



RATE LOCK TRAINING MANUAL
2nd Mortgage Programs
Home Improvement
Septic Repair
Get the Lead Out

Training Agenda

Product Overview

LockDesk Overview

Lock Desk Policies

Locking Your Loan

Contact

New Product Overview

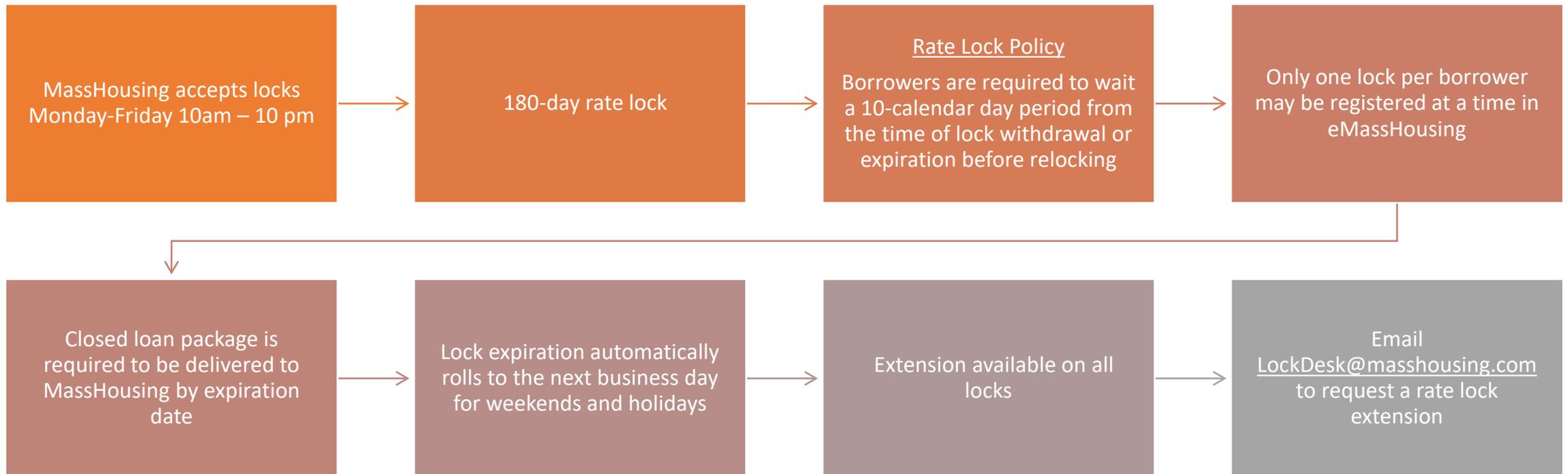
MassHousing offers 2nd mortgage loans for Home Improvement, Septic Repair and Lead Removal.

Click Here to access our [lender](#) resources

2nd Mortgage Repair Loans

| Product Code | Product Name |
|--------------|---|
| Product 5001 | Septic 0% Deferred 30 Year Fixed |
| Product 5002 | Septic 2.5% 15 Year Amortized |
| Product 5003 | Home Improvement 5% 15 Year Amortized |
| Product 5004 | Get The Lead Out 0% Deferred 30 Year Owner Occupied |
| Product 5005 | Get The Lead Out 0% Amortized 15 Year Non-Profit |
| Product 5006 | Get The Lead Out 3% Amortized 15 Year Investor |

LockDesk Overview



Accessing
emasshousing.com

Type in www.emasshousing.com
to access this page



Welcome to eMassHousing!

MassHousing's Homeownership lending partners can start here to initiate and manage all loan origination, purchasing and mortgage insurance tasks. If you are an existing MassHousing Lender and have questions, please contact us at 888.843.6432 or homeownership@masshousing.com.

Lender Portal

Login here for all tasks related to MassHousing Mortgage loans and down payment assistance.



[Lender Portal](#)

New Mortgage Insurance Fund (MIF) Servicing Portal*

As of May 15, 2023

Login here for all MI servicing tasks. To access the new system, your administrator must provide access and you must set up your account.

[MIF Servicing Portal](#)

***MIF Servicing Users:** A new MassHousing Mortgage Insurance Fund Servicing System was launched on May 15. In order to access the new system, you must be given access by your organization's administrator and then activate your account through Okta, MassHousing's identity management provider.

Please contact your organization's administrator with questions. Not sure who your administrator is? Email MIOperations@masshousing.com.

Quick Links and Log In

When you click on emasshousing.com you can do the following:

1. Under **{Quick Links}** there is a link to the **Second Mortgage Doc Sets (Forms) and Resources** including Training material, for the Home Improvement, Septic Repair and Get The Lead Out Programs.

