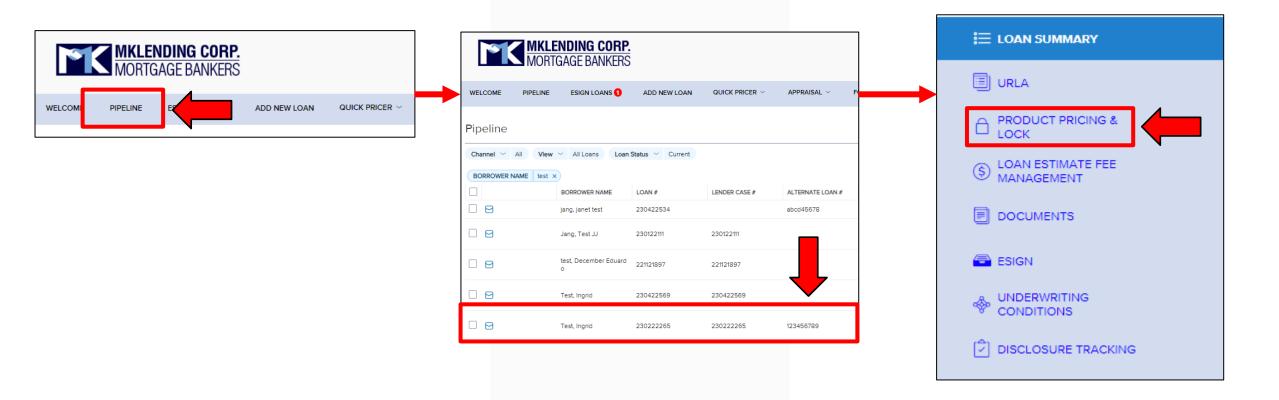


### Lock Request Manual & Lock Policy

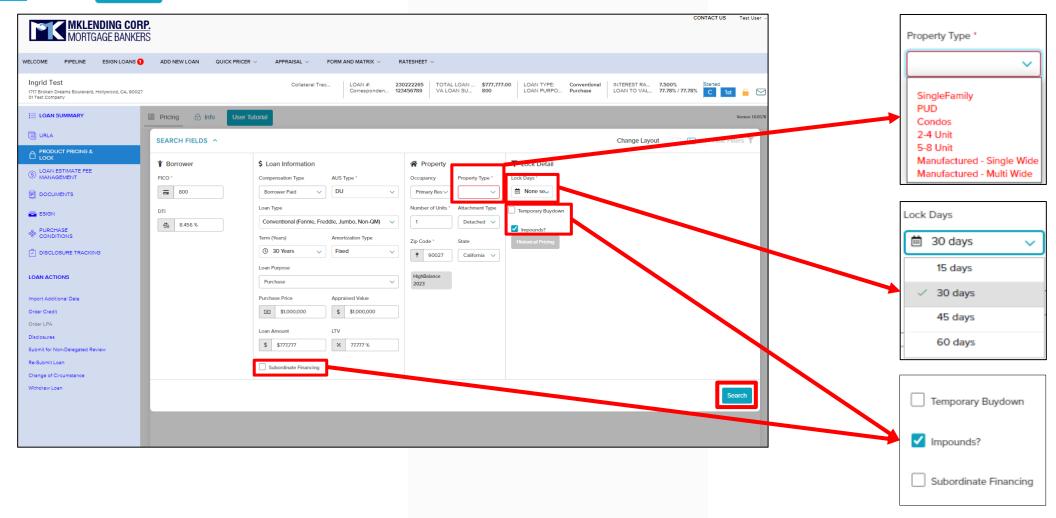


## Lock Request Manual

- 1. Click PIPELINE
- 2. Select the Loan
- 3. Click PRODUCT PRICING & LOCK

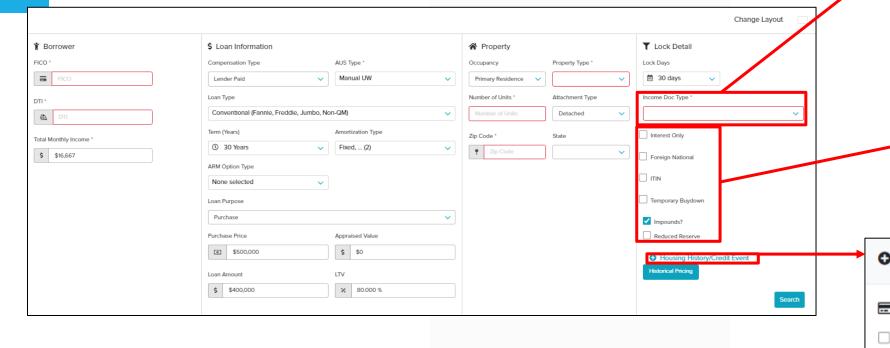


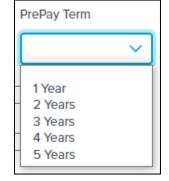
- 4. Double check the loan details (If change is needed, please send COC form to Lock Desk)
- 5. Select Property Type & Lock Days (Click any applicable check box)
- 6. Click Search





- Income Doc Type (Required)
