

Change or Cancellation of Lock

Before completing this Form, log into the CHFA HomeConnection<sup>sm</sup> site. Find the loan in your pipeline and if the **status shows reserved**, changes must be made in the system. Any gray data fields such as property or certain borrower information cannot be edited. If changes need to be made to non-editable data fields, or if the file is not in reserved status, complete this Form and email to [chfaLockDesk@chfainfo.com](mailto:chfaLockDesk@chfainfo.com).

Lender Company Name: \_\_\_\_\_  
Lender Branch: \_\_\_\_\_  
Lender Contact: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
CHFA Loan Number      1st \_\_\_\_\_      2nd \_\_\_\_\_  
Borrower(s) Name: \_\_\_\_\_

We request that the following action(s) be taken on the Loan Number referenced above:

1. Extend the Lock for 10 days at the existing interest rate, and at a cost of 0.125 percent of the Original Principal Balance of the First Mortgage Loan.
2. Reinstate the Lock.
3. Change the program from: \_\_\_\_\_  
to: \_\_\_\_\_  
Reason: \_\_\_\_\_
4. Change the loan product to:      FHA      VA      RD      Conv Insured      Conv Uninsured
5. Change the First Mortgage Loan amount from: \_\_\_\_\_ to: \_\_\_\_\_  
Change the Down Payment Assistance amount from: \_\_\_\_\_ to: \_\_\_\_\_  
Sales Price: \_\_\_\_\_
6. Edit property address to: \_\_\_\_\_  
Edit Census Tract to: \_\_\_\_\_      Edit County to: \_\_\_\_\_
7. Change Borrower FICO Score to: \_\_\_\_\_      Change Co-Borrower FICO Score to: \_\_\_\_\_
8. Cancel Lock (reason): \_\_\_\_\_
9. Please make this change/correction:

The Participating Lender acknowledges that any Lock fee paid is nonrefundable except to the extent and on the conditions set forth in the CHFA Seller's Guide.

Signature: \_\_\_\_\_      Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_      Phone: \_\_\_\_\_

Lock Restrictions:

Locks are not transferable between Lenders, Borrower(s) or Properties. Should the Lender, Borrower(s) or Property change, the original loan will need to be canceled and a new loan can be locked at current market rate by submitting [CHFA Form 707](#) to [chfaLockDesk@chfainfo.com](mailto:chfaLockDesk@chfainfo.com). Only after the previous Lock has been canceled will a new Lock be made.

**Reinstatement or New Lock following Canceled Lock:**

If a Participating Lender would like to re-lock a canceled Lock, for the same Borrower and Property, the following options are available:

1. The Participating Lender may have the canceled Lock reinstated. All terms including Interest Rate and Lock Expiration date of the canceled Lock apply.
2. The Participating Lender may Lock a new loan at current market rate 31 calendar days from the Lock cancellation date.
3. If re-locking within 10 calendar days, of the original Lock date, the Participating Lender may request a new Lock subject to worst case pricing and a relock fee of \$250.00. A new Lock Expiration date will be established.
4. If re-locking after 10 calendar days, of the original Lock date, but within 30 calendar days of the Lock cancellation date, the Participating Lender may request a new Lock subject to worst case pricing and a cost of 0.35 percent of the Original Principal Balance of the First Mortgage Loan. A new Lock Expiration date will be established.