How to lock a loan

1 Navigate to the loan you wish to lock. If you're already in the loan, skip to step number 2.

Loan Search Period:	Status Group:	Last Name:	Loan Number:	Loan Pur
6 Months	All			

LOAN NUMBER	BORROWER	OCCUPANCY	LOAN PURPOSE	PRODUCT	PROGRAM
7700000002	America, Andy	Primary Residence	Other	Closed End 15 Year Fixed Rate	
7700000004	America, Andy F.	Primary Residence	Other	Closed End 15 Year Fixed Rate	
7700000008	America, Andy R.	Primary Residence	Other	Closed End 25 Year Fixed Rate	
7700000019	America, Andy	Primary Residence	Other	HELOC3010	
7700000020	America, Andy F.	Primary Residence	Other	HELOAN Piggyback 20 Yr Fixed	
7700000021	America, Andy	Primary Residence	Other	HELOC3010	
7700000022	America, Andy	Primary Residence	Other	HELOC3010	
7700000030	America, Andy	Primary Residence	Other	Closed End 15 Year Fixed Rate	
8000000018	America, Andy F.	Primary Residence	Other	Closed End 15 Year Fixed Rate	

2   Click on "Lock Management"

3   Click on "Price".

![Spring EQ correspondent logo]

4   Click on the arrow next to the "Lock Period" field, and select the lock days.

25 Year Fixed Rate	Loan Amount:	$415,000.00
	Program:	
sidence	Ratios:	22.74% / 22.74%

ated   ○ Firm

Product:	Closed End 25 Year Fixed Rate
Lock Period:	▾
Lock Date/Time:			Expiration Date:
Price Determined:		

cing History   **Proposed Pricing**   Select R

| MARGIN | DESCRIPTION | RATE | ORIG.PTS | DISC.PTS | MARG |

No pricing items to display

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5   Select the number of days you want to lock the loan for.

| .375% | Program. | |
| imary Residence | Ratios: | 22.74% / 22.74% |

○ Estimated   ○ Firm

Product:	Closed End 25 Year Fixed Rate
Lock Period:	▾
Lock Date/Time:	30 Day Rate Lock	Expiration Date:
Price Determined:	**45 Day Rate Lock**
	60 Day Rate Lock

g   **Pricing History**   **Proposed Pricing**

| MARGIN | DESCRIPTION | RATE | ORIG.PTS | DISC.PTS |

No pricing items to display

6 After you select the lock period, click on "Select Rate".

Product:	Closed End 25 Year Fixed Rate			
Lock Period:	45 Day Rate Lock			
Lock Date/Time:	2/15/2024	5:20:07 PM	Expiration Date:	
Price Determined:				

Proposed Pricing   Select Rate

DESCRIPTION	RATE	ORIG.PTS	DISC.PTS	MARGIN

No pricing items to display

Margin: 0.000% Index: 0.000% Lifetime Rate Cap: 0.000%

7 Click on the rate you are choosing by clicking on the BLUE numbers under the lock days you selected. Only the lock day you selected prior to this screen will be available for selection. If you wish to choose a different lock period, click the blue "Cancel" button at the right had bottom corner of the screen. The repeat the steps starting at Step 4.

Select Pricing

Rate Sheet Date/Time:		Rate Sheet ID:	Optimal Blue Product Id 73766761	Rate Sheet #:	0	Price Status:	Available

RATE	P & I PAYMENT	30 DAY PRICE	45 DAY PRICE	60 DAY PRICE
9.625%	$2,124.97	102.500%	101.875%	101.875%
9.675%	$2,134.13	102.500%	102.000%	102.000%
9.725%	$2,143.30	102.500%	102.125%	102.125%
9.775%	$2,152.48	102.500%	102.250%	102.250%
9.825%	$2,161.67	102.500%	102.375%	102.375%
9.875%	$2,170.87	102.500%	102.500%	102.500%
9.925%	$2,180.09	102.500%	102.500%	102.500%
9.975%	$2,189.31	102.500%	102.500%	102.500%
10.025%	$2,198.55	102.500%	102.500%	102.500%
10.075%	$2,207.80	102.500%	102.500%	102.500%
10.125%	$2,217.06	102.500%	102.500%	102.500%
10.175%	$2,226.33	102.500%	102.500%	102.500%
10.225%	$2,235.61	102.500%	102.500%	102.500%
10.275%	$2,244.90	102.500%	102.500%	102.500%
10.325%	$2,254.20	102.500%	102.500%	102.500%
10.375%	$2,263.52	102.500%	102.500%	102.500%