- DSCR Ratio (Required if Income Doc Type is DSCR)
- Prepay Penalty Term (Optional if occupancy is investment)
   Interest Only / Foreign National / ITIN / Reduced Reserve (If applicable)
- EZ Loan Only & Housing History/Credit Event (If applicable)

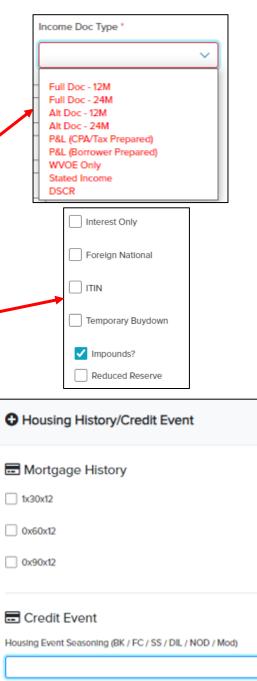




#### Prepayment option is available for:

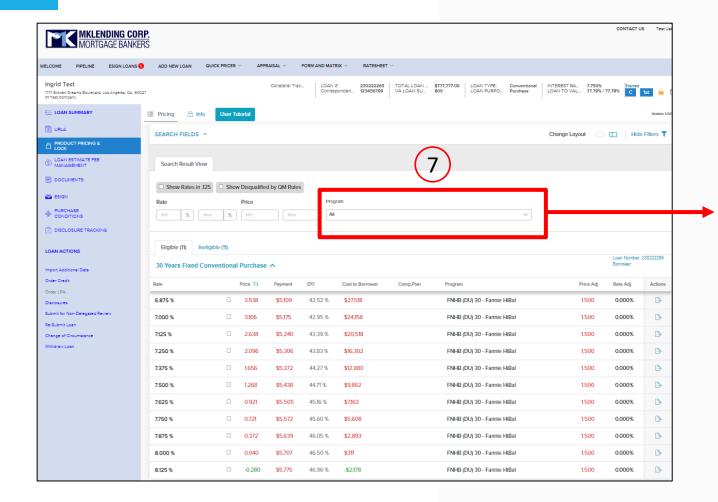
- 1Yr Prime / 1Yr Credit
- Alt Prime / Alt Credit
- PL Prime / PL Credit
- PL Plus / VOE Plus
- DSCR / DSCR Plus / DSCR Multi

