

# Non-Del Portal – Price and Lock a Loan

Last Updated: September 1, 2022

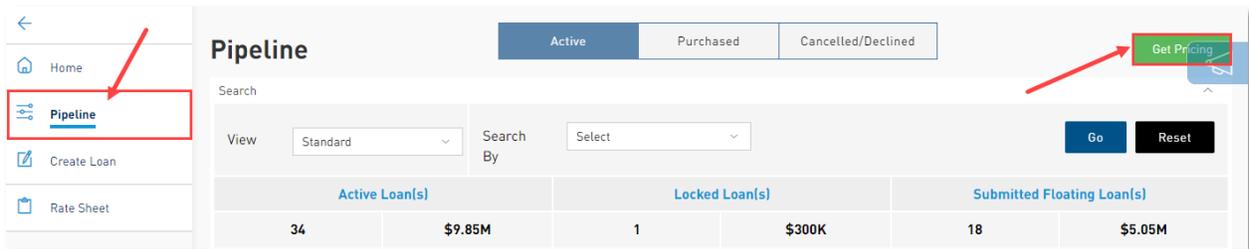


1. Be sure the loan is closed in the Non-Del Portal.

**Important:** Polly cannot initiate the lock request while the loan is still open, so be sure to close the loan immediately.

2. In the Non-Del Portal pipeline, click **Get Pricing**.

**Important:** You must be in the Pipeline in the Non-Del Portal to access Polly, not in the loan.



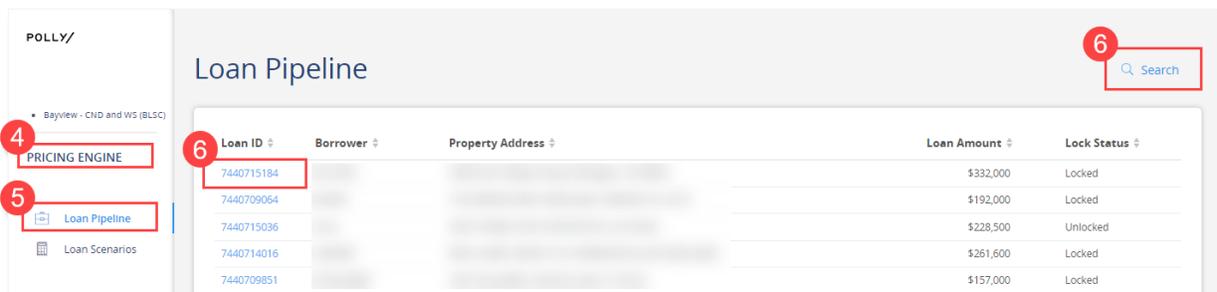
Polly opens in a separate browser window.

**Outcome:**

3. Log into Polly with the credentials provided.

**Note:** The Login/password issued is 1 per lender, not per user.

4. Click **PRICING ENGINE**.
5. Select **Loan Pipeline**. The pipeline is filtered to show only your loans.
6. 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.



# Non-Del Portal – Price and Lock a Loan

Last Updated: September 1, 2022



7. Select the lock period from the **Day Lock** drop-down menu.
8. Check the **Loan Type** checkbox.
9. Check the loan term checkbox under **Fixed Programs**.
10. Click **Refresh Pricing**.

The screenshot shows the 'LOAN SCENARIO' dropdown menu. Below it, the 'Loan' summary includes 'Purchase', '\$337500.0', 'LTV (75.0/75.0/75.0)', 'FL - Saint Johns', and 'PUD'. The 'Property' section is partially visible. The 'SEARCH CRITERIA' section has a '45 Day Lock' dropdown menu highlighted with a red box and a '7' in a red circle. Below this are two sections: 'Loan Type' with checkboxes for 'Conventional', 'Jumbo', 'NonQM' (checked), 'FHA', and 'VA', highlighted with a red box and an '8' in a red circle; and 'Fixed Programs' with checkboxes for '40 Yr', '30 Yr' (checked), '25 Yr', '20 Yr', '15 Yr', and '10 Yr', highlighted with a red box and a '9' in a red circle. At the bottom left is a 'Refresh Pricing' button highlighted with a red box and a '10' in a red circle. The right side of the screen shows 'Eligible Product(s)' and 'Ineligible Product(s)' sections, with a message stating 'There are no eligible products that match your search criteria.' and a list of ineligible products.

