

Bayview Non-Agency Portal

Correspondent Lender Reference Guide

Request an Extension or Exception



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Proprietary and Confidential
Orig: June 24, 2026

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Request an Extension or Exception

Request Loan Extension

- 1. Navigate to the loan Pipeline
- 2. Click on the Actions menu button

LOCKED (6)

Total loan amount : \$400,000.00 WAVG price : 101.3079 Total proce

Actions	UW	Lender ID ▾	Investor ID	BV ID ▲
...	D	RandomOpusTest	10000044	BAYVIEW-UAT-BV10031438
...	D	test	10000045	BAYVIEW-UAT-BV10031439
...	D	CESTEST123	10000046	BAYVIEW-UAT-BV10031440

- 3. Select Request Extension

View Details

PRICING & LOCK

Cancel Loan

Request Extension

Request Loan Exception

View Lock Confirmation

Export as a JSON

4. In the **Choose Lock Extension** screen, select the number of days or type in a specific extension period and click **Request Extension**.

CHOOSE LOCK EXTENSION				
Requested Extension	Actual Extension ⓘ	Price	Fee	New Expiration Date
1 Days	1 Days	100.0290	2.00	2026-07-14
5 Days	7 Days	99.9090	14.00	2026-07-20
10 Days	10 Days	99.8490	20.00	2026-07-23
15 Days	15 Days	99.7490	30.00	2026-07-28
20 Days	21 Days	99.6290	42.00	2026-08-03
25 Days	25 Days	99.5490	50.00	2026-08-07
30 Days	30 Days	99.4490	60.00	2026-08-12
				Request Extension

5. Click **Yes** to confirm the request



WARNING

Are you sure you want to extend loan?

No

Yes

Outcome: Review the extension details

Please review the following details:	
Main Borrower Name	Redacted
Price After Extension	99.7490
Total Extension Fee	0
Extensions Granted	1
New Expiration Date	07-28-2026

Request Loan Exception

Request a Loan Exception

Note: Request an exception through the **Pipeline Actions** menu or through the **Loan Control Panel**

Pipeline

- 1. Navigate to the loan **Pipeline**
- 2. Click on the **Actions** menu button

LOCKED (6)

Total loan amount : \$400,000.00 WAVG price : 101.3079 Total proce

Actions	UW	Lender ID ▾	Investor ID	BV ID ▲
...	D	RandomOpusTest	10000044	BAYVIEW-UAT-BV10031438
...	D	test	10000045	BAYVIEW-UAT-BV10031439
...	D	CESTEST123	10000046	BAYVIEW-UAT-BV10031440

- 3. Select **Request Exception**

View Details

PRICING & LOCK

Cancel Loan

Request Extension

Request Loan Exception

View Lock Confirmation

Export as a JSON

4. Complete the required fields in the **Loan Exception Request** form

- a. Intended Program
- b. Intended Doc Type
- c. Requested Note Rate
- d. Requested Lock Period
- e. Description
- f. Compensating Factors

The screenshot shows a 'Loan Exception Request' form with the following fields and values:

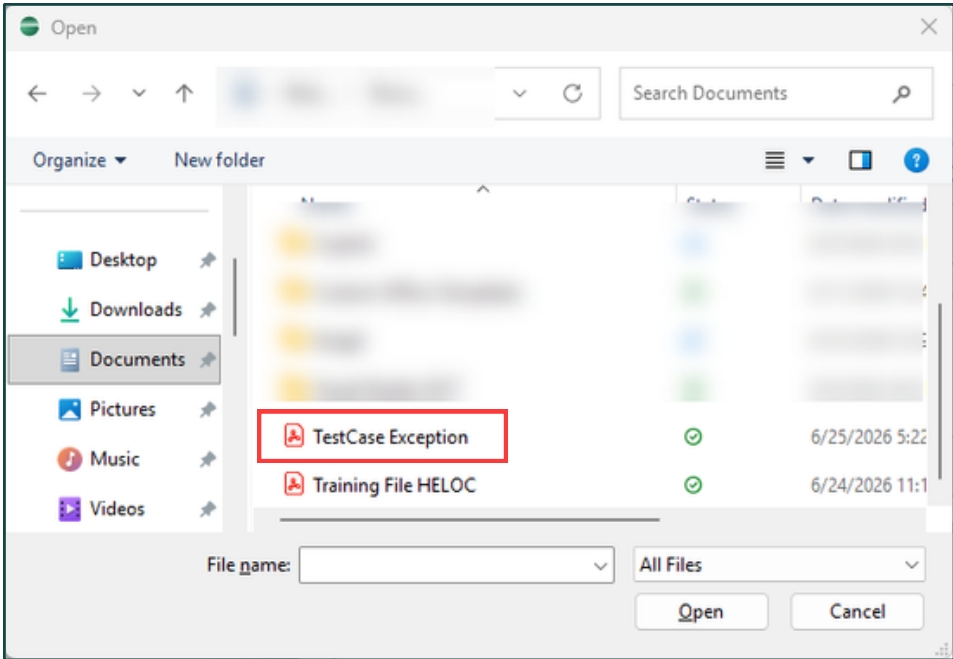
- Intended Program***: Bayview Heloc First Lien Test
- Intended Doc Type***: Asset Utilization
- Requested Note Rate***: 7.96 %
- Requested Lock Period***: 30 Days
- Description***: Exception request to accept lower FICO than guideline requirements
- Compensating Factors***: 5% reduction to the LTV, shorter draw period, additional 3 months of reserves

Red arrows point to the asterisked field labels for each of the six items listed in the previous block.

5. Drag and Drop supporting files or Select **Upload Supporting Documents**

This screenshot shows a close-up of the 'Compensating Factors*' field, which contains the text: '5% reduction to the LTV, shorter draw period, additional 3 months of reserves'. Below this field is a button labeled 'Upload Supporting Documents' with a document icon and the text 'All formats are acceptable'. The button is highlighted with a red dashed border.

6. Select file for upload

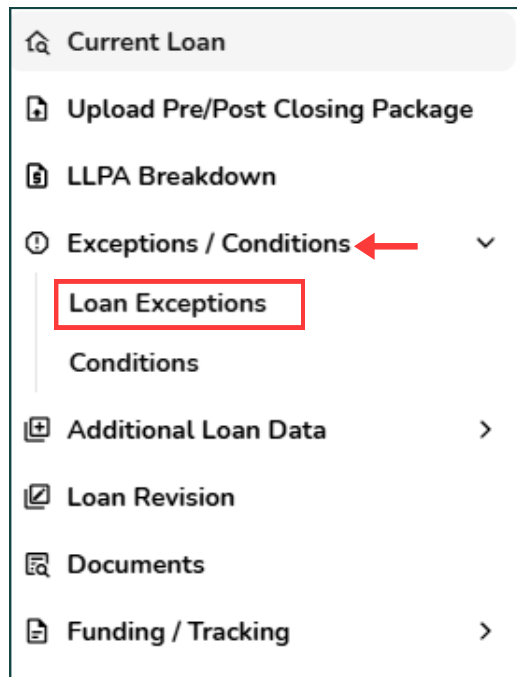


7. Click **Submit**

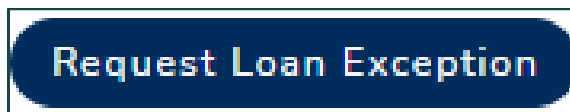


Loan Control Panel

1. Navigate to the **Loan Control Panel**
2. Select **Loan Exceptions** from the **Exceptions/Conditions** drop-down menu



3. Click **Request Loan Exception**



Follow steps 4-7 as listed above