

Change or Cancellation of Lock

Before completing this Form, log into the CHFA HomeConnectionsm 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.

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. 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.