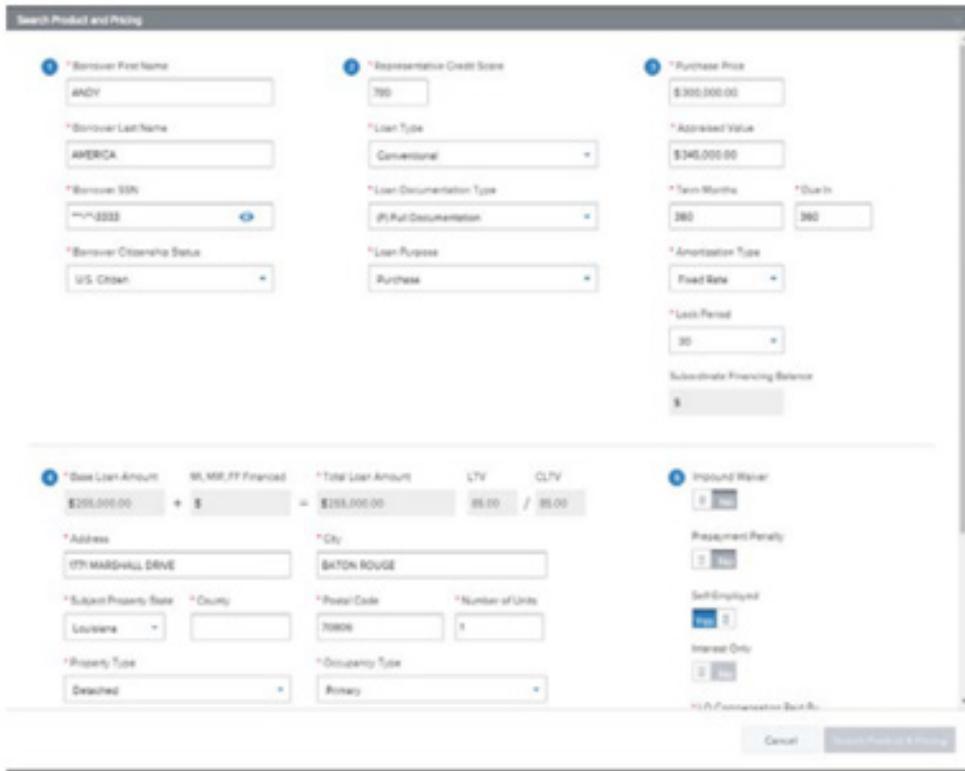


# CHANGE OF CIRCUMSTANCES

If GMFS issues the disclosures on a “Floating” file and you are ready to lock, follow the steps below:

## 1

- Click the Product Pricing & Lock link on the left menu, and then click Search Product Pricing
- Enter the required information. (Required fields are marked with a red asterisk\*)



The screenshot shows a web form titled "Search Product and Pricing". It contains several sections of input fields:

- Borrower Information:** Borrower First Name (ANDY), Borrower Last Name (AMERICA), Borrower SSN (\*\*\*-\*\*-\*\*\*\*), Borrower Citizenship Status (U.S. Citizen).
- Loan Information:** Representative Credit Score (760), Loan Type (Conventional), Loan Documentation Type (Full Documentation), Loan Purpose (Purchase).
- Financials:** Purchase Price (\$300,000.00), Addressed Value (\$340,000.00), Term Months (360), Due In (360), Amortization Type (Fixed Rate), Loan Period (30), Subordinate Financing Balance (\$).
- Loan Summary:** Gross Loan Amount (\$250,000.00), W/M/FF Financed (\$), Total Loan Amount (\$250,000.00), LTV (85.00), CLTV (85.00).
- Property Information:** Address (174 MARSHALL DRIVE), City (BATON ROUGE), Subject Property State (Louisiana), County, Postal Code (70806), Number of Units (1), Property Type (Detached), Occupancy Type (Primary).
- Other Fields:** Inbound Water, Prepayment Penalty, Self-Employed, Interest Only, U/W System (Automated U/W System).

Buttons for "Cancel" and "Search Product & Pricing" are visible at the bottom right.

## 2

Click the Search Product & Pricing button.