CANCEL

8 Then click on "Save".
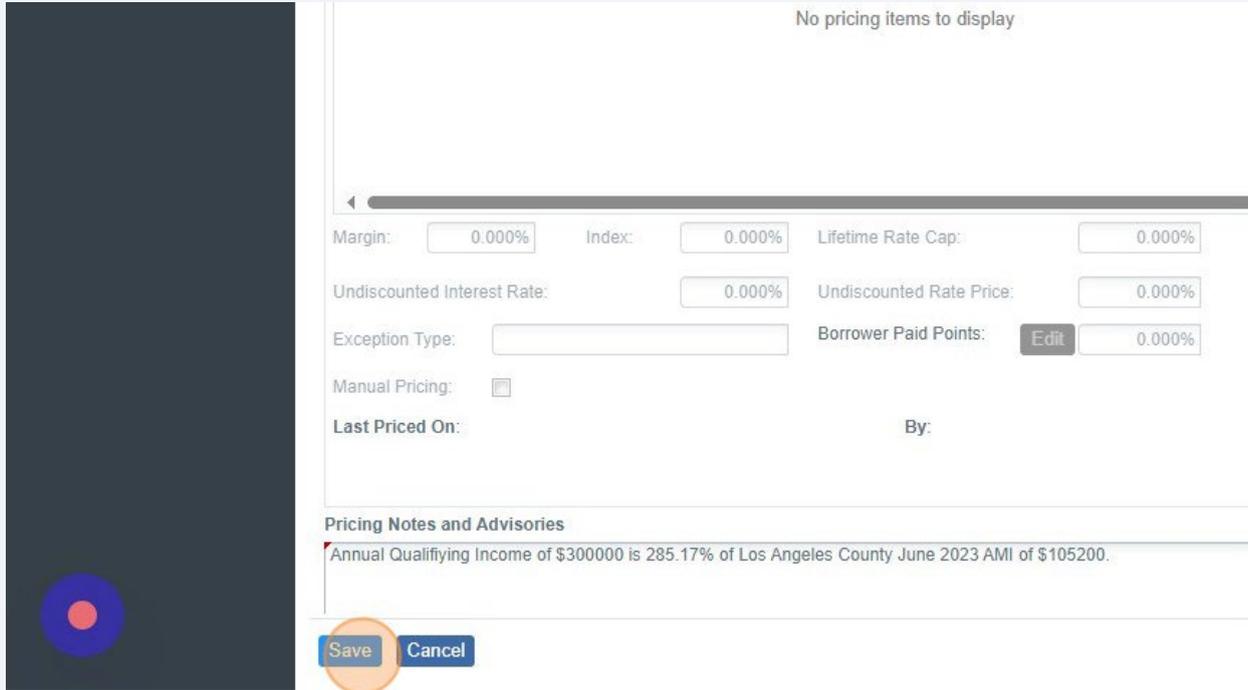
No pricing items to display

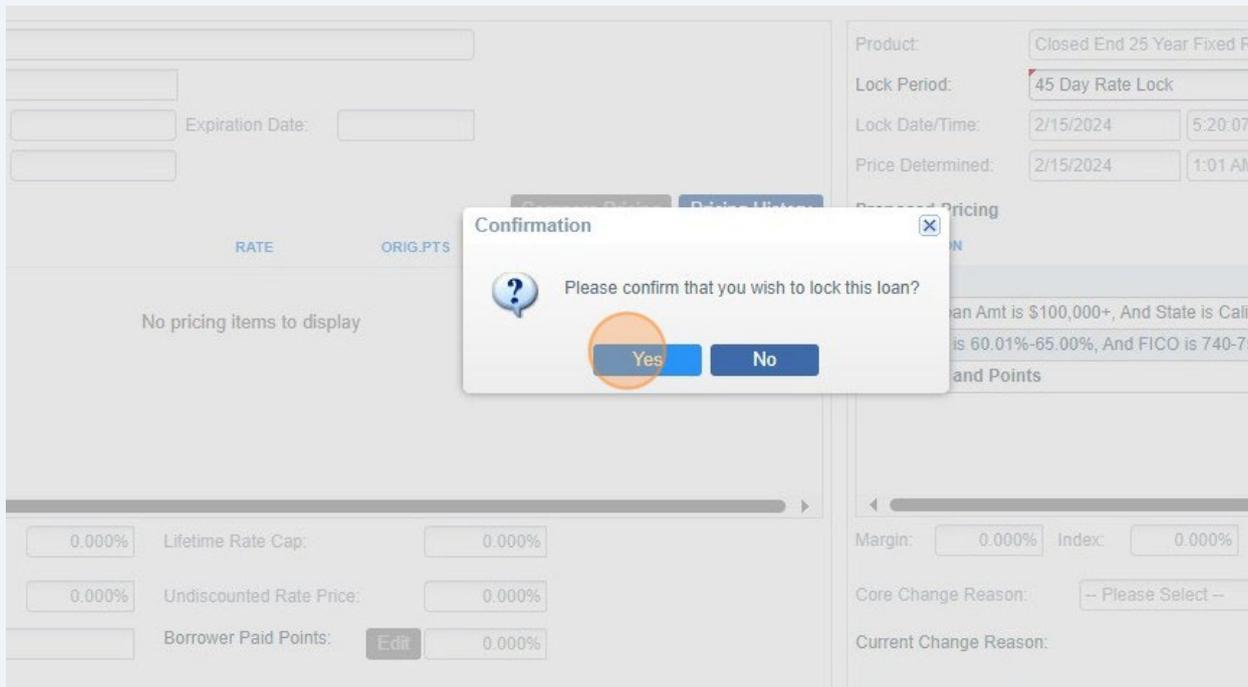|			
Margin: 0.000%	Index: 0.000%	Lifetime Rate Cap:	0.000%
Undiscounted Interest Rate: 0.000%		Undiscounted Rate Price:	0.000%
Exception Type:		Borrower Paid Points: Edit	0.000%
Manual Pricing: ☐			
Last Priced On:		By:	

Pricing Notes and Advisories

Annual Qualifiying Income of $300000 is 285.17% of Los Angeles County June 2023 AMI of $105200.

