



Lakeview Loan Servicing, LLC

Correspondent Lender Reference Guide

Registering, Pricing, and Locking

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

Correspondent Lenders
Registering, Pricing, and Locking Loans
Page 1 of 13





Table of Contents

1. Loan Registration/Lock/Pricing 3

2. Global Pipeline/Loan Statuses 4

3. Add New Loan 5

4. Adding the Second Lien..... 9

5. Seller Reports 12

6. Lock Policy and Commitment Desk Contact Information 13



1. Loan Registration/Lock/Pricing

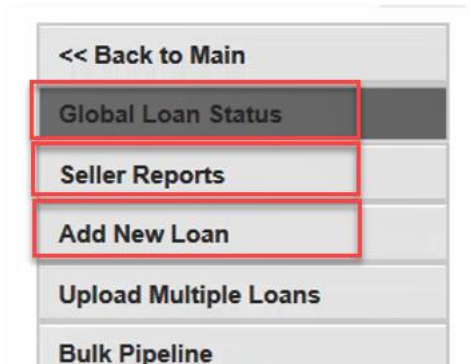
- After logging into the system, click **Loan Registration/Lock/Pricing** to go to the **Pricing Engine** section of the system.



The screenshot shows the Lakeview system interface. On the left is a navigation menu with the following items: Main, **Loan Registration/Lock/Pricing** (highlighted with a red box), Current Rate Sheet, Broker Current Rate Sheet, (3021) Bayview/Lakeview UW, - Deliver Loans & Reporting, (6033) BayView/Lakeview Closed Loan, - Deliver Loans / TDOCS, - Titanium ULDD/XML Upload, - Reporting, Post Purchase, - Reporting, Announcements, Archived Announcements, Product Matrix Documents-Lakeview & Bayview, and Product Matrix Documents - Affordable Lending. The main content area is titled "Announcements" and contains a table with two columns: "Descriptions" and "Last Update".

Descriptions	Last Update
BLS LLS Disaster File	7/13/2020 7:36:01 AM
COVID-19-06 FAQs	7/9/2020 8:44:27 AM
2020 All Announcements	7/8/2020 2:35:58 PM
C2020-26 - FHA_USDA_metroDPA Updates	7/8/2020 2:31:45 PM
C2020-25 - VVOE and Forbearance Requirements and Other Miscellaneous Updates	6/22/2020 12:55:45 PM
C2020-24 - Address Change for Final Documents	6/16/2020 1:46:20 PM
C2020-23 - Agency Self-Employment and Government FICO and VA Updates	6/11/2020 12:24:50 PM
C2020-22 - COVID-19 Agency Updates and metroDPA updates and Client Report Card Reminder	6/1/2020 6:00:16 AM
C2020-21 - USDA and VA and FHA Updates and ARM Reminder	5/21/2020 10:49:03 AM
C2020-20 - Updated Forbearance Guidance	5/12/2020 2:36:07 PM
C2020-19 - Overnight Rate Protection - Agency - metroDPA and USDA Updates	5/7/2020 8:29:44 AM

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



The screenshot shows the Lakeview system interface. On the left is a navigation menu with the following items: << Back to Main, **Global Loan Status** (highlighted with a red box), **Seller Reports** (highlighted with a red box), **Add New Loan** (highlighted with a red box), Upload Multiple Loans, and Bulk Pipeline.