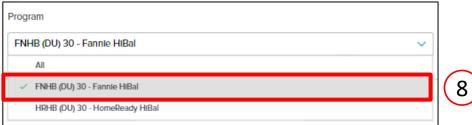
Keep it blank for No PrePay



### 7. Filter your loan program

8. your program (or approved program) only

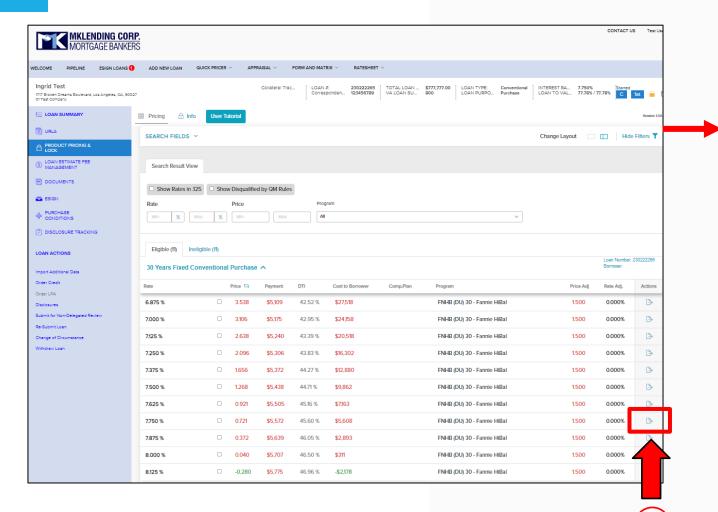


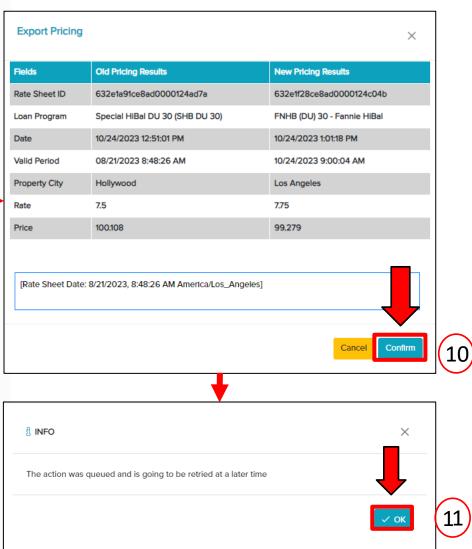


### 9. Click Export Pricing button)

#### 10. Click Confirm

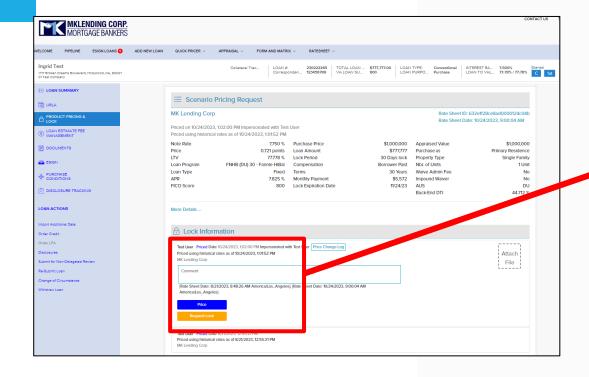
#### **1**1. Click **OK**

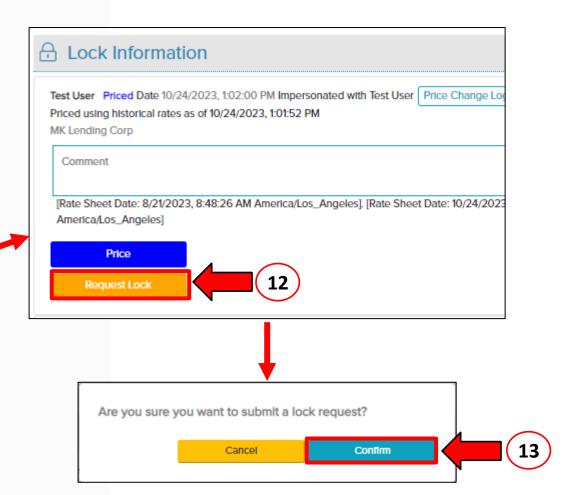




### 12. Click Request Lock

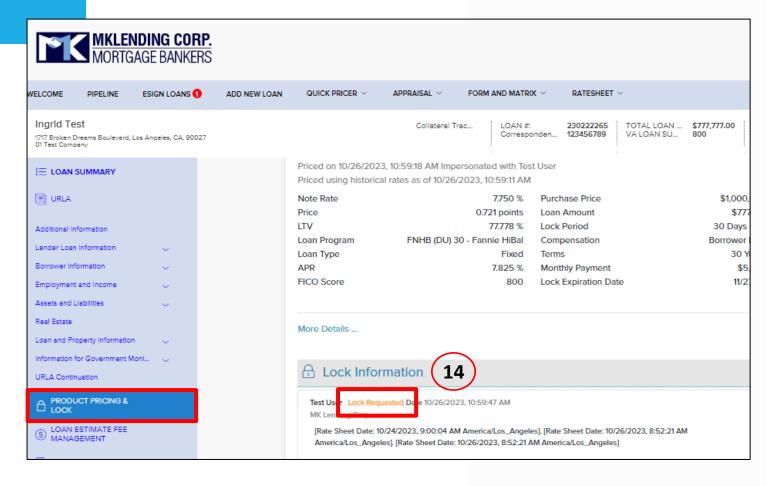
#### 13. Click Confirm

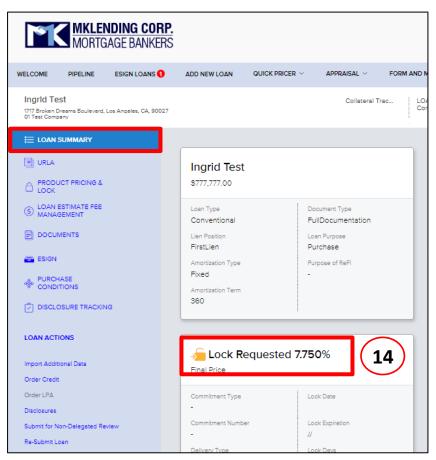




