.325%
6.990%	\$1,993.89	102.269%	<a href="#">102.208%</a>	102.138%	102.067%	101.692%
7.000%	\$1,995.91	102.332%	<a href="#">102.270%</a>	102.200%	102.130%	101.755%
7.125%	\$2,021.16	102.752%	<a href="#">102.690%</a>	102.620%	102.550%	102.175%
7.375%	\$2,072.03	103.072%	<a href="#">103.020%</a>	102.949%	102.879%	102.504%
7.490%	\$2,095.59	103.410%	<a href="#">103.358%</a>	103.288%	103.218%	102.843%
7.500%	\$2,097.84	103.473%	<a href="#">103.421%</a>	103.351%	103.281%	102.906%

CANCEL

# Lock

- After you click save, a box will appear asking if you would like to lock select YES or NO to lock or float
- From the Lock management screen, you can print your lock confirmation



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