# LOCK POLICY

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## INTRODUCTION

A well-defined pricing strategy is critical in managing Interest Rate Risk for the organization. Capitalend Home Loans (CAPITALEND) has established the following pricing policies to help our wholesale partners manage their locked pipeline of loans.

### LOCK DESK HOURS AND CONTACTS

All lock, relock and extension requests should be processed online and can be accepted beginning with the morning price release (approximately 09:00 AM Pacific Time) through 4:00 PM Pacific Time. If you have any questions, you can contact your Account Executive, or the lock desk can be reached via email at lockdesk@capitalend.com

### LOCK-IN AGREEMENT

A lock is an agreement between the approved broker and CAPITALEND. CAPITALEND does not permit locks from brokers that are not approved and in good standing. The lock specifies the number of days the interest rate is guaranteed. Should interest rates rise during the lock-in period, CAPITALEND is obligated to honor the committed rate. Should interest rates fall during that period, the broker must honor the lock. Locking an interest rate and price does not guarantee eligibility or approval for the subject loan. The broker should actively manage their locked pipeline and cancel any locked loans that have been withdrawn by the customer.

### LOCK PERIODS

Locks are available on a 15, 30, 45, 60-day basis or as indicated on the daily rate sheet. Loans can be advance locked for a lock period of 30 days or more. 15-day locks will only be accepted for loans that are in an APPROVED status. Locks are not permitted on suspended, denied, or cancelled loans.

### FILE DELIVERY REQUIREMENTS

Once a loan is locked, the loan file must be submitted within the delivery requirements below or the lock will be cancelled.

30 Day Lock: File must be delivered within 3 calendar days of the lock date. 45 Day Lock: File must be delivered within 7 calendar days of the lock date.

Cancelled locks due to non-delivery are subject to the relock policy.

**LE REQUESTS**

All advance locks require that the Loan Estimate (LE) is requested within 48 hours of the advance lock. If the LE request is not received within that 48-hour period, the lock is subject to cancellation and will be required to follow our relock policy.

**COMPENSATION PLAN**

If broker is doing as a lender paid compensation, the compensation will be deducted from the wholesale rate sheet pricing. After the lender paid compensation is deducted from the pricing, the remaining amount will be reflected as credit / cost to borrower.

**RATE LOCK CONFIRMATIONS**

Interest rate confirmations will be posted online immediately after the loan is locked, relocked or extended. It is the broker's responsibility to report any errors or inconsistencies to the lock desk within 24 hours of the confirmation date.

The lock expiration date for all locks and relocks will be established from the date of the lock. All loans must be funded on or before the lock expiration date. Lock expiration dates that fall on a weekend or holiday will automatically rollover to the next business day. Locks expire at 4:30 PM Pacific Time.

**DUPLICATE LOCKS**

Only one active lock is permitted per borrower, per property. If a duplicate lock for the same borrower and property address is locked, the original lock will remain in force and the duplicate lock will be cancelled.

**MAXIMUM PRICE/REBATE**

Maximum net pricing is published on the daily rate sheets. The pricing adjustment to include Lender Fees in the pricing is outside of the maximum net rebate calculation. The maximum pricing cap adjustment cannot be used to pay for lock extension and/or relock fees.

**LOAN DATA/STATUS CHANGES**

Locks on denied loans will be cancelled at 4:00 PM Pacific Time on the next day of the denial. If a denied loan is later overturned and approved, the loan will be subject to the relock policy.

Any changes made to a locked loan (LTV, FICO, DTI, etc.) may require changes to pricing adjustments. The broker is responsible for tracking any changes to the loan structure that affects pricing and notifying the lock desk to update the pricing.

**INTRA-DAY PRICE CHANGES**

CAPITALEND reserves the right to suspend locking and issue a price change at any time during the day without notice. When an intra-day price changes occurs, the ability to lock loans will be disabled until the price change is completed. All lock requests received after the effective time of the price change will be subject to the new pricing. Monitoring current pricing changes is the responsibility of the broker.