### 14. If lock request is completed, you will see "Lock Requested" as below.

\*If you do not see "Lock Requested", please contact locks@mklending.com.





Lock Desk member will be in contact shortly to confirm the lock.

## Appendix

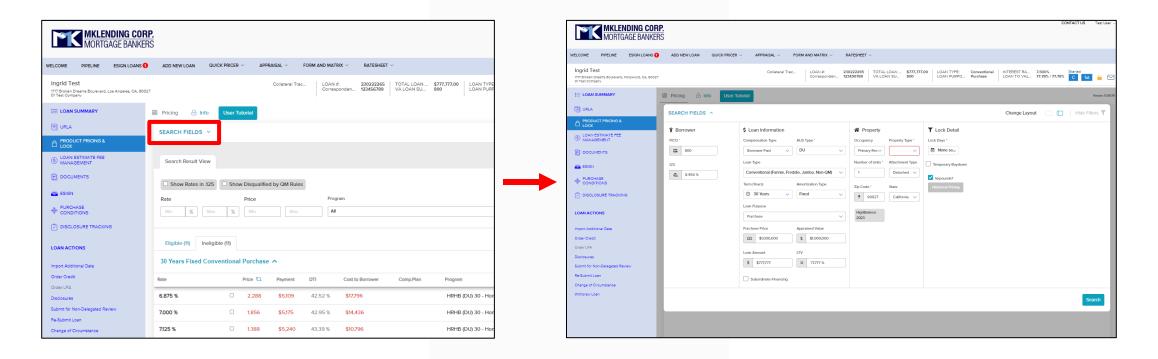
- Appendix 1: Going Back to Search Fields
- Appendix 2: Changing the Layout
- Appendix 3: Borrower Paid Comp vs Lender Paid Comp
- Appendix 4: How to see Price Adjustments
- Appendix 5: Checking Lock Detail
- Appendix 6: Downloading Lock Confirmation
- Appendix 7: Ineligible (Disqualified)

