Lakeview Loan Servicing, LLC

Correspondent Lender Reference Guide

Registering, Pricing, and Locking

Lakeview Loan Servicing
Proprietary and Confidential
Orig: August 18, 2020_CR

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1. Loan Registration/Lock/Pricing

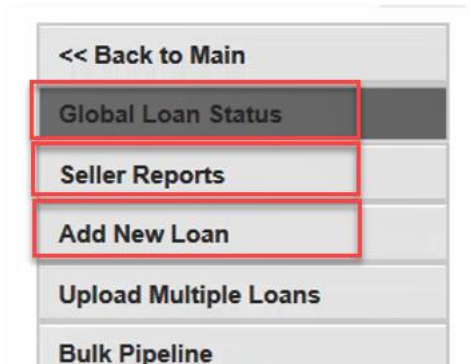1. After logging into the system, click **Loan Registration/Lock/Pricing** to go to the **Pricing Engine** section of the system.

Outcome: On the left navigation pane, multiple options appear, including: **Global Loan Status, Seller Reports, and Add New Loan**.

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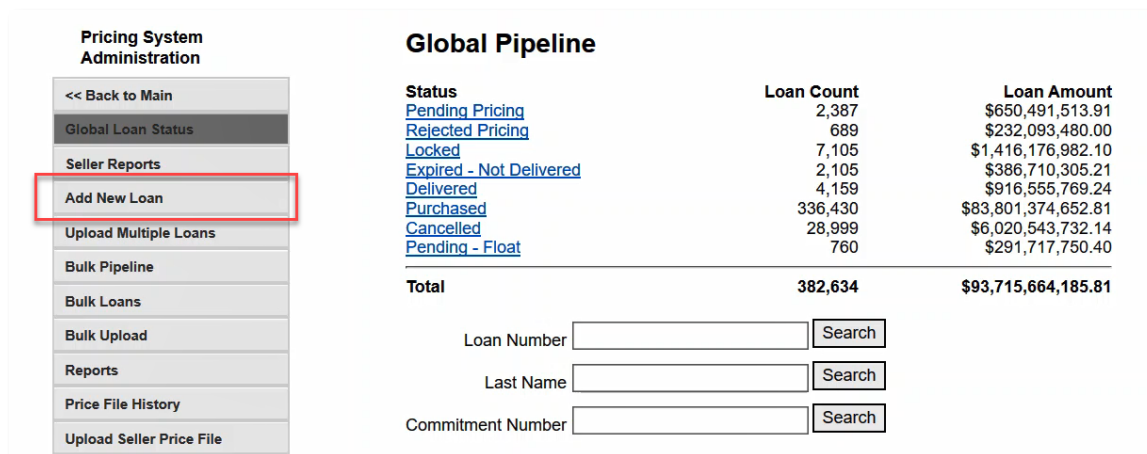Page 3 of 13

2. Global Pipeline/Loan Statuses

The **Global Pipeline** screen displays all the loans in your pipeline in their varying statuses. Each **Status** is a hyperlink that displays all of your loans in the associated status.

Note: Functionality is available to search for an individual loan by **Loan Number** or **Last Name**.

Pricing System Administration

- << Back to Main
- Global Loan Status
- Seller Reports
- Add New Loan
- Upload Multiple Loans
- Bulk Pipeline
- Bulk Loans
- Bulk Upload
- Reports
- Price File History
- Upload Seller Price File