2. Click here **{Log In}** to register a loan.

The screenshot shows the eMassHousing Lender Portal interface. At the top, the MassHousing logo is on the left, and a red navigation bar contains a 'QUICK LINKS' dropdown menu. A red box with the number '1' and an arrow points to the 'Second Mortgage Forms & Resources' option in the dropdown. Below the navigation bar, the main content area is divided into two columns. The left column features a red button labeled 'Click here to Log In' with a red box and the number '2' and an arrow pointing to it. Below this is a 'Questions?' section with a photo of five experts and contact information: 'Do you have questions about our products and programs? Ask one of MassHousing's HomeOwnership experts. TEL: 888.843.6432 | [Email](#)'. At the bottom of the left column is a 'Sign Up for HomeOwnership Production Emails' section with a 'SUBSCRIBE' button. The right column contains a 'Welcome to the NEW eMassHousing Lender Portal!' message, a thank-you note, and a list of links: 'Quick Start Guide for Administrators', 'User Guide', and 'Portal and Program FAQs'. A link to the 'Lender Training Center' is also provided.



Under "Quick Links" you will find Forms and Resources for the 2nd Mortgage Programs

MassHousing Lender Forms and Resources - Second Mortgage Programs

On this page, you will find all of the forms and documents they need to originate, register and close MassHousing **second mortgage loans**. If you have questions or need assistance, please contact Deanna Ramsden at 617.854.1822 or rehabmonitoring@masshousing.com.

For MassHousing First Mortgage Forms and Down Payment Assistance, [view forms and resources here](#).

Lender Resources

[MassHousing Seller Guide](#)

[Second Mortgage Program Updates](#)

[MassHousing Second Mortgage Product Matrix](#)

[Get the Lead Out Program Guidelines](#)

[Get the Lead Out Local Rehab Agencies](#)

[Lender Wire/ACH/Overnight Mail Notification](#)

[Second Mortgage Lock Desk Training](#)

[MassHousing Staff Directory](#)

Doc Sets

Septic Repair Loan Program

0% Deferred 30-Year Fixed - Product Code 5001

[+ Show Forms](#)

Septic Repair Loan Program

2.5% 15-Year Amortized - Product Code 5002

[+ Show Forms](#)

Septic Repair Loan (Condo Associations)

2.5% 15-Year Amortized - Product Code 5002

[+ Show Forms](#)

Home Improvement Loan Program

5% 15-Year Amortized - Product Code 5003

[+ Show Forms](#)

Get the Lead Out Loan Program

0% 15-Year Amortized - Product Code 5001

Get the Lead Out Loan Program

0% 15-Year Amortized - Product Code 5001

Once you **Log In** you will be brought to this page to do the following:

1. View your existing pipeline.
2. Add a new loan
3. Upload Documents



[View your pipeline here](#)

[Add a new loan here](#)

Recently Accessed Loans

6003327
Smith, John
\$30,000.00, Conventional, Detached

6002672
Rehab, Harry
\$250,000.00, Conventional, Detached

6001812
Second, Charles
\$30,000.00, Conventional, Detached

6002830
Rehab, Rachel
\$250,000.00, Conventional, Detached

6003315
Lowell, mill cities
\$30,000.00, Other, Detached

Company Announcements

MI Services are Unavailable
01/28/2022 10:40 AM

Lender Key Contacts

Lisa Fiandaca - Primary
617-854-1064
lfiandaca@masshousing.com

Funding - HO Loan Operations
HOLendingOperations@masshousing.com

Underwriting - HO Loan Review
HOLoanReview@masshousing.com

Lock Desk - Secondary Marketing
LockDesk@masshousing.com

***For Get the Lead Out Non-Profit: Fill in Borrower 1st Name with "Non-Profit" and fill in Borrower Last Name with the name of the Organization.**

You can upload a 3.4 file or you can manually input information into the Application.

Follow the instructions in the screenshot highlighted in Red as some fields are required to be filled in, although not typically applicable to 2nd Mortgage Loans.

e.g. Loan Type: Conventional and Purpose of loan: Purchase

Loan Information

BORROWER INFORMATION

Borrower First Name
Jeremy

Borrower Middle Name

Borrower Last Name
Meneses

Suffix

Social Security Number
111-11-1111

PROPERTY INFORMATION

Street Address
70 Endicott Street

Unit Type
Select an Option

Unit Number
1109

City
Norwood

State
Massachusetts

LOAN DETAILS

Seller Loan #
173167

Universal Loan Identifier
549300MGPZBLQDIL7538768050259124

Interest Rate
%

Decision FICO
700

Loan Type
Conventional ← Always choose "Conventional" from dropdown

Alternate Loan Number

Collateral Tracking Number

Lien Position
Subordinate Lien ← Always choose "Subordinate Lien" from dropdown

Amortization Type
Fixed Rate ← Always choose "Fixed Rate" from dropdown

Documentation Type
(F) Full Documentation ← Always choose "Full Documentation" from dropdown

Purpose of Loan

Massachusetts

Zip

02062

County

Norfolk

Property Type

Detached

Choose from dropdown property type

Number of Units

1

Occupancy Type

Primary

This will be "Primary" for owner-occupied and "Investment" for LP Investor/LP Non-Profit or Septic Condo Association

FHA Secondary Residence

Purpose of Loan

Purchase

Always choose "Purchase" from dropdown

Loan Amount

\$15,000.00

If you have a waiver for a higher loan amount, please put what the "approved amount" is here

Purchase Price

\$15,000.00

s/b same as "loan amount"

Appraised Value

\$15,000.00

s/b same as "loan amount"

Loan Term

360

Due In

360

360 w/b loan term for 0% Deferred loans and 180 for products with 15 Year Term

Application cont.'