2. Global Pipeline/Loan Statuses

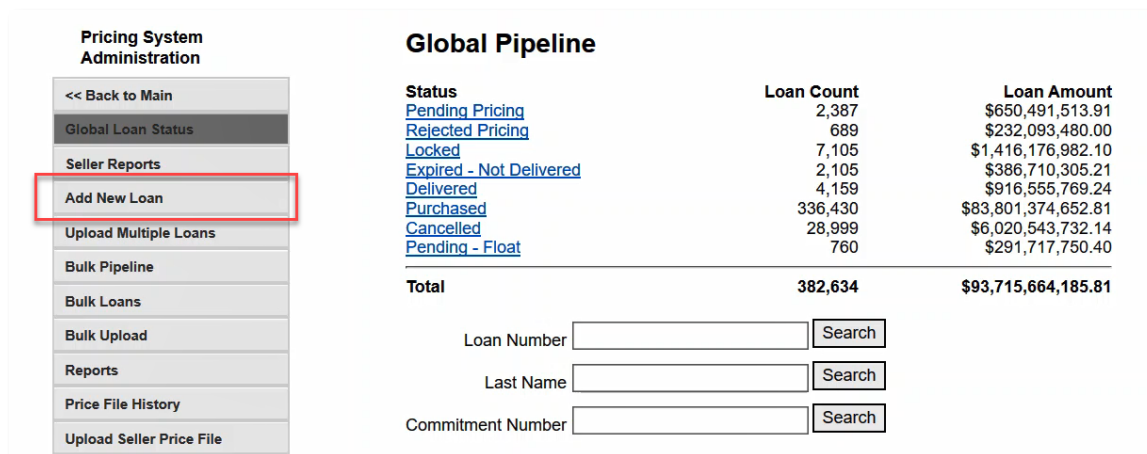
The **Global Pipeline** screen displays all the loans in your pipeline in their varying statuses. Each **Status** is a hyperlink that displays all of your loans in the associated status.

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

Pricing System Administration		Global Pipeline		
<< Back to Main		Status	Loan Count	Loan Amount
Global Loan Status		Pending Pricing	2,387	\$650,491,513.91
Seller Reports		Rejected Pricing	689	\$232,093,480.00
Add New Loan		Locked	7,105	\$1,416,176,982.10
Upload Multiple Loans		Expired - Not Delivered	2,105	\$386,710,305.21
Bulk Pipeline		Delivered	4,159	\$916,555,769.24
Bulk Loans		Purchased	336,430	\$83,801,374,652.81
Bulk Upload		Cancelled	28,999	\$6,020,543,732.14
Reports		Pending - Float	760	\$291,717,750.40
Price File History		Total	382,634	\$93,715,664,185.81
Upload Seller Price File		Loan Number <input type="text"/>	<input type="button" value="Search"/>	
		Last Name <input type="text"/>	<input type="button" value="Search"/>	
		Commitment Number <input type="text"/>	<input type="button" value="Search"/>	

3. Add New Loan

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



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

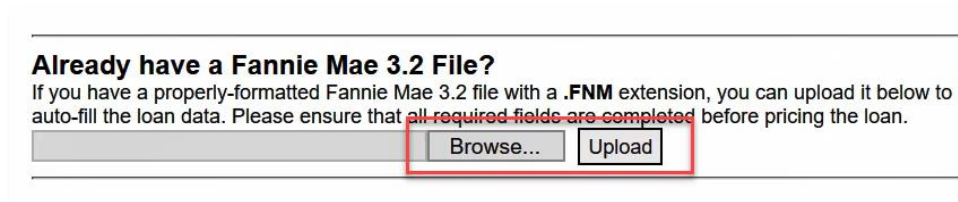
Status	Loan Count	Loan Amount
Pending Pricing	2,387	\$650,491,513.91
Rejected Pricing	689	\$232,093,480.00
Locked	7,105	\$1,416,176,982.10
Expired - Not Delivered	2,105	\$386,710,305.21
Delivered	4,159	\$916,555,769.24
Purchased	336,430	\$83,801,374,652.81
Cancelled	28,999	\$6,020,543,732.14
Pending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

Loan Number

Last Name

Commitment Number

2. Click **Browse** to locate the file to upload.
3. Click **Upload** to upload a Fannie Mae 3.2 file.



Already have a Fannie Mae 3.2 File?

If you have a properly-formatted Fannie Mae 3.2 file with a **.FNM** extension, you can upload it below to auto-fill the loan data. Please ensure that **all required fields are completed** before pricing the loan.