Global Pipeline
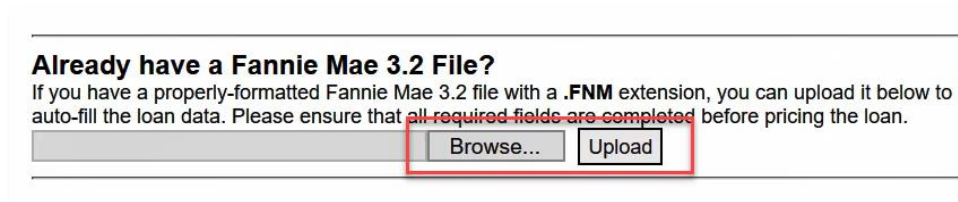
Status	Loan Count	Loan Amount
Pending Pricing	2,387	$650,491,513.91
Rejected Pricing	689	$232,093,480.00
Locked	7,105	$1,416,176,982.10
Expired - Not Delivered	2,105	$386,710,305.21
Delivered	4,159	$916,555,769.24
Purchased	336,430	$83,801,374,652.81
Cancelled	28,999	$6,020,543,732.14
Pending - Float	760	$291,717,750.40
Total	**382,634**	**$93,715,664,185.81**

Loan Number [   ] [Search]

Last Name [   ] [Search]

Commitment Number [   ] [Search]

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3. Add New Loan

1. Click **Add New Loan** on the left navigation to add/upload/enter a new loan to the system.

2. Click **Browse** to locate the file to upload.

3. Click **Upload** to upload a Fannie Mae 3.2 file.

4. Alternatively, you can manually enter the information on the loan information screen.

Note: Ensure all the require fields marked with a red asterisk are complete.

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3. Add a New Loan, continued

5. Enter the **Seller Loan Number**.

Note: This is your generated loan number, not a Lakeview loan number.

6. Select the **Program** and complete all fields with red asterisks.

7. Click **Price** when all the required fields are complete.

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3. Add New Loan, continued

Note: When product codes PPF360 or PPF361 are selected (Business Purpose Lending Products), select **Multi-Property** for the **Property Type**. The number of financed properties must be entered in the **# of Financed Properties** field in the **Loan Information** section.

- The current day's pricing for the selected program will be applied.

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3. Add New Loan, continued

8. After clicking the **Price** button, the pricing information appears and you can select **Accept Price (Lock), Reject Price**, or **Float**.

> If you choose the **Reject Price** button, the data will be saved in the system in case you want to re-structure this loan, but no loan number will be assigned. Select **Float** to generate a Lakeview or Bayview loan number.

Outcome: If the **Accept Price** button is clicked, the loan is locked and the screen below displays.

Note: The **Print Confirmation** button is available and allows the lock confirmation to be printed.

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4. Adding the Second Lien

Follow the instructions below to add the second lien.

