



# Loan Registration and Lock Policies

Client Guide — Chapter 3



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# Daily Rates and Price Notification

## General

Clients are notified of daily rates and prices as follows:

- Rate sheets will be distributed daily via email.
- Rates and prices are valid until 8:00 p.m. CT. There is no overnight protection available.
- Locks must be completed online at [www.GatewayCorrespondent.com](http://www.GatewayCorrespondent.com). Pricing will be available from the time the first rate sheet is posted until 8:00 p.m. CT. Lock desk personnel can be reached until 5:00 p.m. CT at [Corrlock@GatewayLoan.com](mailto:Corrlock@GatewayLoan.com) or 855.825.6520.
- Price Adjustments and SRP schedules can be found on the website.
- Final price quoted on all Lock Confirmations includes adjustments and SRP.

Volatile market conditions may dictate that prices change more than once per day. Gateway will notify Clients of price changes when possible; however, there are circumstances when the Secondary Marketing department must temporarily close the Lock Desk until revised pricing is available.

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# Loan Registration and Lock Procedures

## General

Clients must register and/or lock loans electronically on Gateway's correspondent website at [www.GatewayCorrespondent.com](http://www.GatewayCorrespondent.com).

Additionally, the following loan registration and lock policies apply:

- All loans must be registered prior to submission for prior underwriting or exception consideration (not available on all loan programs/products); and
- All loans must have a registered lock no later than one (1) business day prior to delivery
- Clients must email the Lock Desk at [Corrlock@GatewayLoan.com](mailto:Corrlock@GatewayLoan.com) for any post-lock changes.

## Loan Registration and Lock Procedures (cont.)

### Escrow Waivers

Policies and procedures regarding escrow waivers are:

- Escrow waiver price adjustments may vary according to loan terms and state.
  - See the SRP Schedule for specific escrow waiver price adjustments.
  - If partial escrows are being waived, the full escrow waiver fee adjustment applies.
  - If flood insurance is required, a partial escrow waiver is not permitted.
  - If an escrow waiver is requested within ninety (90) days after Gateway purchases a loan, the Client will be billed for the escrow waiver fee price adjustment.
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### Confirmations

Follow these policies and procedures for confirmations:

- A Lock Confirmation will be generated once a valid lock is entered.
- If a Lock Confirmation is not received, please contact the Lock Desk at [Corrlock@GatewayLoan.com](mailto:Corrlock@GatewayLoan.com).
- It is the Client's responsibility to review each Lock Confirmation for accuracy.
- If the Client notes any discrepancies, they should contact the Lock Desk immediately.
- In the event of a discrepancy between the price stated on the Lock Confirmation and the price as calculated using the published rate sheet as of the day and time of the lock, the published rate sheet will prevail.

# Lock Policies

## General

Gateway's general lock policies are as follows:

- Lock periods are available for 12, 21, 30, 45 and 60 day terms.
- Lock confirmations are tied to the property address. If the property address changes, a new lock is required at current market pricing. If the property changes back to any previous address locked with the borrower, the pricing will be subject to worse case.
- Locks with weekend or holiday expiration dates will expire on the first business day following the stated expiration date.
- If the loan amount changes by more than 10% of the original principal balance, the difference between the final loan amount and the loan amount on the lock will be subject to the worse of current market or original lock date pricing.
- Clients should review product descriptions and guidelines before locking a loan to ensure the loan meets Gateway's policies. Acceptance of a lock by Gateway does not guarantee loan eligibility.
- Clients must ensure the rate and pricing selected does not exceed any applicable agency, state or federal "high cost", or similarly restricted pricing limits. Gateway does not perform any points and fee testing prior to accepting locks.
- "Best efforts" delivery is expected on all locked loans. Clients must make every effort to close the loan according to the terms of the Lock.
- If the borrower changes the type of loan requested so that the terms of the loan no longer agree with the terms of the Lock, the Client must notify the Lock Desk and the loan will be re-priced.
- Loan delivery is "mandatory" on closed loans that are locked with Gateway.
  - »It is an event of default, under the Correspondent Loan Purchase and Sale Agreement, if a loan subject to a "best efforts" lock closes but is not delivered to Gateway. In the event of such a default, notwithstanding the remedies outlined in the Agreement, Gateway may charge the Client a pair off penalty. The pair off penalty will not be less than the quoted loan price on the expiration date of the Lock less the Lock price, with a minimum penalty of one eighth of one percent (0.125%) of the loan principal.
- If a locked loan is withdrawn, an audit may be completed to verify that the borrower has withdrawn the loan.