**PROGRAM CHANGES**

Product change requests from one product to another are permitted. If a previously locked loan changes programs, the loan will be required to be relocked at worse case pricing. The original expiration date will remain the same. If a previously locked loan changes programs within the same product tier (regardless of market movement), pricing will be based on the original rate sheet with the existing lock expiration date. Any existing relock or extension fees still apply.

**LOCK TRANSFERS**

Requests for lock transfers from a previous loan (same subject property and same borrower) are allowed under the following circumstances:

The lock on the previous loan must not be expired.

- The lock must be transferred to the new loan prior to the old loan being cancelled.
- Contact your AE or the lock desk to facilitate the transfer.
- Cancelled or expired locks that are transferred will need to be relocked per policy.

**PROPERTY ADDRESS CHANGE**

Locks are tied to the property address. If there is a property address change, the original lock is not transferable, and the current lock must be cancelled. The new loan will be priced using current market pricing and treated as a new lock. The original loan must be cancelled, and a new loan will be created for the new lock at the current market.

**In cases where the property address change is due to a minor typographical error, the original lock terms will be honored.

## CONVENTIONAL AGENCY AND GOVERNMENT LOAN PROGRAMS

### LOCK EXTENSIONS

Lock extensions are allowed on un-expired (current) locks only. There is a maximum 30-day limit on the number of days a loan can be extended after which standard worse case relock policy applies. All lock extensions must be requested through email / portal and must be requested prior to 4:30 PM Pacific Time on or before the lock expiration date. Lock extension expiration dates that fall on a weekend or holiday will automatically roll over to the next business day.

- 5 Days at a cost of 12.5 bps
- 7 Days at a cost of 17.5 bps
- 10 Days at a cost of 25 bps
- 15 Days at a cost of 37.5 bps
- 30 Days at a cost of 75 bps
- Expired loans cannot be extended.

### RELOCKS

Relocks are allowed on expired locks only. The loan must be in an APPROVED status or greater to be eligible for a relock. The new pricing is based on the worst case between the original final pricing plus a relock fee of 25 bps. Original final pricing includes all prior extension and/or relock fees.

Relocked loans are eligible for lock extensions per standard policy.
If price adjustments and/or underwriting guideline changes have occurred since the initial lock, the loan will be subject to worse case price adjustments as well as subject to current guidelines.
Multiple Relocks are not permitted.

Previously locked loans can be relocked using current market pricing 30 days after lock expiration or lock cancellation date. These are treated as new locks and relock restrictions and fees will not apply.

### RATE RENEGOTIATIONS / FLOAT DOWNS

When the market improves significantly, we will allow a **one-time** renegotiation. Rate renegotiations are designed to manage lock fallout in an improving interest rate market.

**Guidelines:**

a. The renegotiated price will be calculated by CAPITALEND Secondary Market management on a case-by-case basis.
b. The renegotiation must provide a benefit for the borrower in a reduced rate.
c. A minimum of 100 bps improvement from the original base rate pricing is required for renegotiation.

d. Renegotiations must be requested before 4PM.
e. The original interest rate and price will be compared to the current rate sheet base price for the same lock period as the original lock.
f. The loan must be in an APPROVED or greater status to be renegotiated, including the completion of any subordination or condo approval.
g. The original lock expiration date will apply.
h. At least 10 days left on the current lock or expectation of closing within existing lock period
i. Lock extensions are allowed using standard policy.

**Rate Negotiation (Float down) Calculation**

Once these conditions are met, you will use the following calculations to determine the price used to make the rate negotiation offer:

1. Pull up current pricing and identify the new lower target rate using the original lock period.
2. Subtract 50 basis points from current price.
3. Renegotiated price can't be better than the original price.
3. Reduce the cost of any lock extension already applied to current loan.

