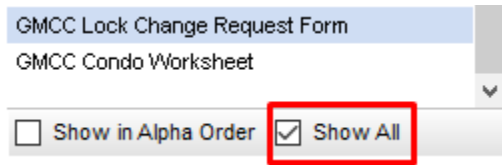


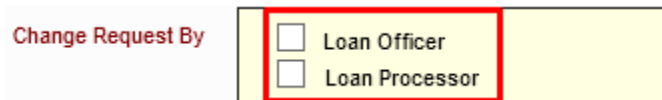
Change Request Instruction

1. Select the **GMCC Lock Change Request Form** from the Forms Tab. If you cannot find form, select the view all checkbox.



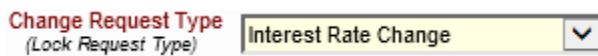
A screenshot of a software interface showing a list of forms. The first form is highlighted in blue and is labeled "GMCC Lock Change Request Form". Below it is "GMCC Condo Worksheet". At the bottom of the list, there are two checkboxes: "Show in Alpha Order" (unchecked) and "Show All" (checked). The "Show All" checkbox is highlighted with a red rectangle.

2. Select the box that describes who the request was submitted by.




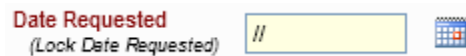
A screenshot of a software interface showing the "Change Request By" section. It contains two checkboxes: "Loan Officer" and "Loan Processor". Both checkboxes are unchecked. The entire section is highlighted with a red rectangle.

3. Select the **Change Request Type** and specify the reason for change.



A screenshot of a software interface showing the "Change Request Type" section. It includes a dropdown menu with "Interest Rate Change" selected. Below the dropdown is the text "(Lock Request Type)".

4. Fill out the current date or select the date from the calendar  in the **Date Requested** field as of requesting the change.



A screenshot of a software interface showing the "Date Requested" section. It includes a text input field with " //" and a calendar icon to its right. Below the input field is the text "(Lock Date Requested)".

5. Include any comments or changes that are not on the form in the **Lock Request Comments**.


Lock Request Comments (Lock Request Comments)

- Input all changes needed in the right most column under **Enter New Value for Lock Request Change** Request Change.

Subject Property Information (Read Only)	Enter New Value for Lock Request Change
Loan Program: Super Conforming Fixed 30	Loan Program: <input type="text"/>
Credit Score: 713	Credit Score: <input type="text"/>
Appraisal Value: 1,300,000	Appraisal Value: <input type="text"/>
Purchase Price: 1,300,000.00	Purchase Price: <input type="text"/>
Property Will Be: Primary	Property Will Be: <input type="text"/>
PropertyType: Detached	PropertyType: <input type="text"/>
No Units: 1	No Units: <input type="text"/>

Transaction Details (Read Only)	Enter New Transaction Details
Purpose of Loan: Purchase	Purpose of Loan: <input type="text"/>
Loan Amount: 765,600.00	Loan Amount: <input type="text"/>
Interest Rate: 2.625	Interest Rate: <input type="text"/>
<input checked="" type="checkbox"/> Fixed Rate	<input type="checkbox"/> Fixed Rate
<input type="checkbox"/> ARM	<input type="checkbox"/> ARM
Terms(mths): 360	Terms(mths): <input type="text"/>
LTV: 58.892	LTV: <input type="text"/>
CLTV: 58.892	CLTV: <input type="text"/>
Lock Price: 58.892	Lock Price: <input type="text"/>
Impounds Waived: Not Waived	Impounds Waived: <input type="text"/>
Impound Types: <input type="text"/>	Impound Types: <input type="text"/>

- Check to see if all fields are correct.

8. Save the file by clicking the save button  on the top right.
9. For the second, third or more request, check the box that states re-open lock change request found on the top of the page.

Re-open lock change request
if your request has been completed