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## Extended Lock Program

- Extended locks are available for 30 and 15 year Conventional, FHA, and VA loans, with a maximum loan amount of \$417,000.
- Product codes are: CF30EL, CF15EL, F30EL, F15EL, V30EL, and V15EL.

**Extended Lock Program (cont.)**

- A float down option is available and it must be exercised prior to closing. The client may choose from the 21, 30, 45, or 60 day lock periods at float down. If the float-down is exercised, the lock expiration date will be the sooner of the lock term selected at float-down or the original lock expiration date. Lock extensions after the float-down are subject to Gateway’s extension policy. Loan level price adjustments (LLPA) are based on the original lock date or the date the float-down is exercised.
- An extended lock requires an upfront lock fee to be submitted within 5 business days from the original lock date. The upfront lock fee is 1.00% of the total loan amount at the time the loan is locked. The lock fee will be refunded on the date the loan is purchased by Gateway. Lock fees for denied loans will be refunded, provided the reason for denial is not caused by failure to provide requested documentation.

A copy of the executed Correspondent Extended Rate Lock agreement and a check for the lock fee must be sent by express mail, for tracking purposes, to:

Gateway Mortgage Group, LLC  
 Attn: Susan Wheeler or Jan Rice  
 Accounting Department  
 6910 E. 14th  
 Tulsa, OK 74112

- Extended Lock Period Options:

Lock Period	Extended Lock Adjustment
90 days	60 Day Base + 0.375 to Rate
120 days	60 Day Base + 0.500 to Rate
150 days	60 Day Base + 0.750 to Rate
180 days	60 Day Base + 1.000 to Rate

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**Single Loan Mandatory**

- Eligibility: Clients must be prior-approved by Gateway Mortgage Group to execute mandatory locks. Clients who are interested in obtaining mandatory approval should contact their Regional Sales Manager for eligibility requirements.
- Mandatory Commitment Periods: 7 and 14 day locks only.
- Lock Extensions: if Clients exercise a lock extension before the current expiration date, the following options are available:
  - »Extension Cost
    - 7 Days: .175
    - 15 Days: .250
    - 30 Days: .500

Mandatory locks may be extended up to 3 times for a maximum of 30 days.

## Single Loan Mandatory (Contd.)

### ■ Automatic Extensions on Delivered Loans:

If the file is delivered on or prior to the Lock Expiration Date, Clients have up to ten (10) calendar days after the Lock Expiration Date for the loan to be reviewed and purchased.

If the loan is not purchased within ten (10) calendar days from the Lock Expiration Date, the loan will automatically be extended seven (7) calendar days and assessed a 0.175% extension fee. This automatic extension and fee assessment will repeat every seven (7) calendar days up to a maximum of 30 days from the original Lock Expiration Date.

If all suspense conditions are not cured and the loan is not purchased within thirty (30) calendar days from the original Lock Expiration date, Gateway has the option of continuing to extend the loan as indicated above or deciding that the loan is no longer eligible for purchase and returning the loan file to the Client.

### ■ Loan Substitutions: If a client is unable to deliver a loan that was committed under a mandatory lock, Gateway will allow the client to substitute a similar loan in its place at no penalty. Substituted loans must be the same product code, note rate, and loan amount (within 2%) as the original loan.

### ■ Pair-off Fees: Clients are charged a mark-to-market pair-off fee if the Client fails to deliver loans locked under a mandatory commitment.

Pair-off fees are assessed to a Client as of a pair-off assessment date that is determined by:

- » The date the Client notifies Gateway of an election to not deliver a loan, or
- » The date the Client notifies Gateway of an election to make a substitution (the pair-off will be applied to the difference, if any, between the original lock amount and the substituted loan amount), or
- » The close of business of a lock expiration date (delivery date) if the loan is not delivered, or When Gateway determines that a loan delivered by the Client is not eligible for purchase.