Click **Save**

File Contacts

Submission Contact

03-Test TPO UCT Del

Select an Option



Save

INCOME CERTIFICATION

Income is required to be certified through emasshousing.com. All certifications will be handled on the lender level through the “Lender Inc. Certification”

How to access:

Open loan file, on the left-hand side under loan actions

LOAN ACTIONS

Import Additional Data

Withdraw Loan

Order MI Plus

Lender Inc Certification



INCOME CERTIFICATION

Enter Income under Annual Compliance income and click

Save & Cetify

Lender Income Certification & Product Alerts

Certification Alerts

First Time Homebuyer: Yes

| Borrower(s) | Date of Birth | Annual Compliance Income |
|---------------|---------------|--------------------------|
| Test Borrower | 01/01/1970 | \$ 55500 |

Annual Compliance Income \$ 55500

Add Occupant

| Non-Borrower(s) Occupants | Date of Birth | Annual Income | Delete |
|---------------------------|---------------|---------------|--------|
| | | \$ 0.00 | |

Total # of Borrowers/Occupants 1

Total Annual Compliance Income \$ 55500.00

This Section does not app

By clicking the button below you are certifying that the above information is accurate.

Save & Certify

| Name | Status | Date |
|------|---------------------|------------|
| | ** Needed ** | mm/dd/yyyy |

Income Certification

ALERTS

Alerts can trigger upon completion of income certification.

Alerts are triggered by income exceeding product specifications or the loan amount exceeding the product specifications.

Prior to income certification all alerts must be satisfied.

List of Alerts:*

- The Income you have entered exceeds the product specifications.
- The Loan amount you have entered exceeds the product specifications.

** (These are the only alerts applicable to 2nd mortgage repair loan programs)*

SAMPLE ALERT

Lender Income Certification & Product Alerts

Certification

Alerts 



The Income you have entered exceeds the product specifications.

Income Certification STATUS

When you receive:

****Certified****

You may move ahead with locking the loan.

The Lender User name and date who certifies the income will appear.

- Needed – Income Certification is needed by the lender.
- Certified - Income has been certified by the lender.

| Name | Status | Date |
|------|---------------------|------------|
| | ** Needed ** | mm/dd/yyyy |

| Name | Status | Date |
|----------------|------------------------|------------|
| Jeremy Meneses | ** Certified ** | 12/19/2023 |

Very Important for LEAD PAINT LOANS
Add LRA (Local Rehab Agency)

**LEAD PAINT
LOANS ONLY**

Add LRA name
under URLA -
Additional
Information,
choose LRA from
Dropdown at right
bottom corner.
Click **{Save}**

The screenshot shows a web application interface for loan processing. On the left is a dark sidebar with a menu containing: LOAN SUMMARY, URLA, Additional Information, Lender Loan Information, Borrower Information, Employment and Income, Assets and Liabilities, Real Estate, Loan and Property Information, Information for Government M..., URLA Continuation, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, PURCHASE ADVICE, and LOAN ACTIONS. The main content area is titled 'Additional Information' and features a 'Select Borrower Pair' dropdown menu with 'Benenes & Benjamin Meneses' selected. Below this is a radio button for 'GreenCHOICEToPayOffOutstandingEnergyDebt'. The 'Additional Fields' section contains several input fields: 'Apply For ARPA' (dropdown), 'Amount of ARPA' (text), 'Annual Compliance Income' (text, value: 50000), 'Borrower's Compliance Income divided by FHFA AMI' (text, value: 0.35), 'Borrower Homeownership Counseling format' (dropdown), 'Counseling Agency List' (dropdown), 'Operation Welcome Home Credit' (dropdown), and 'Local Rehab Agency' (dropdown, value: New Vue). Annotations include: a red box at the top right stating '*Very Important for LEAD PAINT LOANS* Add LRA (Local Rehab Agency)'; a red arrow pointing to the 'Additional Information' menu item labeled '1st Click URLA'; a red arrow pointing to the 'Additional Information' menu item labeled '2nd Click Additional Information'; a red box on the right side of the 'Counseling Agency List' dropdown labeled 'Choose LRA from Drop Down.'; and a red box on the right side of the 'Local Rehab Agency' dropdown labeled 'CLICK SAVE LAST'. At the bottom right, there are 'Save' and 'Next' buttons.

1st Click URLA

2nd Click Additional Information

Choose LRA from Drop Down.