## NON-QM LOAN PROGRAMS

### LOCK EXTENSIONS

Lock extensions are allowed on un-expired (current) locks only. There is a maximum 30-day limit on the number of days and max 2 times a loan can be extended after which standard worse case relock policy applies. All lock extensions must be requested through email / portal and must be requested prior to 4:30 PM Pacific Time on or before the lock expiration date. Lock extension expiration dates that fall on a weekend or holiday will automatically roll over to the next business day.

- 5 Days at a cost of 12.5 bps
- 10 Days at a cost of 25 bps
- 15 Days at a cost of 37.5 bps
- 20 Days at a cost of 50 bps

### RELOCKS

Relocks are allowed on expired locks only. The loan must be in an APPROVED status or greater to be eligible for a relock. The new pricing is based on the worst case between the original final pricing plus a relock fee of 25 bps. Original final pricing includes all prior extension and/or relock fees.

Relocked loans are eligible for lock extensions per standard policy.
If price adjustments and/or underwriting guideline changes have occurred since the initial lock, the loan will be subject to worse case price adjustments as well as subject to current guidelines.
Multiple Relocks are not permitted.

Previously locked loans can be relocked using current market pricing 45 days after lock expiration or lock cancellation date. These are treated as new locks and relock restrictions and fees will not apply.

### RATE RENEGOTIATIONS / FLOAT DOWNS

Renegotiations and roll downs are not available on Non-QM Products.

## JUMBO LOAN PROGRAMS

### LOCK EXTENSIONS

Lock extensions are allowed on un-expired (current) locks only. There is a maximum 30-day limit on the number of days a loan can be extended after which standard worse case relock policy applies. All lock extensions must be requested through email / portal must be requested prior to 4:30 PM Pacific Time on or before the lock expiration date. Lock extension expiration dates that fall on a weekend or holiday will automatically roll over to the next business day.

- 5 Days at a cost of 12.5 bps
- 7 Days at a cost of 17.5 bps
- 10 Days at a cost of 25 bps
- 15 Days at a cost of 37.5 bps
- 30 Days at a cost of 75 bps
- Expired loans cannot be extended.

### RELOCKS

Relocks are allowed on expired locks only. The loan must be in an APPROVED status or greater to be eligible for a relock. The new pricing is based on the worst case between the original final pricing plus a relock fee of 25 bps. Original final pricing includes all prior extension and/or relock fees.

Relocked loans are eligible for lock extensions per standard policy.
If price adjustments and/or underwriting guideline changes have occurred since the initial lock, the loan will be subject to worse case price adjustments as well as subject to current guidelines.
Multiple Relocks are not permitted.

Previously locked loans can be relocked using current market pricing 30 days after lock expiration or lock cancellation date. These are treated as new locks and relock restrictions and fees will not apply.

### RATE RENEGOTIATIONS / FLOAT DOWNS

When the market improves significantly, we will allow a **one-time** renegotiation. Rate renegotiations are designed to manage lock fallout in an improving interest rate market.

**Guidelines:**

a. The renegotiated price will be calculated by CAPITALEND Secondary Market management on a case-by-case basis.
b. The renegotiation must provide a benefit for the borrower by reducing rate.
c. A minimum of 100 bps improvement from the original base rate pricing is required for

renegotiation.

d. Renegotiations must be requested before 4PM.
e. The original interest rate and price will be compared to the current rate sheet base price for the same lock period as the original lock.
f. The loan must be in an APPROVED or greater status to be renegotiated, including the completion of any subordination or condo approval.
g. The original lock expiration date will apply.
h. At least 10 days left on the current lock or expectation of closing within existing lock period
i. Lock extensions are allowed using standard policy.

**Rate Negotiation (Float down) Calculation**

Once these conditions are met, you will use the following calculations to determine the price used to make the rate negotiation offer:

1. Pull up current pricing and identify the new lower target rate using the original lock period.
2. Subtract 50 basis points from current price.
3. Renegotiated price can't be better than the original price.
3. Reduce the cost of any lock extension already applied to current loan.