### ■ Pair-off Calculation and the Payment of Pair-off Fees:

Amount paired-off or shortfall amount

x .125%

+ any positive difference between the posted percentage price on the assessment date and the price that would have been paid pursuant to the lock confirmation

= Pair-off Fee

Example 1: \$200,000 loan locked at 101.000, current market at 100.000

\$200,000

x .125%

= \$250.00 Pair-off Fee

Example 2: \$200,000 loan locked at 101.00, current market at 102.000

\$200,000

x .125%

+ 1.000% positive market movement

= \$2,250.00 Pair-off Fee

# Re-Locks , Expirations, Extensions and Renegotiations

## Re-Locks and Expired Locks

Re-locks and expired rate lock policies and procedures are:

- If the original lock term expired within the last 30 days, a one-time “Re-lock” may be granted under the following terms:

Re-lock term	Re-lock fee	Re-lock Price
1-7 days	0.300%	Worse of: Current 12 day price- <b>or</b> -Original Price minus re-lock fee
8-15 days	0.425%	Worse of: Current 21 day price- <b>or</b> -Original Price minus re-lock fee
16-30 days	0.625%	Worse of: Current 30 day price- <b>or</b> -Original Price minus re-lock fee

- The loan must meet guidelines in place at the time of the re-lock.
- If the original lock has been expired for more than thirty (30) days, the loan is re locked at current market pricing. Loan cannot have closed prior to the re-lock date.
- If a loan has been expired for more than forty five (45) days, the loan will automatically be canceled from Gateway’s pipeline.
- All exceptions to pricing policies are negotiated on a case-by-case basis.



# Re-Locks , Expirations, Extensions and Renegotiations (cont.)

## Extension Fees

The extension of an existing lock must be completed prior to expiration. A loan may be extended up to three (3) times for a maximum of thirty (30) days total. After the third extension or extensions exceeding thirty (30) days, the loan is subject to worse case pricing. See below for extension terms and fees:

Extension Term	Extension Fee
1-3 days	0.075%
4-7 days	0.175%
8-15 days	0.250%
16-30 days	0.500%

**Notes:**

- The loan must meet guidelines in place at the time of the extension
- Policies are subject to change without notice.

## Renegotiations

Lock renegotiations are evaluated on a case-by-case basis. Please contact the Lock Desk for consideration of a specific case.

## Program Changes

Please utilize the following table if a program change is necessary during an existing lock period:

Original Program	New Program	RateSheet
Fixed > 15 Years	Fixed > 15 Years	Original
Fixed <= 15 Years	Fixed <= 15 Years	Original
Fixed > 15 Years	Fixed <= 15 Years	Worse Case
Fixed <= 15 Years	Fixed > 15 Years	Worse Case
ARM	Other ARM Product	Original
ARM	Fixed	Worse Case
Fixed	ARM	Worse Case

# Fallout

## General

Gateway's ability to offer competitive pricing is directly affected by our Clients' ability to manage their fallout ratios at an acceptable level. Fallout occurs when a loan is not delivered for purchase. A loan is considered a fallout loan if:

- » the lock expired prior to the loan delivery,
  - » the loan was denied,
  - » the loan was withdrawn
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- Clients are responsible for notifying the Lock Desk within one (1) business day if a loan falls out due to denial or withdrawal.
  - Gateway reserves the right to charge a pair off fee for any locked loan that is closed but not delivered to Gateway.
  - The pair off fee is calculated by taking the difference in original price and current market and multiplying that figure by the loan amount.
  - The minimum pair off fee is 0.125% of the loan amount
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# Automatic Extensions on Delivered Loans

## General

The following applies to delivered loans and extensions:

- If the file is delivered for purchase on or prior to the Lock Expiration Date, Clients have up to ten (10) calendar days after the Lock Expiration Date for the loan to be reviewed and purchased.
- If the loan is not purchased within ten (10) calendar days from the Lock Expiration Date, the loan will automatically be extended seven (7) calendar days and assessed a 0.175% extension fee. This automatic extension and fee assessment will repeat every seven (7) calendar days up to a maximum of 30 days from the original Lock Expiration Date.
- If all suspense conditions are not cured and the loan is not purchased within thirty (30) calendar days from the original Lock Expiration date, Gateway has the option of continuing to extend the loan as indicated above or deciding that the loan is no longer eligible for purchase and returning the loan file to the Client.

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## Return of Mortgage Loans

- The decision to continue to extend the loan or return the file to the Client will be discussed by the Correspondent Operations Manager and the Regional Sales Manager.
  - If the decision is reached to return the loan to the Client, Gateway will contact the client to make arrangements to return the original note.
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