CLICK SAVE LAST

Charles Second
100 Main Street, Saugus, MA, 01906
03-Test TPO UCT Del

Loan Number **6001769**
Loan Purpose **Other**
Total Loan Amount **\$30,000.00**

Note Rate **1.000%**
Program **-**
Decision FICO **700**

DTI **-**
LTV **100.000%**
CLTV **200.000%**

Started
C 2nd



LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

PURCHASE ADVICE

LOAN ACTIONS

Import Additional Data

Submit for Review

Withdraw Loan

Upload Docs

MI (Teraverde)

MH (Test)

Additional Information

Select Borrower Pair

Charles Second

Save

Next

Agency Case No

Lender Case No

MER's MIN

Alternate Loan Number

Collateral Tracking Number

Application Date

Estimated Closing Date

Loan Documentation Type

Universal Loan ID

Closing Type

Locking a loan

Start by selecting {Product Pricing & Lock}





Charles Second
100 Main Street, Saugus, MA, 01906
03-Test TPO UCT Del

Loan Number **6001769**
Loan Purpose **Other**
Total Loan Amount **\$30,000.00**

Note Rate **1.000%**
Program **-**
Decision FICO **700**

DTI **-**
LTV **100.000%**
CLTV **200.000%**

Started
C 2nd

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

PURCHASE ADVICE

LOAN ACTIONS

Import Additional Data

Submit for Review

Withdraw Loan

Upload Docs

MI (Teraverde)

MH (Test)

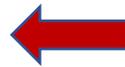
Product, Pricing & Lock

Product Details

This loan does not have a loan program selected.

Simply select the "Search Product & Pricing" button to continue

Search Product & Pricing



Click
{Search
Product
&
Pricing}

Locking a loan

Required fields are indicated with a red asterisk [*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Follow the instructions in the screenshots as fields in RED are required, although typically not applicable to 2nd Mortgage Loans.

1 * Borrower First Name
Kallie

* Borrower Last Name
Test

* Borrower SSN
***-**-0000

* Borrower Citizenship Status
U.S. Citizen Abroad

2 * Representative Credit Score
780

* Loan Type
Conventional ← Always choose Conventional

* Loan Documentation Type
(F) Full Documentation ← Always choose Full Documentation

* Loan Purpose
Purchase ← Always choose Purchase

3 * Purchase Price
\$30,000.00 ← s/b same as "loan amount"

* Appraised Value
\$30,000.00 ← s/b same as "loan amount"

* Term Months
360 ← 360 w/b loan term for 0% Deferred loans and 180 for products with 15 Year Term

* Due In

* Amortization Type
Fixed Rate

* Lock Period
30

Community Second

Primary Mortgage Total
\$30,000.00

Locking a loan

Required fields are indicated with a red asterisk [*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Follow the instructions in the screenshots as fields in RED are required, although typically not applicable to 2nd Mortgage Loans.

Click {Search Product & Pricing}

Search Product and Pricing

* Lock Period
30

Community Second

Primary Mortgage Total
\$30,000.00

4 * Base Loan Amount MI, MIP, FF Financed * Total Loan Amount LTV CLTV HCLTV
\$30,000.00 + \$ = \$30,000.00 100.00 / 200.00 / 200.00

* Address * City
100 Main Street Saugus

* Subject Property State * County * Postal Code * Number of Units
Massachus... Essex 01906 1

* Property Type * Occupancy Type
Detached Primary

Front End DTI Back End DTI Total Monthly Income
\$ \$

AUS Findings

Engine
Select One

FHA Total Scorecard
Select One

5 Impound Waiver
 No

Prepayment Penalty
 No

Self-Employed
 No

Interest Only
 No

* LO Compensation Paid By
Lender

* Target
 Rate Price 100.00

Channel
Delegated

Cancel Search Product & Pricing

Check "Price" at 100

Locking a loan

Required fields are indicated with a red asterisk [*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Continue to next screen shot

Search Product and Pricing

User: M. TPO Time Zone: EST

MASSHOUSING Lock Desk Hours: 10:00 am - 10:00 pm ET **RATEWATCH** by MORTGAGECOACH **MBSQuoteline**

Pipeline Product Search New Search

Selected Loan: Loan ID: 643 Status: Registered Borrower: Second

Submit

Lien Information

Search for First Lien Search for Second Lien Search for HELOC Second Lien

| | | | |
|--|---|---|--|
| <input type="text" value="0"/> 1st Mtg Loan Amt (Base) | <input type="text" value="30000"/> 2nd Mtg Loan Amt | <input type="text" value="0"/> HELOC Line Amt | <input type="text" value="0"/> HELOC Drawn Amt |
|--|---|---|--|

Loan Information

| | | | |
|--|---|---|--|
| <input type="text" value="30000"/> Price/Estimated Value | <input type="text" value="30000"/> Appraisal Amount | Loan Purpose Refi Rate-Term/Limited C.O. | <input type="text" value="0"/> Cash-Out Amount |
| <input type="text" value="0"/> LTV | CLTV New <input type="text" value="100.00"/> | HCLTV | |
| Waive Escrows No | Months of Reserves <input type="text" value="36"/> | Com/Aff Second No | Acquisition Cost |
| Construction Loan Type Not Applicable | Lot Value | Cost of Improvements | |

Borrower Information

| | | | |
|----------------------------------|---------------------------------|--|---|
| Borrower First Name Charles | Borrower Last Name Second | FICO <input type="text" value="700"/> | Self Employed No |
| Income Documentation Verified | Asset Documentation Verified | Employment Documentation Verified | DTI Ratio |
| Citizenship U.S. Citizen | First Time Home Buyer No | Non-Occupant Coborrower No | Properties Financed <input type="text" value="1"/> |

Locking a loan

Required fields are indicated with a **red asterisk [*]**. Many of which will be filled with data from the loan file. Enter the remaining required information.