- The Optimal Blue product search page will display. Review the information and click Submit.  
(Note: DU will be the Automated U/W System field default. If applicable, please change u/w system to: LP, RD Select Investor AUS, Expanded Access/Jumbo select Manual/Traditional)

The screenshot shows a web application interface for searching products and pricing. It is divided into several sections:

- Lien Information:** Fields for First Lien Amt (\$25,000), Second Lien Amt (\$), HELOC Line Amt (\$), and HELOC Open Amt (\$). Search options for First, Second, and HELOC are available.
- Loan Information:** Fields for First Estimated Price (\$20,000), Second Price (\$8.00), Annual Escrow (No), Asset Depreciation (No), Annual Amount (\$45,000), Debt (DUTY), Lender Paid Compensation? (No), First Time Home Buyer (No), Loan Purpose (Purchase), HELOC (Line Amt) (\$), Fees In (No/Fees Out), and Cash-Out Amount (\$). Other fields include Months of Reserves (0) and HELOC (Open Amt) (0).
- Borrower Information:** Fields for Borrower First Name (ANDY), Borrower Last Name (AMERICA), First FICO (780), Self-Employed (No), Home Documentation (Verified), Asset Documentation (Verified), Employment Documentation (Verified), Non-Occupant Co-Borrower (No), Co-Ownership (U.S. Citizen), and DTI Ratio (33.90%).
- Property Information:** Fields for Occupancy (Primary Residence), State (Louisiana (LA)), Property Type (Single Family), County (East Baton Rouge), Number of Units (1 Unit), and Number of Stories (3).
- First Lien Search Criteria:** A section at the bottom for additional search parameters.

- The product and pricing search results will display.
  - To view details of an eligible product, click the name of the product or click **Show** in the detail column.

The screenshot shows the search results page with a table of loan products. The table has the following columns: Rate, FHO, Price, Commission(%), and a 'Show' button. The selected product is highlighted in orange.

Rate	FHO	Price	Commission(%)	Show
3.500	\$1145	\$2,675	2.750	Show
3.625	\$1161	\$2,846	2.750	Show
3.750	\$1181	\$4,239	2.750	Show
3.875	\$1198	\$6,805	2.750	Show
4.000	\$1217	\$5,515	2.750	Show
4.125	\$1236	\$6,352	2.750	Show
4.250	\$1254	\$6,968	2.750	Show
4.375	\$1273	\$7,475	2.750	Show
4.500	\$1291	\$8,131	2.750	Show
4.625	\$1311	\$8,840	2.750	Show
4.750	\$1330	\$9,452	2.750	Show
4.875	\$1349	\$9,826	2.750	Show

### 3

After reviewing a product & pricing, click the **Blue Lock Icon** to select your product and pricing. This does not lock the loan.

- Before you can proceed you must complete the Compliance Checklist to verify you are properly authorized to lock a loan.

# 4

Select **Yes**, and click **Submit Checklist** to complete the process

- On the Lock Form, review the product information and click **Update Encompass** to save the details if you do not want to lock the loan. If you want to lock, click **Request Lock** to submit a lock request for this program.

**Update Encompass**

**Request Lock**

Once your loan has been locked (the lock has turned from orange to blue) you can click on the **Change of Circumstance** option located under **Loan Actions**.

# 5

Complete the screen by selecting the reasons for the change of circumstance, manually describe the changes in the empty box and click the disclosure reasons.

- Once this step has been completed you will select **Request Change**.

This will send a notification to the TPO Disclosing Department and alert them to issue a Change of Circumstance to the borrower.