Save   Cancel

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9 Click on "Yes" t o confirm the lock.

Product:	Closed End 25 Year Fixed R
Lock Period:	45 Day Rate Lock
Lock Date/Time:	2/15/2024 5:20:07
Price Determined:	2/15/2024 1:01 AM

Expiration Date:

RATE   ORIG.PTS

No pricing items to display

Confirmation ⊠

❓ Please confirm that you wish to lock this loan?

Yes   No

an Amt is $100,000+, And State is Cali
is 60.01%-65.00%, And FICO is 740-75
and Points

0.000%	Lifetime Rate Cap:	0.000%	
0.000%	Undiscounted Rate Price:	0.000%	
	Borrower Paid Points: Edit	0.000%	

Margin: 0.000% Index:	0.000%
Core Change Reason:	– Please Select –
Current Change Reason:	

![Spring EQ correspondent logo]

10 You can print the "Lock Confirmation" now.

Loan Lock History

Lock Management	Rate Lock Activity History

Lock Status:	Approved	Lock Expires:	04/01/2024
Locked Rate:	9.375%	Points:	0.217%

Lock Price History

REQUEST TYPE	REQUEST STATUS	
Initial Lock	Approved	

[Price] [Extend Lock] [**Print Lock Confirmation**] [**Lock History**] [**Print Decision**]

11 From here you Download, Save As, or Print the Lock Confirmation.

☰ | ▯ ▯ | 116% ⌄ ⊖ ⊕ | ✋ ⬚

⬇ Download
💾 Save As
🖨 Print
⚙ Settings

Borrower Name:	Andy America
Subj Address:	330 East Boundar
City, State, Zip:	Beverly Hills, CA
Account Executive:	Jeffrey Lux
Lock Days:	45

The following lock attributes were used to de

Product:	Closed End 25 Y
Program:	
ARM Margin:	0.000%
Purchase Price:	$0.00

12 Click on "Lock History" if you'd like to view the history of the locks on the file.

Loan Lock History

| Lock Management | Rate Lock Activity History |

Lock Status:	Approved	Lock Expires:	04/01/2024
Locked Rate:	9.375%	Points:	0.217%

Lock Price History

REQUEST TYPE	REQUEST STATUS	DATE & TIME ▼
Initial Lock	Approved	2/15/2024 5:20 P

Price | Extend Lock | Print Lock Confirmation | Lock History | Print Decision

Non Delegated Correspondent

Minimum Required Documents for Initial Underwriting

Spring EQ correspondent

Last Updated: 2/15/2024

Standard Requirements		Required Documentation
1	**APPRAISAL PRODUCT**	• AVM or Drive-By • Full Appraisal order Receipt
2	**PHOTO IDENTIFICATION**	• US Citizen Permanent Resident • Non-Permanent Resident
3	**SUBJECT PROPERTY - FIRST LIEN**	• Mortgage Statement
4	**SUBJECT PROPERTY - EXPENSES**	• HOI Policy • Condo Master Policy (if applicable) • HOA Statement (if applicable) • Flood Policy (If applicable)
5	INCOME USED FOR QUALIFICATION	
	a. **Wage Earner Income**:	• Current Paystub with YTD earnings • W2s - most recent 2 years
	b. **Self-Employed Income**:	• Personal Tax Returns - Most Recent 2 Years • Business Tax Returns - Most Recent 2 Years
	c. **Long-Term Rental Income**:	• Current Lease Agreement • Personal Tax Returns - Most Recent 2 Years
	d. **Other Income**: (document options per guidelines)	• Auto Allowance • Capital Gains • Child Support/Alimony • Dividend/Interest • Foster Care • Housing or Parsonage • IRA (Newly Established) • Note Receivable Pension • Retirement/Annuity/IRA Royalty Payment • Short Term Rental • Social Security Trust • Union Members VA Benefits
ADDITIONAL REQUIREMENTS		
6	**REO PROPERTY - EXPENSES (if applicable)**	• Mortgage Statement • HOA Statement • If owned free/clear - Taxes, HOI, HOA, Flood
7	**CREDIT INQUIRY LETTER**	Letter addressing all recent inquiries
8	**TITLE PRODUCT**	Property Report or Full Title Policy
9	**EXPLANATION FOR ANY OMITTED/IGNORED LIABILITIES**	All tradelines omitted/ignored require the reason explanation
10	**CREDIT REPORT**	All pages of the credit report