Click **{Submit}** to continue.

Property Information

| | | | |
|--------------------------------|--------------------------------|----------------------------|---------------------------------|
| Occupancy Primary Residence | Property Type Single Family | Number of Units 1 Unit | * Number of Stories 1 |
| State Massachusetts (MA) | * County Essex | Corporate Relocation No | Property Zip 01906 |

2nd Lien Search Criteria

| | | | |
|------------------------------|----------------------------|---------------------------------------|-----------------------|
| Loan Type Second Mortgage | Loan Term Any | Amortization Type Any | ARM Fixed Term Any |
| Desired Price [] | Desired Rate 1 | Desired Lock Period 30 | Interest Only No |
| Buydown None | Prepayment Penalty None | Automated U/W System Not Specified | |

Submit 

Rates are subject to change without notice
Send mail to lockdesk@masshousing.com with questions or comments
Copyright © 2003 - 2022 Optimal Blue

Locking a loan

The Search Results page will list both eligible and ineligible products.

If the desired program is listed as an eligible product, select the program name or the click **Show** to advance to the pricing grid and view the product details.

If the desired program is listed as an ineligible product, double-click the program name to determine the reasons for ineligibility.

The screenshot shows the 'Search Product and Pricing' interface. At the top, it displays 'User: M. TPO' and 'Time Zone: EST'. The MassHousing logo is on the left, and 'Lock Desk Hours: 10:00 am - 10:00 pm ET' is in the center. On the right, there are logos for 'RATEWATCH by MORTGAGECOACH' and 'MBSQuoteline'. Below the logos, there are navigation buttons for 'Pipeline', 'Search Results', and 'New Search'. A status bar shows 'Selected Loan: Loan ID: 643 Status: Registered Borrower: Second'. The 'Re-Submit Options' section includes fields for 'Desired Rate' (1), 'Desired Price', 'Desired Lock' (30), 'Loan Type' (Second Mortgage), 'Loan Term' (Any), 'Amort. Type' (Any), 'ARM Fixed Term' (Any), 'Interest Only' (No), 'CLTV New' (100), '2nd Mtg Loan Amt' (30000), 'AUS' (Not Specified), and 'Buydown' (None). Below this are tabs for 'Print', 'All Eligible and Ine...', 'Top Products by Type', 'Top Products', 'Side by Side Compari...', 'Blend', and 'Best Pricing'. The main content area is a table with two sections: 'Eligible Product' and 'Ineligible Product'. The 'Eligible Product' section has columns for 'Links', 'Eligible Product', 'Rate', 'P&I', 'Price', 'Detail', and 'Compare'. It lists six products, each with a 'Show' link and a 'Compare' checkbox. The 'Ineligible Product' section has columns for 'Links', 'Ineligible Product', and 'Detail'. It lists two products, each with a 'Show' link. Red arrows point to the 'Show' links in both sections.

| Links | Eligible Product | Rate | P&I | Price | Detail | Compare |
|-------|--|------|-----|-------|----------------------|--------------------------|
| | Get The Lead Out 0% Amortized 15 Year Non-Profit (5005) | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| | Get The Lead Out 0% Deferred 30 Year Owner Occupied (5004) | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| | Septic 0% Deferred 30 Year Fixed (5001) | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| | Septic 2.5% 15 Year Amortized (5002) | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| | Get The Lead Out 3% Amortized 15 Year Investor (5006) | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| | Home Improvement 5% 15 Year Amortized (5003) | N/A | N/A | N/A | Show | <input type="checkbox"/> |

| Links | Ineligible Product | Detail |
|-------|---|----------------------|
| | DPA 15 Year Fixed (4001) | Show |
| | WFA 2.0 DPA Deferred 30 Year Fixed (4002) | Show |

Locking a loan

1. Select the desired lock period to reflect the corresponding rates.
2. Click the blue lock icon (to the far right of the screen) for the interest rate.
3. The option to **{Lock}** is on the following screen.

Rate lock confirms are downloadable in the documents tab in eMassHousing

Search Product and Pricing

User: M. TPO | Time Zone: EST

MASSHOUSING Lock Desk Hours: 10:00 am - 10:00 pm ET **RATEWATCH** by MORTGAGE360 **MBSQuoteline**