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.

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.

Upload a File?
If you have a properly-formatted file, you can upload it below to auto-fill the loan data. Please ensure that all required fields are completed before pricing the loan.

Add New Demo Correspondent 2 Loan

* = required field

General Loan Information

Seller Loan Number *

Program *

Bayview Underwrite *

Universal Loan Identifier

Borrower Information

First Name *

Middle Initial

Last Name *

Email

Social Security Number *

Credit Score *

Primary Wage Earner ☐ First Time HomeBuyer ☐

Additional Borrower Information

First Name

Middle Initial

Last Name

Email

Social Security Number

Credit Score

Primary Wage Earner ☐ First Time HomeBuyer ☐

Property Information

Address *

Address 2

City *

State *

ZIP code *

Type *

Occupancy type *

Loan Information

Purpose *

Purchase/Sales price

Loan amount *

Appraised value *

Interest rate % *

LTV *

HCLTV

Originator channel

Doc type *

Commitment type *

DTI (backend ratio)/DSCR *

AUS Engine *

Escrows/impounds *

Price file *

Comments

Secondary loan amount

Other Lien Amounts

Estimated appraised value

CLTV *

Lock period *

Amortization term *

AUS recommendation

of Financed Properties

If you are experiencing technical problems, please email: support@evolvemortgageservices.com

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

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.

Property Information	
Address	Type
Address 2	
City	
State	Occupancy type
ZIP code	
Loan Information	
Purpose	
Purchase/Sales price	
Loan amount	Secondary loan amount
	Other Lien Amounts
Appraised value	Estimated appraised value
Interest rate %	
LTV	CLTV
HCLTV	
Originator channel	
Doc type	Lock period
Commitment type	Amortization term
DTI (backend ratio)/DSCR	AUS recommendation
AUS Engine	# of Financed Properties

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

3. Add New Loan, continued

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

Loan Price Results

Loan Information		Pricing/Lock Information	
Seller Loan Number:	Farrell8150	Price File:	10/27/2020
Loan Number:		Prod ID:	CBF303
Borrower:	Mary Farrelltest	Prod Name:	Conforming 30 Yr Fixed (Original Balance > \$110k and <=\$150k)
Lock Term:	60	Commitment Type:	Individual/Best Efforts
Loan Amount:	\$145,000.00	Purchase Price:	\$185,000.00
First Mortgage LTV:	78.38		
Appraised Value:	\$200,000.00		

	Base Rate/Price:	Rate	Price
LLPA Date/Time:	Adjustment(s):	4	106.974
10/27/2020 2:08:05 PM	General State = MD		-0.020
10/27/2020 2:08:05 PM	General Titium = True		0.200
10/27/2020 2:08:05 PM	FICO/UPB (Conforming) FICO >= 650 <= 749, UPB > 110000 <= 150000		-0.048
10/27/2020 2:08:06 PM	FICO/LTV Adjustments > 15YR FICO >= 680 <= 699, LTV >= 75.01 <= 80		-1.750
Total Adjustment:			-1.618
Final Rate/Price:		4	105.356

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.

Loan Lock Results

This loan has been Locked!

Loan Information		Pricing/Lock Information	
Seller Loan Number:	Farrell8150	Price File:	10/27/2020
Loan Number:	0051156294	Prod ID:	CBF303
Borrower:	Mary Farrelltest	Prod Name:	Conforming 30 Yr Fixed (Original Balance > \$110k and <=\$150k)
Lock Term:	60	Commitment Type:	Individual/Best Efforts
Loan Amount:	\$145,000.00	Purchase Price:	\$185,000.00
First Mortgage LTV:	78.38	Lock Date:	10/27/2020
Appraised Value:	\$200,000.00	Expiration Date:	12/28/2020

	Base Rate/Price:	Rate	Price
Adjustment Date/Time:	Adjustment(s):	4	106.974
10/27/2020 2:08:05 PM	General State = MD		-0.020
10/27/2020 2:08:05 PM	General Titium = True		0.200
10/27/2020 2:08:05 PM	FICO/UPB (Conforming) FICO >= 650 <= 749, UPB > 110000 <= 150000		-0.048
10/27/2020 2:08:06 PM	FICO/LTV Adjustments > 15YR FICO >= 680 <= 699, LTV >= 75.01 <= 80		-1.750
Total Adjustment:			-1.618
Final Rate/Price:		4	105.356

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

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**.