### **Appendix 1: Going back to Search Fields**

\* Click

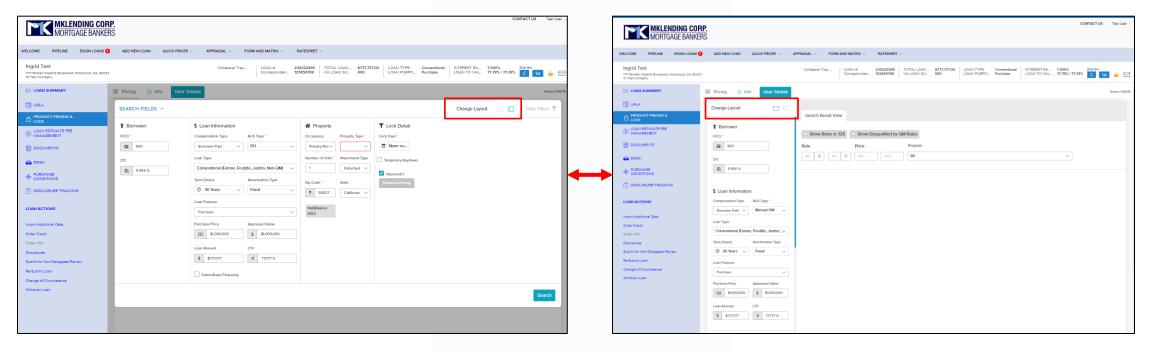
SEARCH FIELDS Y

### if you want to go back to the Search Fields



### **Appendix 2: Changing the Layout**

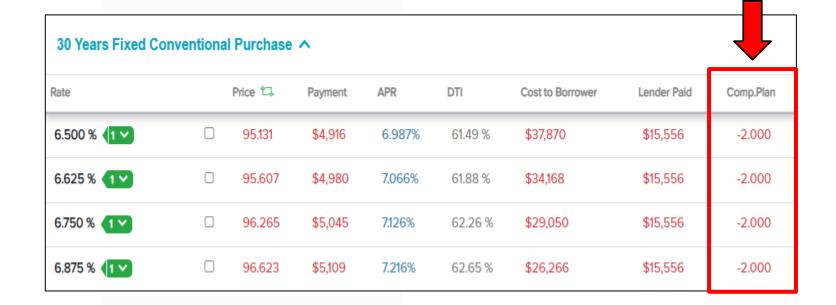
\* Click Change Layout 
if you like to change the Layout