Pipeline | Search Results | New Search

Selected Loan: Loan ID: 643 | Status: Registered | Borrower: Second

Re-Submit Options

Re-Submit **Revise Search**

CLTV New: 100 | 2nd Mtg Loan Amt: 30000 | AUS: Not Specified

Desired Rate: 1 | Loan Type: Second Mortgage | Buydown: None

Desired Price: | Loan Term: Any | Prepay Penalty: None

Desired Lock: 30 | Amort. Type: Any | ARM Fixed Term: Any | Interest Only: No

Print | All Eligible and In... | Top Products by Type | Top Products | Side by Side Compari... | Blend | Best Pricing

| Links | Eligible Product | Rate | P&I | Price | Detail | Compare |
|--|------------------|--|--------------------|---------------------|----------------------|--------------------------|
| Get The Lead Out 0% Amortized 15 Year Non-Profit (5005) | | N/A | N/A | N/A | Hide | <input type="checkbox"/> |
| View Pricing for lock period: 180 Expiration: 08/12/22 | | Pricing Last Updated: 02/14/22 1:01 AM Search Timestamp: 02/14/22 3:07 PM | | | | |
| Rate | P&I | Price | Discount/Rebate(%) | Discount/Rebate(\$) | Select | |
| 0.000 | \$ | 100.000 | 0.000 | \$0 | | |
| The following risk-based adjustors have already been applied to Discount. | | | | | | |
| Reason | Points | SRP | Rate | Margin | | |
| Total Adjustments | 0.000 | 0.000 | 0.000 | 0.000 | | |
| Get The Lead Out 0% Deferred 30 Year Owner Occupied (5004) | | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| Septic 0% Deferred 30 Year Fixed (5001) | | N/A | N/A | N/A | Show | <input type="checkbox"/> |
| Septic 2.5% 15 Year Amortized (5002) | | N/A | N/A | N/A | Show | <input type="checkbox"/> |

Click the lock to select the

Use option to
{Lock} a loan –
180-day.
2nd Mortgage
Product Rates do
not change.

Search Product and Pricing

Selected Loan: Loan ID: 643 Status: Registered Borrower: Second

Changes made on the Lock Form will not be evaluated by the product and pricing engine.

Printer Friendly Version Float Lock **Lock the Loan**

Borrower Information

| | | | |
|----------------------------------|------------------------------|----------------------------|-----------------------------|
| Borrower First Name Charles | Borrower Last Name Second | Self Employed No | Citizenship U.S. Citizen |
| FICO 700 | DTI Ratio | Lock Request Expiration LO | • Properties Financed 1 |
| Encompass Loan Number 6001769 | Application Date | | |