Lakeview LOAN SERVICING **BAYVIEW** ACQUISITIONS, LLC.

Pricing System
Seller

<< Back to Main
Global Loan Status
Add New Loan
Bulk Pipeline
Seller Reports
Lock Policy
Contact Us
Logout

Loan Lock Results

This loan has been Locked!

Loan Information

Seller Loan Number:	1236974
Loan Number:	0051174680
Borrower	
Lock Term:	60
Loan Amount:	\$200,000.00
First Mortgage LTV:	95.24
Appraised Value:	\$210,000.00

Pricing/Lock Information

Price File:	12/15/2020
Prod ID:	
Prod Name:	
Commitment Type:	Individual/Best Efforts
Purchase Price:	\$210,000.00
Lock Date:	12/15/2020
Expiration Date:	2/16/2021

	Base Rate/Price:	3.125	101.500
Adjustment Date/Time:	Adjustment(s):		
	Total Adjustment:		0.000
	Final Rate/Price:	3.125	101.500

[Print Confirmation](#)

[Return to Main Menu](#) | [Enter Another Loan](#)

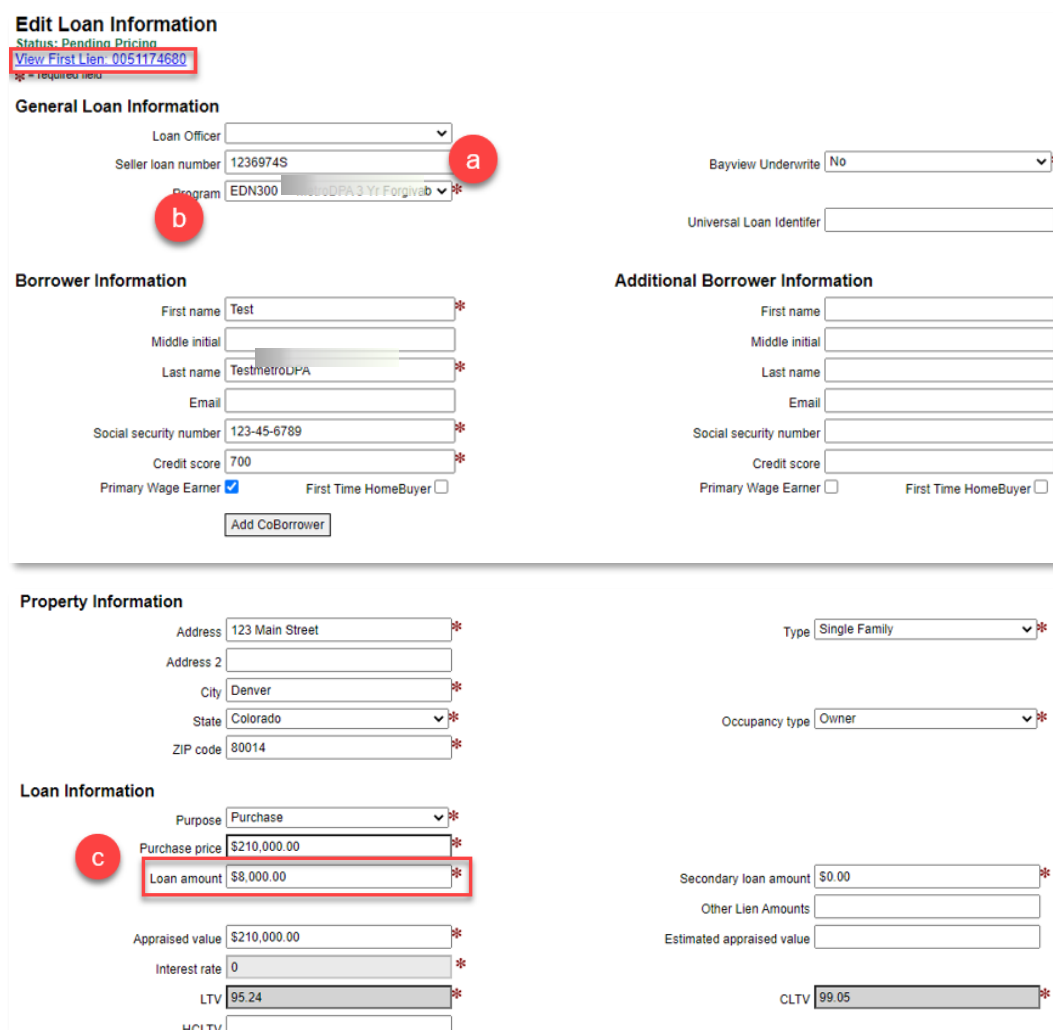
Add a Second Lien

4. Adding the Second Lien, continued

- 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.

- An S has been added to the **Seller loan number** to indicate this is the second lien.
- The **Program** field is prepopulated with the selection made in the first loan screen.
- 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.



Edit Loan Information
Status: Pending Pricing