1. On the **Loan Lock Results** screen, click **Add a Second Lien**.

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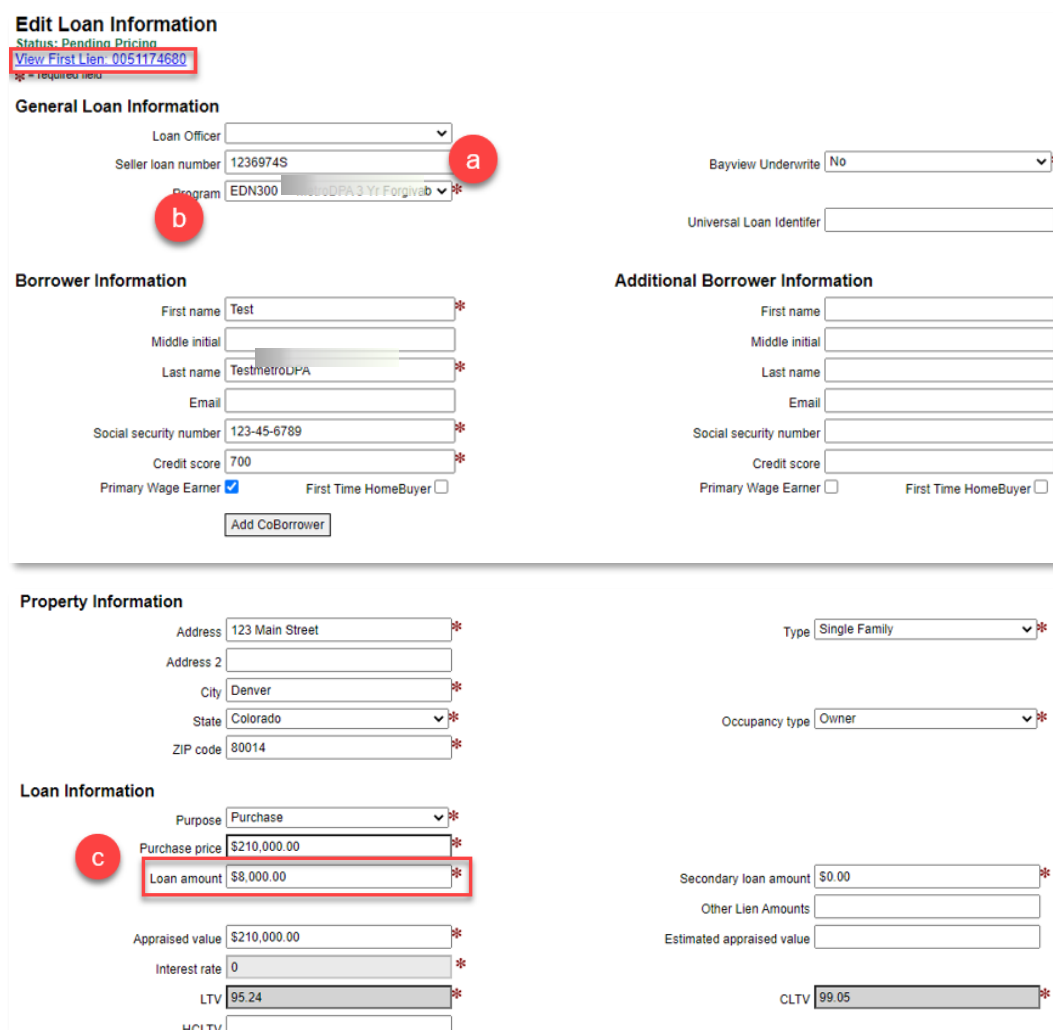Correspondent Lenders
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4. Adding the Second Lien, continued

2. On the **Edit Loan** screen, note the **View First Lien** link at the top of the window. This link provides the ability to toggle back to the first lien.

Note: Much of the first lien information has been copied over to this screen.

   a. An S has been added to the **Seller loan number** to indicate this is the second lien.

   b. The **Program** field is prepopulated with the selection made in the first loan screen.

   c. The loan amount that was entered in the **Secondary Loan Amount** field on the first lien has been carried over and displays in the **Loan Amount** field.

Note: Because this pricing request on this screen is for the Secondary Lien, the Secondary Loan amount remains at zero.

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4. Adding the Second Lien, continued

3. Enter the **Lock Period** and **Amortization term** for the second lien.

4. Click **Update and Price**.

5. On the **Loan Price Results** screen, select **Lock Price**, **Reject Price**, or **Float**.

Note: If you chose **Lock Price**, the loan is locked and the *Lock Confirmation* can be printed, if needed.

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5. Seller Reports

1. Click **Seller Reports** to view or run various reports.

   Note: If you are in the **Main** screen, click **Loan Registration/Lock/Pricing** to go to the **Pricing Engine** section of the system to view the **Seller Reports** link.