### **Appendix 3: Borrower Paid Comp vs Lender Paid Comp**

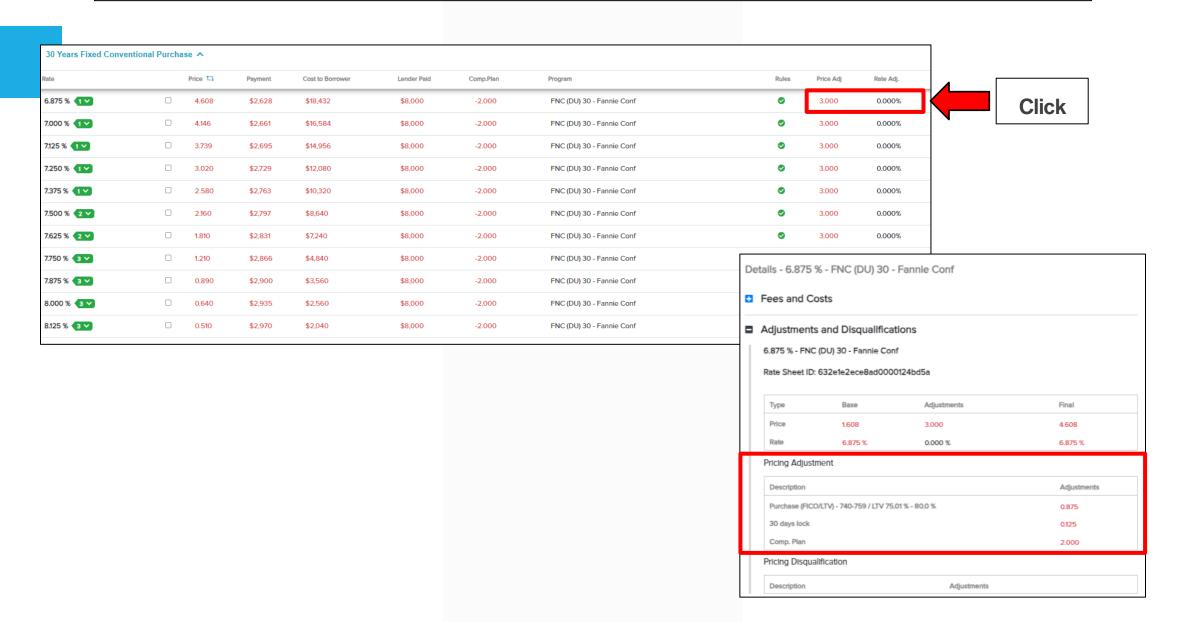


30 Years Fixed Conventional Purchase ^								
Rate		Price 🗀	Payment	APR	DTI	Cost to Borrower	Borrower Paic	Comp.Pla
6.500 %		97.131	\$4,916	6.782%	41.23 %	\$22,314	\$22,314	
6.625 %		97.607	\$4,980	6.861%	41.66 %	\$18,612	\$18,612	
6.750 %		98.265	\$5,045	6.922%	42.09 %	\$13,494	\$13,494	
6.875 %		98.623	\$5,109	7.012%	42.52 %	\$10,710	\$10,710	



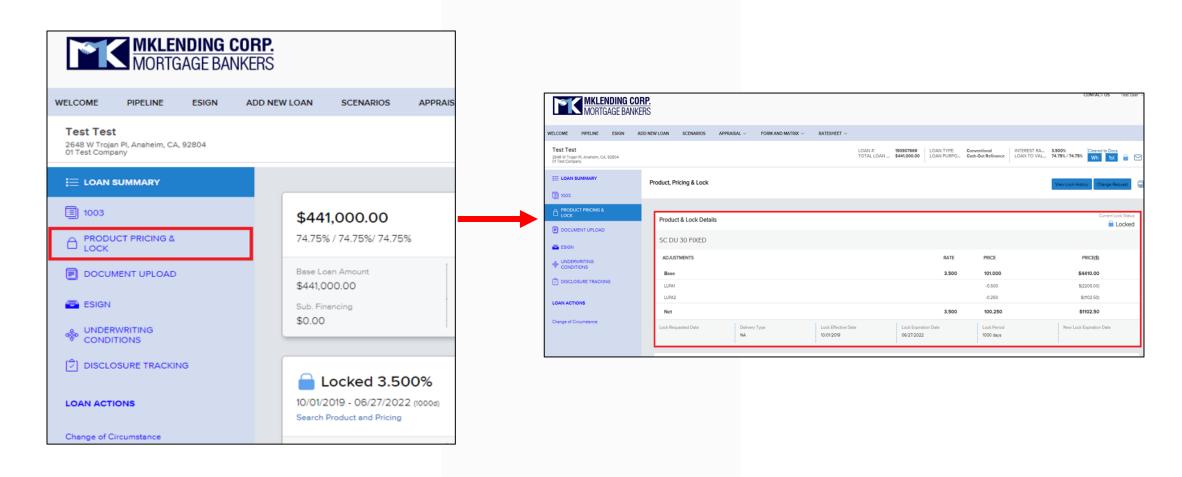
Lender Paid Comp

### **Appendix 4: How to see Price/Rate Adjustment**



### **Appendix 5: Checking Lock Detail**

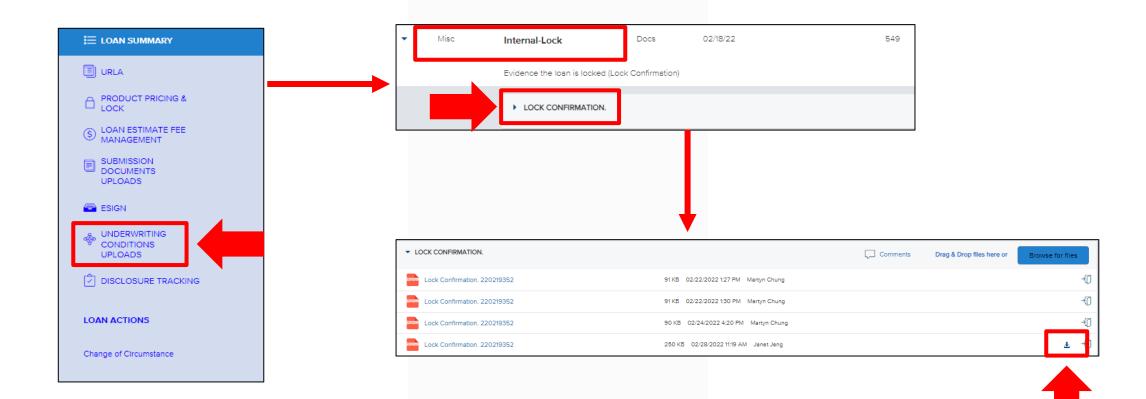
- 1. Click PRODUCT PRICING & LOCK
- 2. See Pricing and Adjustment Detail