[View First Lien: 0051174680](#)
sg = required field

General Loan Information

Loan Officer:

Seller loan number: 1236974S a

Program: EDN300 b

Bayview Underwrite: No *

Universal Loan Identifier:

Borrower Information

First name: Test *

Middle initial:

Last name: TestmetroUPA *

Email:

Social security number: 123-45-6789 *

Credit score: 700 *

Primary Wage Earner ☒ First Time HomeBuyer ☐

Additional Borrower Information

First name:

Middle initial:

Last name:

Email:

Social security number:

Credit score:

Primary Wage Earner ☐ First Time HomeBuyer ☐

Property Information

Address: 123 Main Street *

Address 2:

City: Denver *

State: Colorado *

ZIP code: 80014 *

Type: Single Family *

Occupancy type: Owner *

Loan Information

Purpose: Purchase *

Purchase price: \$210,000.00 *

Loan amount: \$8,000.00 * c

Appraised value: \$210,000.00 *

Interest rate: 0 *

LTV: 95.24 *

HCLTV:

Secondary loan amount: \$0.00 *

Other Lien Amounts:

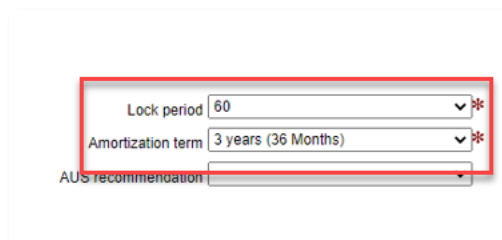
Estimated appraised value:

CLTV: 99.05 *

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

4. Adding the Second Lien, continued

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



Lock period 60

Amortization term 3 years (36 Months)