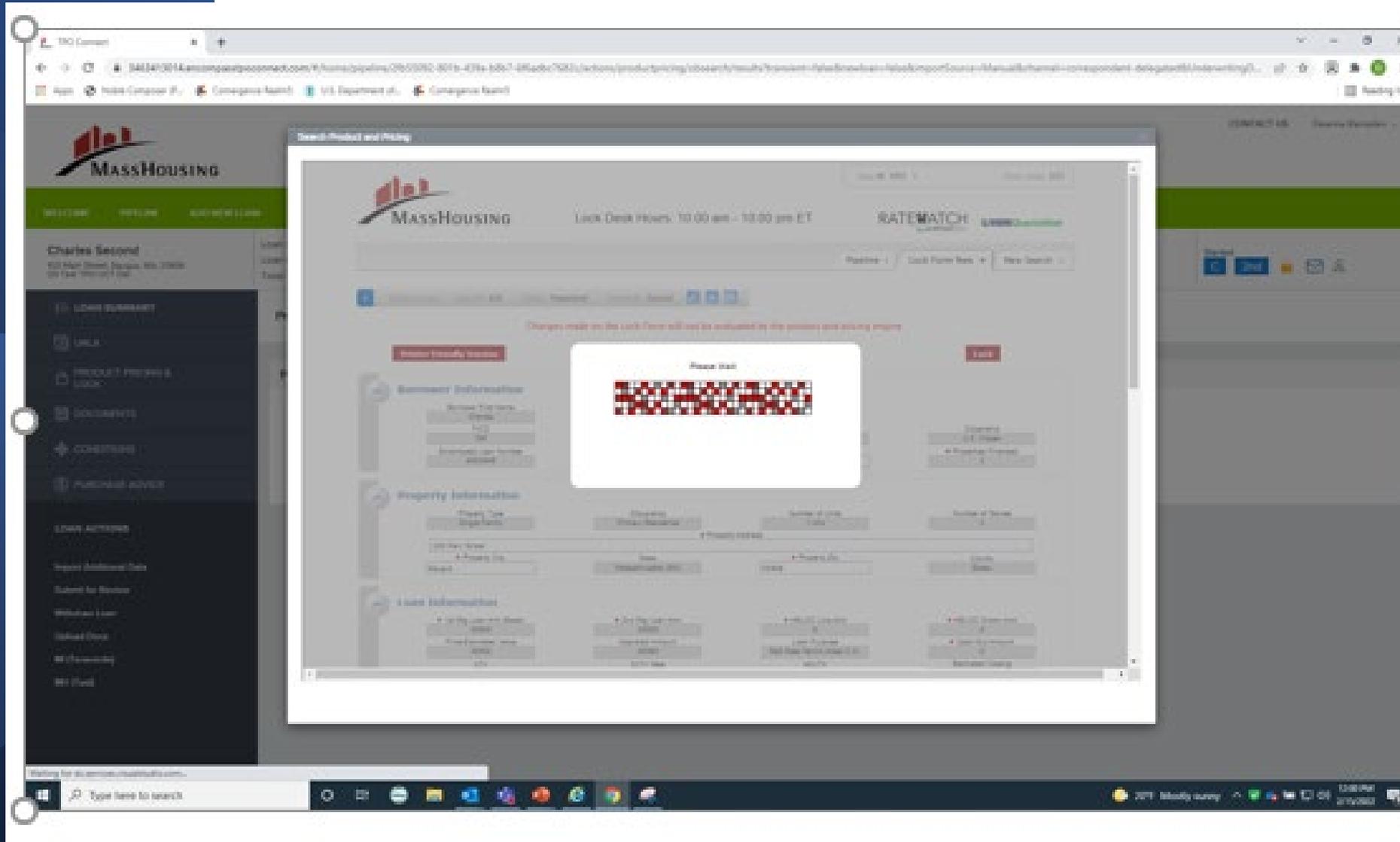
Property Information

| | | | |
|---------------------------------------|--------------------------------|---------------------------|------------------------|
| Property Type Single Family | Occupancy Primary Residence | Number of Units 1 Unit | Number of Stories 1 |
| • Property Address 100 Main Street | | | |
| • Property City Saugus | State Massachusetts (MA) | • Property Zip 01906 | County Essex |

Loan Information

| | | | |
|--|---------------------------------|---|--------------------------------|
| • 1st Mtg Loan Amt (Base) 0 | • 2nd Mtg Loan Amt 30000 | • HELOC Line Amt 0 | • HELOC Drawn Amt 0 |
| Price/Estimated Value 30000 | Appraisal Amount 30000 | Loan Purpose Refi Rate-Term/Limited C.O. | • Cash-Out Amount 0 |
| LTV 0 | CLTV New 100.00 | HCLTV | Estimated Closing |
| 1st Mtg Loan Amt (Total) 0 | PMI/MIP/FF/G Fee Amount 0.00 | PMI/MIP/FF/G Fee % 0 | Waive Escrows No |
| VA Veteran Type/History Active Duty - 1st use | Exempt from Funding Fee No | PMI/MIP/FF/G Fee Paid in Cash 0.00 | PMI/MIP/FF/G Fee Financed 0 |
| Construction Loan Type Not Applicable | Lot Value | <input checked="" type="checkbox"/> Finance Entire Amount Cost Of Improvements | Com/Aff Second No |
| | | | Acquisition Cost |

Please wait for system to **{Lock}** the loan.



1. Your Lock Request has been submitted. You will need to get out of the loan in order for the loan to lock.

2. When you come back into the loan, you will see a “blue lock” symbol. This means your loan has been locked.

After the loan is locked you can go back into the loan (URLA) and make changes.

NOTE: If you need to make changes to any of the following:
-Property type
-Anything that would affect the LTV
-FICO score
-Anything that would affect the Rate.

Please email the Lock Desk at LockDesk@masshousing.com to request change.

MassHOUSING

WELCOME PIPELINE ADD NEW LOAN SCENARIOS QUICK LINKS

Charles Second
100 Main Street, Saugus, MA, 01906
03-Test TPO UCT Del

| | | | | | |
|-------------------|----------------------|---------------|---------------------------------------|------|----------|
| Loan Number | 6003597 | Note Rate | 0.000% | DTI | - |
| Loan Purpose | NoCash-Out Refinance | Program | Get The Lead Out 0% Amortized 15 Y... | LTV | 100.000% |
| Total Loan Amount | \$30,000.00 | Decision FICO | 700 | CLTV | 200.000% |

Sorted C 2nd

View Lock History Change Request

Product, Pricing & Lock

Product & Lock Details

Current Lock Status
Lock Requested

Get The Lead Out 0% Amortized 15 Year Non-Profit

| ADJUSTMENTS | RATE | PRICE | PRICE(\$) |
|-------------|------|---------|-----------|
| Base | | 100.000 | \$0.00 |
| Net | | 100.000 | \$0.00 |

| | | | | | | | | | |
|---------------------|------------|---------------|-------------------------|---------------------|----|----------------------|----|-------------|----------|
| Lock Requested Date | 02/28/2022 | Delivery Type | Individual Best Efforts | Lock Effective Date | // | Lock Expiration Date | // | Lock Period | 180 days |
|---------------------|------------|---------------|-------------------------|---------------------|----|----------------------|----|-------------|----------|

Loan Information Details for Lock

MassHOUSING

WELCOME PIPELINE ADD NEW LOAN SCENARIOS QUICK LINKS

Charles Second
100 Main Street, Saugus, MA, 01906
03-Test TPO UCT Del

| | | | | | |
|-------------------|----------------------|---------------|---------------------------------------|------|----------|
| Loan Number | 6003860 | Note Rate | 0.000% | DTI | - |
| Loan Purpose | NoCash-Out Refinance | Program | Get The Lead Out 0% Deferred 30 Ye... | LTV | 100.000% |
| Total Loan Amount | \$30,000.00 | Decision FICO | 700 | CLTV | 200.000% |

Sorted C 2nd

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

PURCHASE ADVICE

LOAN ACTIONS

Import Additional Data

Submit for Review

Withdraw Loan

Upload Docs

MI (Tereverde)

MH (Test)

Charles Second
\$30,000.00

| | | | |
|-------------------|--------------|-----------------|----------------------|
| Loan Type | Conventional | Document Type | FullDocumentation |
| Lien Position | SecondLien | Loan Purpose | NoCash-Out Refinance |
| Amortization Type | Fixed | Purpose of ReFi | Cash-Out Limited |
| Amortization Term | 360 | | |

Conditions

Open
Show Details

MI Plus

MI Only: Select...
Coverage %: Select...
Premium Frequency: Select...
Premium Source: Select...