11. Click the **Down Arrow** icon below the loan summary bar to review the loan information.

The screenshot shows the loan summary bar with columns for 'Loan', 'Property', and 'Borrower'. The 'Loan' section includes 'No Cash-Out Refi', '\$150000 / null Cashout', and 'LTV (75/75/75)'. The 'Property' section includes 'NJ - Burlington', 'Single Family', and 'Primary'. The 'Borrower' section includes '-- FICO', '39.443 DTI Ratio', and '-- Mo. of Reserves'. Below the summary bar is a dropdown arrow icon highlighted with a red box. The 'Criteria' section has a '45 Day Lock' dropdown menu. Below this are 'Loan Type' checkboxes for 'Interest Only', 'Conventional' (checked), 'Jumbo', 'Non-QM', and 'FHA'. The right side of the screen shows 'Eligible Product(s)' and 'Ineligible Product(s)' sections, with a message stating 'There are no eligible products that match your search criteria.' and a list of ineligible products, including '30 Yr Fixed (Loan Amount > \$150k and <conforming limit)'. The 'Disqualifiers' section includes 'Conventional Eligibility' and 'Refi purpose <-purpose'.

Lakeview Loan Servicing  
Proprietary and Confidential  
Orig: May 6, 2022\_LS\_KD

COR Non-Del BDD, Correspondent Lender  
Non-Del Portal – Price and Lock a Loan  
Page 2 of 7



# Non-Del Portal – Price and Lock a Loan

Last Updated: September 1, 2022



12. Validate all of the criteria, then click **Refresh Pricing**.

**Example:** Some key fields to check/update include:

- a. **Self Employed**
- b. **First Time Home Buyer**
- c. **Prepayment Structure** – refer to the rate sheet for the product and terms to select the correct rate structure.

**LOAN SCENARIO** ^

Loan			Property			Borrower			
Purchase	\$337,500.0	LTV (75.0/75.0/75.0)	FL - Saint Johns	PUD	Primary	724 FICO	49.774 DTI Ratio	-- Mo. of Reserves	
Loan Purpose	Loan Amount	Purchase Price	State	County	FICO	Monthly Income	DTI Ratio	Mo. Reserves	
Purchase	\$337,500	\$450,000	Florida	Saint Johns	724	\$9,647	49.7		
Property Value	Property Type	Occupancy	Units	Self Employed					
\$450,000	PUD	Primary	1	Yes					
Closed End Second	Non-Occupancy Coborrower	Inspection Waiver		Multiple Applicants	First Time Home Buyer				
	No	No		No	No				
MI Paid By	Waive Escrow	Non-Warrantable		Condotel	Paid By		Multiple Significant Derogatory Credit Events		
Borrower	No				Lender				
AUS	Lien Position	Interest Only		Prepayment Structure				Properties Financed	
Other	First	No		5/5/5/5/5				Not Applicable	
Temporary Buydown	5/4/3/2/1		5/5/5/5						
	4/3/2/1		5/5/5						
	3/2/1		1/1/1						
	3 yr 6 mo int > 20% paydown		5/5						
	5/5		2/1						
	2/1		5						





13. Different fields appear at the bottom of the screen depending on the loan type selected. Be sure to fill out all pertinent fields to ensure successful pricing results.

**Example:** The example below shows a NonQM loan.

- For NonQM loans, you must also select the **Verification Method**.

Different fields appear depending on which **Verification Method** you select.

14. Click **Refresh Pricing**.

NonQM  
Outco Documentation **13**

Verification Method  
Debt Service Coverage Ratio ^

Full Documentation  
Bank Statement(s)  
Verification of Employment  
Asset Qualification  
Debt Service Coverage Ratio  
1099  
CPA P&L

DSCR Ratio  
0

Derogatory Event History  
(age of event in month)

Bankruptcy 7  Charge Off   
 Bankruptcy 11  Loan Mod   
 Bankruptcy 13  Default Notice   
 Foreclosure  Short Sale   
 Deed In Lieu

Late Payment History  
(# of occurrences)

x30x12  x30x24  
 x60x12  x60x24  
 x90x12  x90x24  
 x120x12  x120x24

**14** Refresh Pricing





15. If no eligible products are returned, investigate the details by clicking the hyperlink under the **Ineligible Product(s)** or **Disqualifiers** sections to display the criteria needed for that product.

