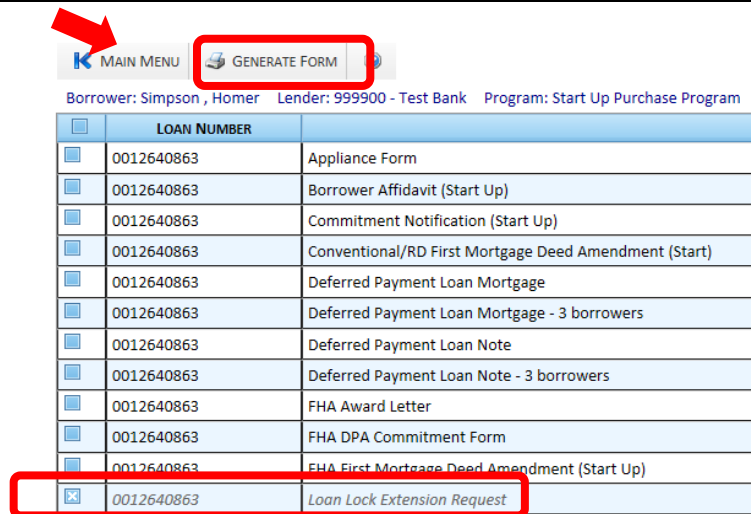


Please follow these steps to request an extension. A Loan Lock Extension Request can only be completed for loans that are in a "current" loan status in the Minnesota Housing Loan Commitment System and are at day 30 or later of the lock period.

1. After logging into the system, select “Single Family Web Management”	<div><div><div>LOGIN</div><div>USER NAME <input type="text"/></div><div>PASSWORD <input type="password"/></div><div>LOGIN</div><div><a href="#">REGISTER</a></div><div><a href="#">RESET PASSWORD</a></div></div><div><div>Funds Management System</div><div>Funds Management Web</div><div><b>Single Family Management System</b></div><div>Single Family Web Management</div><div>Data Analysis Reporting Module</div><div>Funds Management DARM</div><div>Single Family DARM</div><div>Multi Family DARM</div><div>Section 8 DARM</div><div>Loan Servicing DARM</div><div>Utilities</div><div>Web Partner Module</div></div></div>						
2. Select “Loan Forms”	<div><div>MANAGEMENT</div><div>AVAILABLE PROGRAMS AND FUNDS</div><div>NEW LOAN COMMITMENT</div><div>LOAN MANAGEMENT</div><div><b>LOAN FORMS</b></div><div>MY PIPELINE</div><div>LOANS WITH DEFICIENCIES</div><div>REPORTS</div><div>DEMOGRAPHIC ANALYSIS</div><div>LOAN LISTING</div><div>LOAN CONFIRMATION</div><div>EXCEPTIONS/DEFICIENCIES</div><div>PENDING DOCUMENTS</div><div>LOAN CERTIFICATION</div></div>						
3. Enter the loan number or last name and select “Search Loans”	<div><div><div>MAIN MENU</div><div>CLEAR</div><div>SEARCH LOANS</div><div>ADVANCED SEARCH</div></div><div><div>LOAN NUMBER: <input type="text"/></div><div>LAST NAME: <input type="text"/></div><div>LENDER LOAN NUMBER: <input type="text"/></div><div>FIRST NAME: <input type="text"/></div></div></div>						
4. Single click on the desired loan and select “Forms”	<div><div><div>MAIN MENU</div><div>QUICK SEARCH</div><div>ADVANCED SEARCH</div><div><b>FORMS</b></div><div></div><div></div></div><table><thead><tr><th>LOAN NUMBER</th><th>LAST NAME</th><th>FIRST NAME</th></tr></thead><tbody><tr><td>0012640863</td><td>Simpson</td><td>Homer</td></tr></tbody></table></div>	LOAN NUMBER	LAST NAME	FIRST NAME	0012640863	Simpson	Homer
LOAN NUMBER	LAST NAME	FIRST NAME					
0012640863	Simpson	Homer					

5. Check the box next to "Loan Lock Extension Request"

Select "Generate Form"



MAIN MENU GENERATE FORM

Borrower: Simpson, Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

<input type="checkbox"/>	LOAN NUMBER	
<input type="checkbox"/>	0012640863	Appliance Form
<input type="checkbox"/>	0012640863	Borrower Affidavit (Start Up)
<input type="checkbox"/>	0012640863	Commitment Notification (Start Up)
<input type="checkbox"/>	0012640863	Conventional/RD First Mortgage Deed Amendment (Start)
<input type="checkbox"/>	0012640863	Deferred Payment Loan Mortgage
<input type="checkbox"/>	0012640863	Deferred Payment Loan Mortgage - 3 borrowers
<input type="checkbox"/>	0012640863	Deferred Payment Loan Note
<input type="checkbox"/>	0012640863	Deferred Payment Loan Note - 3 borrowers
<input type="checkbox"/>	0012640863	FHA Award Letter
<input type="checkbox"/>	0012640863	FHA DPA Commitment Form
<input type="checkbox"/>	0012640863	FHA First Mortgage Deed Amendment (Start Up)
<input checked="" type="checkbox"/>	0012640863	Loan Lock Extension Request

6. Enter contact information.

Select the appropriate loan extension.

Loan information will auto-populate. If it does not, lender must enter the loan information manually.

Click the Email button to submit the form

OR

Email form to:  
[mnhousing.solution@state.mn.us](mailto:mnhousing.solution@state.mn.us)

Extension requests must be submitted by 4:00 p.m. on or before the lock expiration date. See Lock, Fee and SRP Requirements for more information.

One 30-day extension permitted.

An extension fee of only .25% of the loan amount will be charged if:

- A Start Up loan is received by the Master Servicer between 61 and 75 days from the date;
- A Step Up loan is received by the Master Servicer between 46 and 60 days from the date.

The extension fee(s) will be deducted from the purchase price of the loan at the time of purchase by the Master Servicer.

Lock Date: \_\_\_\_\_

Minnesota Housing Loan #: \_\_\_\_\_

Loan Status: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Borrower: \_\_\_\_\_

Co-Borrower: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lender: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Program: \_\_\_\_\_

Choose applicable extension:

<input type="checkbox"/>	Loan/Property Type	Extension Length	Extension Fee
<input type="checkbox"/>	Start Up, non-short-sale or non-bank-mediated	30-day	.5% (of loan amount)
<input type="checkbox"/>	Start Up, short-sale or bank-mediated	30-day	0.00%
<input type="checkbox"/>	Step Up, all property types	30-day	.5% (of loan amount)