100 Main Street, Saugus, MA 01906
Primary 1 Unit Detached

| | | | |
|----------------|----------|-----------------|----------|
| Purchase Price | \$30,000 | Estimated Value | \$30,000 |
|----------------|----------|-----------------|----------|

Key Dates

| | |
|----------------------|------------|
| Registered | 03/03/2022 |
| Submitted for Review | - |
| Purchase Suspended | - |
| Purchase Rejected | - |
| Purchased Approval | - |
| Clear to Purchase | - |
| Purchase Date | - |

Locked 0.000%
Final Price 100

| | | | |
|-------------------|--------------|-----------------|------------|
| Commitment Type | Best Efforts | Lock Date | 03/03/2022 |
| Commitment Number | - | Lock Expiration | 08/30/2022 |

Decision FICO 700

| | |
|----------|-----------------------------|
| Borrower | Experian/TransUnion/Equifax |
|----------|-----------------------------|

To see your lock details:

1. Click on **Product Pricing & Lock**
2. Hit **View Lock History**
3. Click on **View Details**
4. You can now view the **Product & Lock Details**

Lock History

Current Lock Status: Locked
 Current Lock Date: 03/03/2022
 Current Lock Expiration Date: 08/29/2022

| View Details | + | Lock Type | Request Date/Time | Status | Rate Sheet ID | Loan Program | Lock Date | Lock Days | Exp. Date |
|--------------|---|-----------|------------------------|--------|---------------|---|------------|-----------|------------|
| View Details | | Lock | 03/03/2022 12:42:31 PM | Locked | | Get The Lead Out 0% Deferred 30 Year Owner Occupied | 03/03/2022 | 181 | 08/29/2022 |

Product & Lock Details

Get The Lead Out 0% Deferred 30 Year Owner Occupied

| ADJUSTMENTS | RATE | PRICE | PRICE(\$) |
|-------------|------|---------|-----------|
| Base | | 100.000 | \$0.00 |
| Net | | 100.000 | \$0.00 |

| Lock Requested Date | Delivery Type | Lock Effective Date | Lock Expiration Date | Lock Period | New Lock Expiration Date |
|---------------------|-------------------------|---------------------|----------------------|-------------|--------------------------|
| 03/03/2022 | Individual Best Efforts | 03/03/2022 | 08/30/2022 | 181 days | |

Loan Information Details for Lock

| Loan Type | Base Loan Amount | LTV / CTLV / HCLTV |
|--------------|------------------|-----------------------------|
| Conventional | \$30,000.00 | 100.000 / 200.000 / 200.000 |

Lock History Details

Product & Lock Details

Get The Lead Out 0% Deferred 30 Year Owner Occupied

| ADJUSTMENTS | RATE | PRICE | PRICE(\$) |
|-------------|------|---------|-----------|
| Base | | 100.000 | \$0.00 |
| Net | | 100.000 | \$0.00 |

| Lock Requested Date | Delivery Type | Lock Effective Date | Lock Expiration Date | Lock Period | New Lock Expiration Date |
|---------------------|-------------------------|---------------------|----------------------|-------------|--------------------------|
| 03/03/2022 | Individual Best Efforts | 03/03/2022 | 08/30/2022 | 181 days | |

Loan Information Details for Lock

| Loan Type | Base Loan Amount | LTV / CTLV / HCLTV |
|--------------|------------------|-----------------------------|
| Conventional | \$30,000.00 | 100.000 / 200.000 / 200.000 |

| Amortization Type | MI, MIP, FF Financed | Credit Score |
|-------------------|----------------------|--------------|
| Fixed | \$0.00 | 700 |

| Term Months | Total Loan Amount | Front End DTI |
|-------------|-------------------|---------------|
| 360 | \$30,000.00 | |

| Lien Position | New Concurrent First Loan Amount Back End DTI |
|---------------|---|
| SecondLien | \$30,000.00 |

Submission of a
Loan File
After Closing

PLEASE SEE SEPARATE POWERPOINT FOR CLOSING AND
POST-CLOSING INSTRUCTIONS

Contacts

Lock Desk for your Lock Questions
888.843.6432 | LockDesk@masshousing.com

For 2nd Mortgage Program Questions Contact:

Deanna Ramsden dramsden@masshousing.com or at 617-854-1822
Sherri Melvin smelvin@masshousing.com or at 351-220-6521