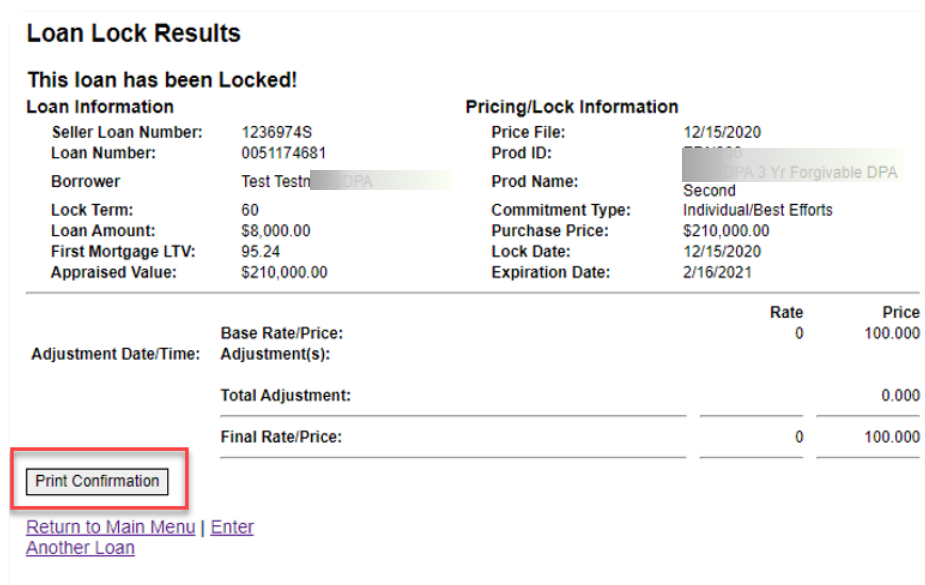 | |
   |---|
   | << Back to Main |
   | Global Loan Status |
   | Seller Reports |
   | Add New Loan |
   | Upload Multiple Loans |
   | Bulk Pipeline |
   | Bulk Loans |
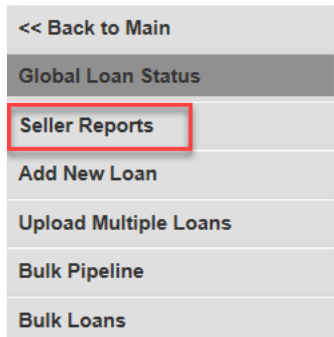
2. Use the **Reports** drop-down menu to select from the reports available.

   Reports

   Select a Report

   Display Report

   Select a Report
   Select a Report
   Daily Lock Report
   Daily Purchase Report
   Expired Locks
   All Loans
   Expiration Report
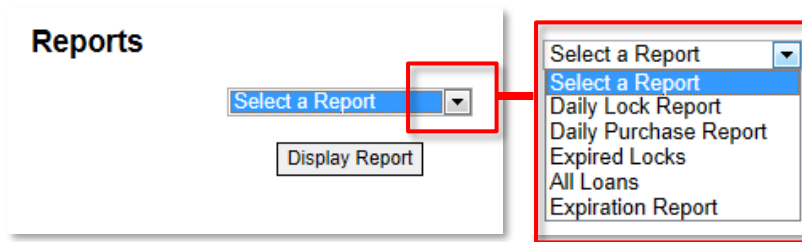
3. Enter a date range and click the **Display Report** button.

   Daily Lock Report

   Start Date | End Date
   9/25/2020 - 9/25/2020

   Display Report

   Outcome: The report will display in Excel.

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6. Lock Policy and Commitment Desk Contact Information

Locate the Lock Policy by following the steps below. Please refer to the Lakeview or Bayview Seller Guide. Refer to Chapter 3 in each seller guide for information about the lock policies.

1. Click the **Back to Main** link on the left navigation pane if you are in the **Pricing Engine System** screen.

2. Click **Seller Guides** on the left navigation from the **Main** screen.
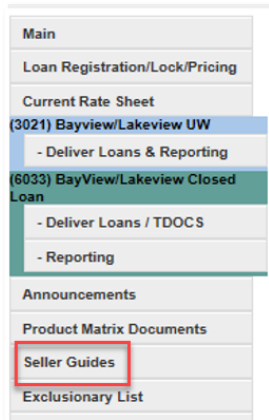
Outcome: By clicking on the **Seller Guides** link on the left navigation from the **Main** screen, two Seller Guides appear. Click on the appropriate seller guide based on your product.

Commitment Desk Contact Information

For assistance with locking please contact the commitment desk at the phone or email address listed below.

-   Commitment Desk Phone Number: 855-253-8439, Option 1 (8:30 AM EST to 7:00 PM EST)

-   Commitment Desk Email Address: CommitmentDesk@communityloanservicing.com

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