The screenshot displays the Lakeview Non-Del Portal interface. At the top, there is a 'LOAN SCENARIO' dropdown menu. Below it, a summary bar shows loan details: Loan (Purchase, \$337,500.0, LTV 75.0/75.0/75.0), Property (FL - Saint Johns, PUD), and Borrower (Primary, 724 FICO, 49.774 DTI Ratio, -- Mo. of Reserves). The main area is divided into 'SEARCH CRITERIA' (45 Day Lock) and 'Eligible Product(s)' (None found). The 'Ineligible Product(s)' section lists two products from Bayview Loans, LLC. A red box highlights the disqualifier 'DSCR: Experience Required' for the first product. A red arrow points from this disqualifier to a popup window titled 'DSCR: Experience Required Details'. The popup shows the rule logic: 'If Borrower InvestorExperience is N/A, then the Bayview Loans, LLC - Non-Delegated - DSCR >= 1.30 Fixed 30/10 Yr I/O is ineligible.' The second product is also listed as ineligible.

- a. Adjust the lock period, loan type, and term to see if eligible products are returned. (Steps [7-9](#))
- b. Change the loan details, as needed, by clicking the **Down Arrow** below the loan summary bar. ([Step 11](#))



# Non-Del Portal – Price and Lock a Loan

Last Updated: September 1, 2022



16. Once **Eligible Product(s)** are returned, click the rate you want to lock. The pricing adjustment details appear.

17. Click **Select Rate**. (Click **Float** to register without locking.)

**SEARCH CRITERIA**  
45 Day Lock

Rate	Price	P&I	P&I+MI	Credit / Cost	Lock Period
PR 4.875	100.717	\$1,852	-	-0.717 (-\$2,509)	45

**Pricing Adjustments**  
Margin Adjustments: -0.126  
Corr Non Delegated: Base Margin (15/30 Yr) -0.126  
LLPA Adjustments: -0.220  
Conf: FICO/LTV >15 Yr Terms LLPA -0.250  
Conf: State LLPA -0.020  
Conf: Loan Amount LLPA 0.050  
-0.346

Rate	Price	P&I	P&I+MI	Credit / Cost	Lock Period
5.000	101.278	\$1,878	-	-1.278 (-\$4,471)	45
5.125	101.746	\$1,905	-	-1.746 (-\$6,112)	45
5.250	101.435	\$1,932	-	-1.435 (-\$5,021)	45
5.375	101.986	\$1,959	-	-1.986 (-\$6,951)	45
5.500	102.474	\$1,987	-	-2.474 (-\$8,657)	45
5.625	102.755	\$2,014	-	-2.755 (-\$9,641)	45
5.750	102.339	\$2,042	-	-2.339 (-\$8,188)	45
5.875	102.716	\$2,070	-	-2.716 (-\$9,505)	45
6.000	103.061	\$2,098	-	-3.061 (-\$10,714)	45
6.125	103.274	\$2,126	-	-3.274 (-\$11,457)	45
6.250	102.899	\$2,155	-	-2.899 (-\$10,145)	45
6.375	103.181	\$2,183	-	-3.181 (-\$11,133)	45

Selected: 30 Yr Fixed Home Possible - CND550 at 4.875%

Buttons: Cancel, Float, **Select Rate**

**Outcome:** The lock request information displays.

**Lock Request**  
Product: FHA 15 Yr Fixed Full Doc (GNF150)  
Note Rate: 4.375  
Lock Period: 60  
Lock Expiration: Friday, Aug 26th, 2022  
Final Price: 98.087

Are you sure you want to initiate this lock request?

Buttons: Cancel Lock, **Request Lock**

18. Click **Request Lock**.





19. Obtain and print the lock confirmation:

- a. Select the loan from the pipeline view to open the loan.

- b. Expand the **Product & Pricing** menu.
- c. Click **Lock Confirmation**.
- d. Click **Print**.