### **Appendix 6: Downloading Lock Confirmation**

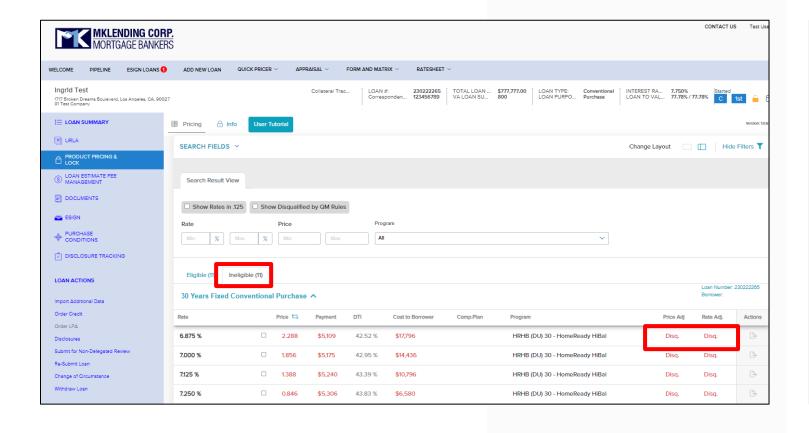
If you haven't received a lock confirmation, you can download it in the TPO Portal

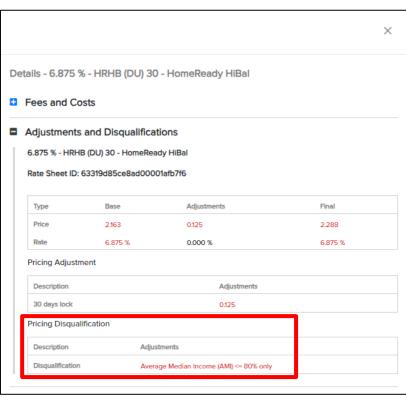
- 1. To download the latest lock confirmation, click *Underwriting Conditions Uploads*
- 2. Click Lock Confirmation in the Misc: Internal-Lock
- 3. Click the download button



### **Appendix 7: Ineligible (Disqualified)**

If your loan program shows up in the Ineligible, please click Disq. to see the reason. Fix the issue and re-run search.







Lock Policy

### Rate Sheet Policy:

Rate sheet is published daily. Rate sheet is available at MK Lending website, <a href="www.mklending.com">www.mklending.com</a>. Intra- Day price changes may occur at any time without any notice based on market fluctuation.

#### Lock Hours:

Loans may be locked Monday through Friday 9AM to 2PM PST. Holiday hours may vary and will be announced.

#### Lock Period:

15-, 30-, 45-, and 60-day lock available based on the loan program. Please refer to the rate sheet for the lock period available for each program.

#### Lock Procedure:

Lock must be requested on-line using the pricing engine. Broker/Lender must request the lock with the correct loan program. MK Lending Corp. is not responsible for broker/lender choosing the wrong program and program/pricing will be revised accordingly.

- Manual Lock Request may be sent to lockdesk (locks@mklending.com) prior to lock cutoff time if:
- 1) system is down,
- 2) system has an error, &
- 3) rate is from off rate sheet

Please see below for the minimum milestone required to request lock. Lock request prior to the minimum milestone will be denied.

