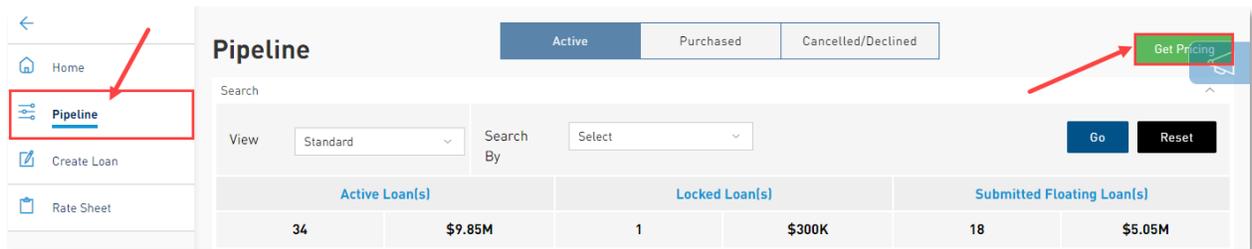


A rate lock is a guarantee assuring a mortgage lender will honor a specified interest rate at a specific cost for a set time period. If the rate lock expires before closing, you may need to request a lock extension in Polly.

Note: Typically, a lock extension should be submitted 10 days or less prior to the lock expiration date.

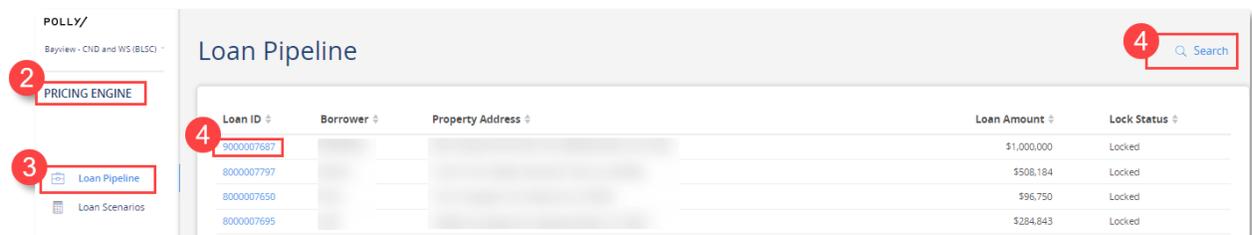
To submit a lock extension request in Polly, complete the following steps.

1. If there was a change to the loan information that requires a price change, first submit a Profile Change before requesting the lock extension.
2. In the Non-Del Portal pipeline, click **Get Pricing**.

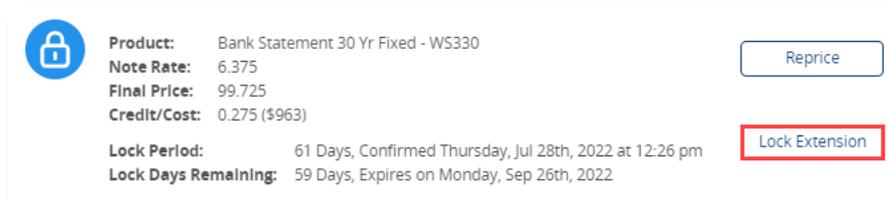


Outcome: Polly opens in a separate browser window.

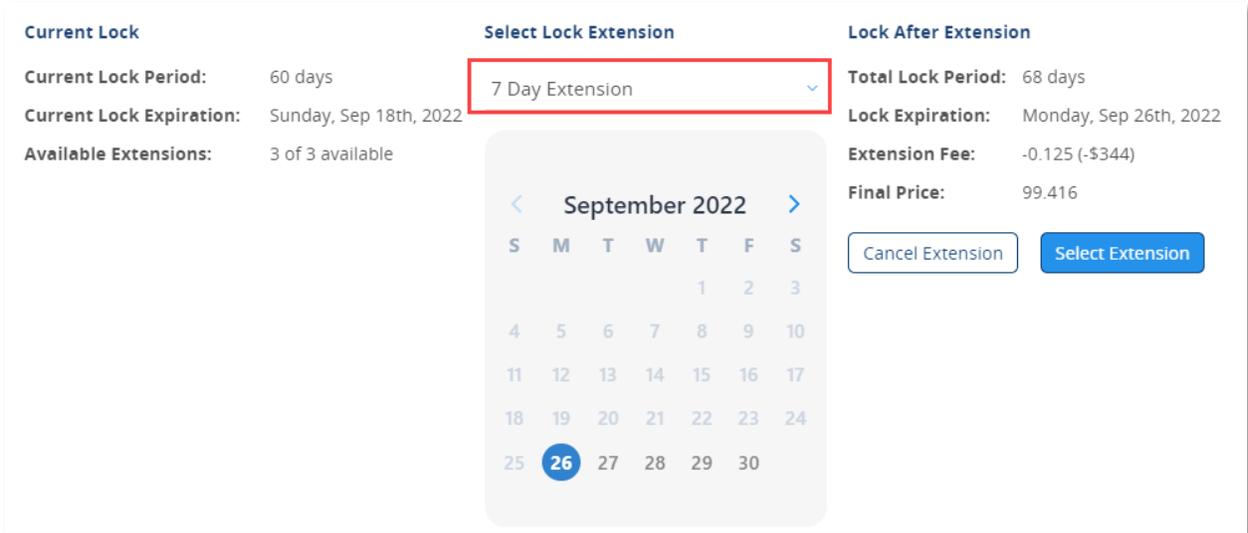
3. Click **PRICING ENGINE**.
4. Select **Loan Pipeline**. The pipeline is filtered to show only your loans.
5. Click the **Loan ID** to open the loan. Use the **Search** field if you do not see the loan you are looking for in the list.