## LOAN ACTIONS

Order Credit

Order DU

Order LPA

Submit Loan

**Change of Circumstance**

## Change of Circumstance

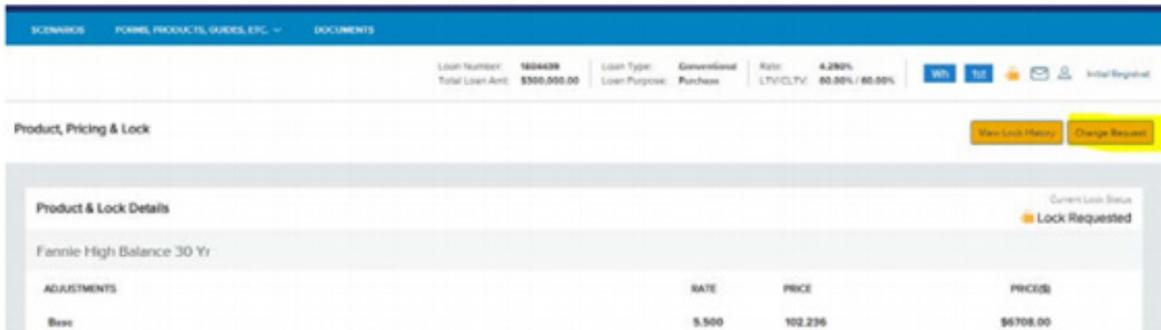
**Request Change**

Please select from the dropdown menu the Change of Circumstance, provide details in the comments box, and select a specific reason for the requested change.

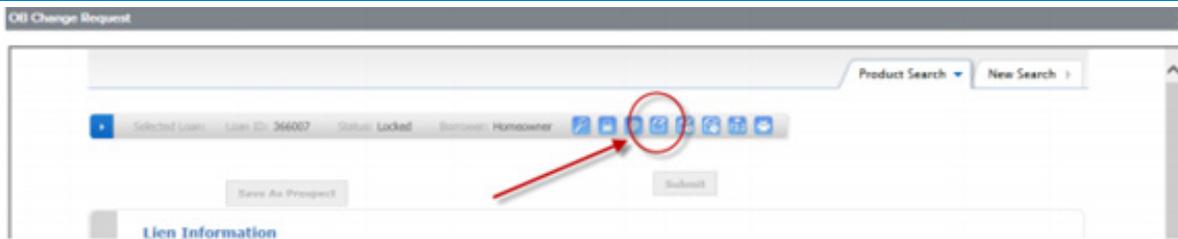
## To update your lock - submit a Change Request, follow the steps below:

Use the **Change Request** button if you need to submit a lock submission request, update loan terms, or search for updated products from the Optimal Blue pricing engine.

- 1 After a lock request has been submitted, click the Product Pricing & Lock link on the left menu
  - Click **Change Request** to pull up Optimal Blue



- 2 Click the **Change Request** ICON from the OB Change Request tool bar



- 3 Follow the on screen instructions from Optimal Blue to complete the change request.

The screenshot shows a form titled 'Submit a change request'. It has three steps:

1. Select type of change request:
  - Lock Extension
  - Product Change
  - Profile Change
2. Select Lien:
  - First Lien
3. Profile Change:
  - Profile Change

- **YOU MUST Exit** the Loan for the change to be Submitted. Change Requests must be reviewed and approved before confirmation will be available.
- Expired Loans requiring a change request will need to contact the [LockDesk@gmfslending.com](mailto:LockDesk@gmfslending.com)

**4** Once you have updated the lock changes you can click on the Change of Circumstance option located under Loan actions.

**5** You will then complete the screen by selecting the reasons for the change of circumstance.

- Once this step has been completed you will select **Request Change**.

This will send a notification to the TPO disclosing department and alert them to issue a Change of Circumstance to the borrower.

LOAN ACTIONS

Order Credit

Order DU

Order LPA

Submit Loan

Change of Circumstance

### Change of Circumstance

Request Change

Please select from the dropdown menu the Change of Circumstance, provide details in the comments box, and select a specific reason for the requested change.

**Borrower Information**

Select Borrower Pair

(f) Catherine FeescreenON & AMY AMERIC

**Changed Circumstance**

Request Status: Not Sent

\* Changed Circumstance: Locked Loan

Disclosure Reasons:

- Changed Circumstance - Settlement Charges
- Changed Circumstance - Eligibility
- Revision requested by the Consumer
- Interest Rate dependant changed (Rate Lock)
- Expiration (Intent to Proceed received after 10 business days)
- Delayed Settlement on Construction Loans
- Other

If you have any questions please contact your District Director or the Disclosing Department at [TPOdisclosing@gmfslending.com](mailto:TPOdisclosing@gmfslending.com)