Program	Milestone Required to Lock
Agency, FHA, Traditional Jumbo, PL/Alt/1Yr (Prime/Credit), PL/VOE/DSCR Plus, HELOAN DSCR, & DSCR Multi	Started (Pre-lock is allowed if complete submission package is uploaded by 4PM Pacific Time or pre-lock will be cancelled)
Express Jumbo, VA, EZ, MK EZ, SNQ EZ, SI, MK SI, CRA EZ, & MK CRA EZ	Approved w. Condition
ITIN	Clear to Doc

### Lock Extension Policy:

- 1) Extension Cost is 0.03% cost for 1 calendar day (including weekend).
- 2) Maximum 15 day allowed per lock extension.
- 3) Lock Extension is available up to two times.
- 4) Lock Extension is not allowed on expired loans or re-locked loans.
- 5) Lock Extension may not be available or may require minimum 7-day lock extension for Non-QM products with remarks on the rate sheet.
- 6) Locks expiring on the weekend or holiday will roll to the next business day.

### Re-lock Policy:

Program	Re-lock Policy
Agency, FHA, VA, Jumbo, Easy Doc (EZ), Stated Income (SI), & HELOAN	<ol> <li>Within 30 days after lock expiration date, re-lock case will be applied with Worst-Case Pricing and 0.25% Re-lock fee upon request.</li> <li>After 30 days from the expiration date, New Lock will be allowed with the current market pricing.</li> <li>Re-lock is only available after the lock expiration date.</li> <li>Current pricing adjustments and product guidelines from rate sheet and matrix will be applied.</li> <li>Re-lock is allowed only one time and no lock extension will be allowed.</li> <li>Re-lock request must be made prior to lock cutoff 2PM PST.</li> <li>Re-lock term will stay same as original lock term (Jumbo/HELOAN: 15 day relock only)</li> </ol>
PL/VOE/DSCR Plus, PL/Alt/1Yr (Prime/Credit), & DSCR/DSCR Multi	<ol> <li>Within 45 days after lock expiration date, re-lock case will be applied with Worst-Case Pricing and 0.25% Re-lock fee upon request.</li> <li>After 45 days from the expiration date, New Lock will be allowed with the current market pricing.</li> <li>Re-lock is only available after the lock expiration date.</li> <li>Current pricing adjustments and product guidelines from rate sheet and matrix will be applied.</li> <li>Re-lock is allowed only one time and no lock extension will be allowed.</li> <li>Re-lock request must be made prior to lock cutoff 2PM PST.</li> <li>Re-lock term will be 15 days</li> </ol>
ITIN	Not Allowed

#### Program Change:

Changing program as below will be subject to worst-case pricing.

- 1) Changing from Agency to FHA (vice versa)
- 2) Changing from Agency to Jumbo (vice versa)
- 3) Changing from FHA to Jumbo (vice versa)
- 4) Changing terms from 30/20 to 15/10 (vice versa)
- 5) Changing from QM to Non-QM (vice versa) will require a new lock.
- 6) Changing into another Jumbo or another Non-QM

#### Lock Cancellation:

Lock cancellation requests must be made by 3PM PST on the initial locked date. Lock cancellation requests cannot be made from a day after the initial locked date.

### Purchase Conditions (Non-Delegated Correspondents Only):

- 1) Collateral package to be delivered on or before lock expiration date.
- 2) Purchase conditions to be cleared within 4 calendar days or by lock expiration date, whichever is later.
- 3) 2 BPS per day will be charge if the purchase conditions are not cleared within the aforementioned time limits.

#### Rate Negotiation

Eligibility (must satisfy all four conditions):

- 1) Agency, FHA, and Jumbo only (NonQM not allowed)
- 2) Loans before CTC (clear to close)
- 3) New date pricing (B) has to be greater than original date pricing (A) at least by 0.25
- 4) New date pricing (B) has to be greater than original date pricing (C) at least by 0.50
- If its eligible,
- 1) It will be re-negotiated with lower rate than the original locked rate (Same rate not allowed)
- Current base price will be applied
- 3) Renegotiation fee of 0.5% will be applied
- 4) For Jumbo program, final price cannot improve.
- 5) Renegotiation is only allowed once.
- 6) Rate Lock Extension is not allowed once rate has been renegotiated