AUS recommendation

4. Click **Update and Price**.



Comments

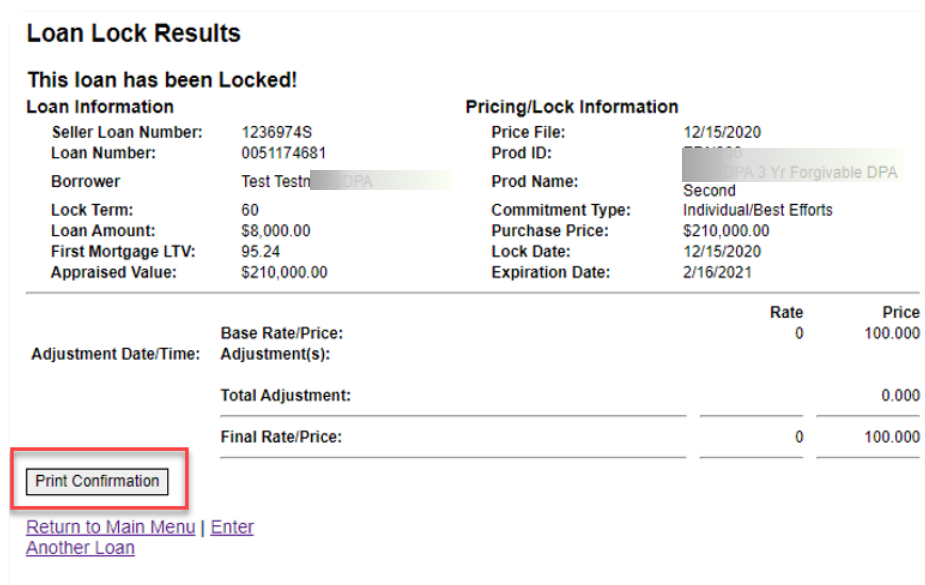
Update and Price

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



Lock Price Reject Price Float

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



Loan Lock Results

This loan has been Locked!

Loan Information		Pricing/Lock Information	
Seller Loan Number:	1236974S	Price File:	12/15/2020
Loan Number:	0051174681	Prod ID:	000000
Borrower:	Test Test DPA	Prod Name:	DPA 3 Yr Forgivable DPA
Lock Term:	60	Commitment Type:	Second
Loan Amount:	\$8,000.00	Purchase Price:	Individual/Best Efforts
First Mortgage LTV:	95.24	Lock Date:	\$210,000.00
Appraised Value:	\$210,000.00	Expiration Date:	12/15/2020
			2/16/2021

	Rate	Price
Base Rate/Price:	0	100.000
Adjustment Date/Time: Adjustment(s):		
Total Adjustment:		0.000
Final Rate/Price:	0	100.000

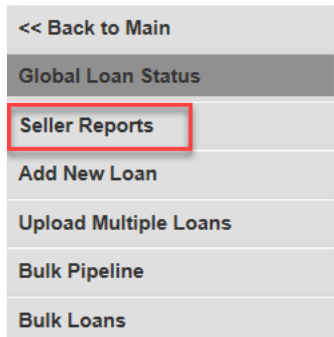
Print Confirmation

[Return to Main Menu](#) | [Enter Another Loan](#)

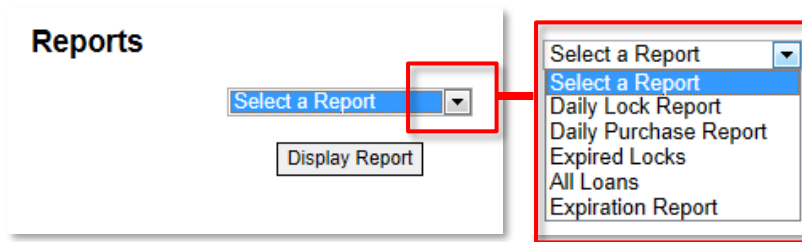
5. Seller Reports

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.



2. Use the **Reports** drop-down menu to select from the reports available.



3. Enter a date range and click the **Display Report** button.

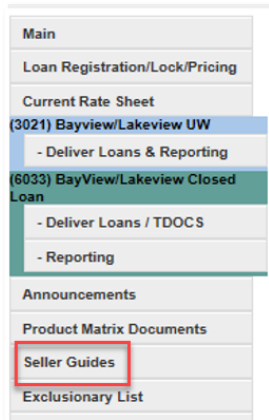


Outcome: The report will display in Excel.

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.

Seller Guides

Descriptions	Last Update
Bayview Seller Guide	8/24/2020 1:57:23 PM
Lakeview Seller Guide	6/17/2020 10:36:06 PM

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