6. Click **Lock Extension**.



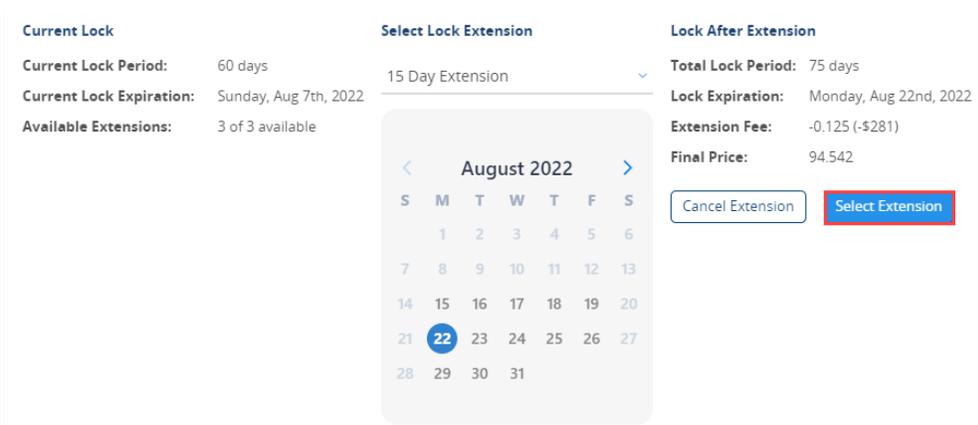
7. Select the number of days you want to extend the from the **Select Lock Extension** drop-down menu or select the date on the calendar.



The screenshot shows the Polly Lock Extension interface. On the left, under "Current Lock", it displays: Current Lock Period: 60 days, Current Lock Expiration: Sunday, Sep 18th, 2022, and Available Extensions: 3 of 3 available. In the center, the "Select Lock Extension" dropdown menu is open, showing "7 Day Extension" selected and highlighted with a red box. Below the dropdown is a calendar for September 2022, with the date 26 highlighted in a blue circle. On the right, under "Lock After Extension", it displays: Total Lock Period: 68 days, Lock Expiration: Monday, Sep 26th, 2022, Extension Fee: -0.125 (-\$344), and Final Price: 99.416. At the bottom right, there are two buttons: "Cancel Extension" and "Select Extension".

Outcome: The calendar updates to show the new lock extension date.

8. Click **Select Extension**.



The screenshot shows the Polly Lock Extension interface. On the left, under "Current Lock", it displays: Current Lock Period: 60 days, Current Lock Expiration: Sunday, Aug 7th, 2022, and Available Extensions: 3 of 3 available. In the center, the "Select Lock Extension" dropdown menu is open, showing "15 Day Extension" selected. Below the dropdown is a calendar for August 2022, with the date 22 highlighted in a blue circle. On the right, under "Lock After Extension", it displays: Total Lock Period: 75 days, Lock Expiration: Monday, Aug 22nd, 2022, Extension Fee: -0.125 (-\$281), and Final Price: 94.542. At the bottom right, there are two buttons: "Cancel Extension" and "Select Extension", with the "Select Extension" button highlighted in a red box.

Outcome: A confirmation screen appears showing the **Current Lock** and the **Lock After Extension**.

9. Click Confirm Extension Request.

Current Lock		Lock After Extension	
Lock Confirmed:	Saturday, Jul 2nd, 2022 at 10:47 am	Extend by:	15 days
Current Lock Period:	60 days	Updated Lock Period:	75 days
Lock Days Remaining:	35 days	Lock Days Remaining:	50 days
Current Lock Expiration:	Sunday, Aug 7th, 2022	Updated Lock Expiration:	Monday, Aug 22nd, 2022
Final Price:	94.667	Extension Fee:	-0.125 (-\$281)
		Final Price:	94.542

Are you sure you want to request this lock extension?

[Cancel Extension](#) [Confirm Extension Request](#)

Note: If you need to make a change, click **Select Extension** under the loan summary bar to return to select a different date, or click **Cancel Extension**.

LOAN SCENARIO

Loan	Property	Borrower
Cash-Out Refi \$225000 / 33077 Cashout	LTV (75/75/75) OH - Lake Single Family	Secondary 771 FICO 39.808 DTI Ratio

[< Select Extension](#)

Current Lock		Lock After Extension	
Lock Confirmed:	Saturday, Jul 2nd, 2022 at 10:47 am	Extend by:	15 days
Current Lock Period:	60 days	Updated Lock Period:	75 days
Lock Days Remaining:	35 days	Lock Days Remaining:	50 days
Current Lock Expiration:	Sunday, Aug 7th, 2022	Updated Lock Expiration:	Monday, Aug 22nd, 2022
Final Price:	94.667	Extension Fee:	-0.125 (-\$281)
		Final Price:	94.542

Are you sure you want to request this lock extension?

[Cancel Extension](#) [Confirm Extension Request](#)

Outcome: A confirmation message appears. Polly takes approximately 2 minutes to process this request, if auto-accept standards are met (i.e., loan pricing and product eligibility does not change).



A lock extension was initiated on Saturday, Jul 2nd, 2022 at 12:23 pm and is awaiting approval from your lock desk.