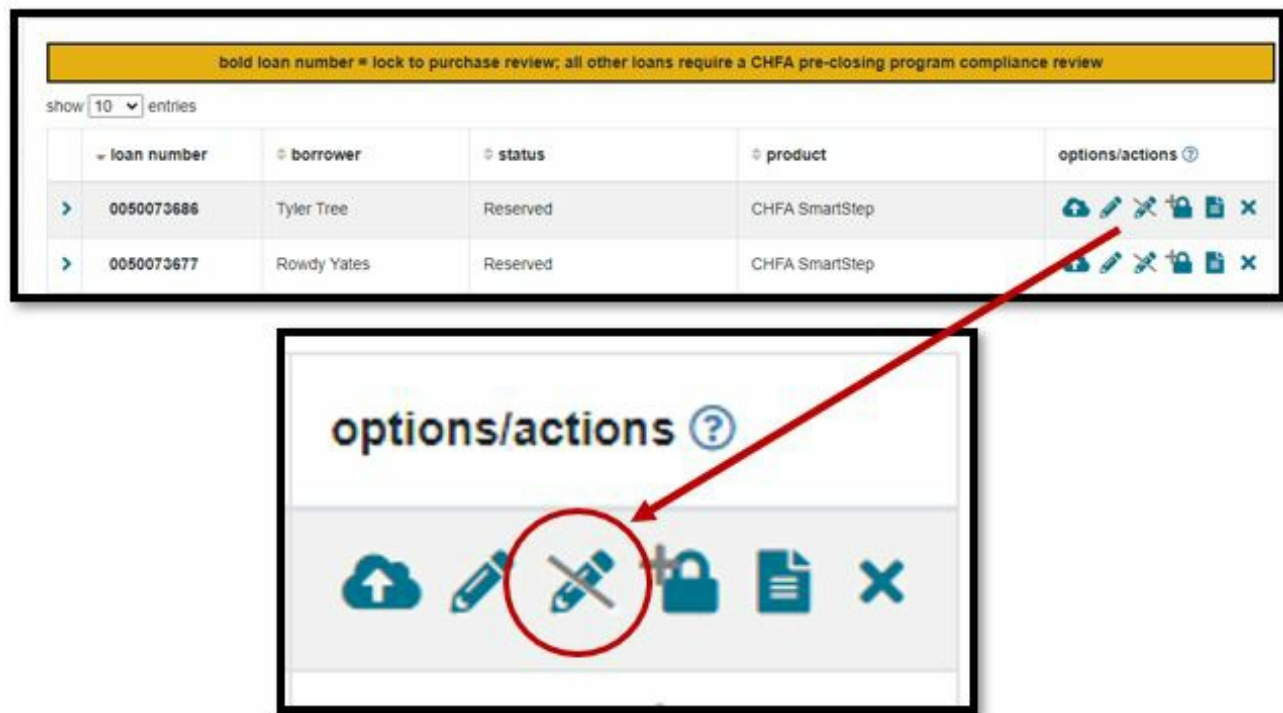


September 29, 2020

explained: data validation

With the Lock to Purchase process on CHFA Preferredsm and CHFA SmartStepsm mortgage loans, CHFA provides lenders with the ability to disable a Lock from being altered. We know this is especially important after the underwriter has provided their approval. That said, by clicking on the "Data Validation" icon, the Lock can no longer be edited.



Here is how this icon works:

1. Anyone with HomeConnectionsm access can see and click on this icon.
 - Lenders can implement internal policies as to who can utilize this feature.
 - CHFA does not have the ability to limit control on an individual or role basis.
2. Once "Data Validation" has been executed, the Lock can no longer be edited.
3. Should an edit need to be made, click on the 'Data Validation' icon again.
 - A popup will appear allowing you to send an email to CHFA.
 - CHFA will release the Lock back to the lender for further editing.
4. An email will be sent to the individual who made the request.
 - Include anyone on the email request that needs to be informed of this request.
 - All those included will receive email notification when the Lock is re-enabled for editing.

Have further questions? Please [reach out](#) to us!

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