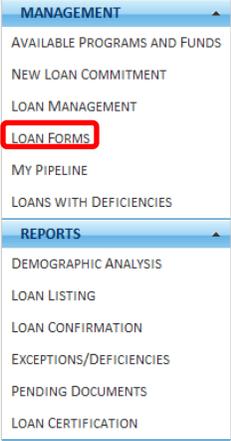




Loan Lock Extension Request Form Instructions

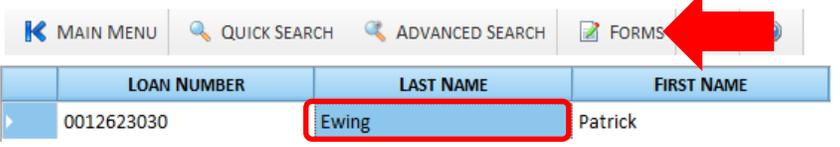
Please follow these steps to request an extension. A Loan Lock Extension Request can only be completed for loans that are in a “current” loan status in the Minnesota Housing Loan Commitment System and are at day 30 or later of the lock period.

<p>1. After logging into the system, select “Single Family Web Management”</p>	
<p>2. Select “Loan Forms”</p>	

3. Enter the loan number or last name and select "Search Loans"



4. Single click on the desired loan and select "Forms"



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



Minnesota Housing Finance Agency **Single Family Loan Commitment System**
Minnesota Housing | Census Tracts | Zip + 4 | Current Interest Rates

LOAN FORMS - FORMS

	LOAN NUMBER	FORM
<input type="checkbox"/>	0012634533	Allocation (loan type) Change Request
<input type="checkbox"/>	0012634533	Appliance Form
<input type="checkbox"/>	0012634533	Borrower Affidavit (Start Up)
<input type="checkbox"/>	0012634533	Commitment Notification (Start Up)
<input type="checkbox"/>	0012634533	Conventional/RD First Mortgage Deed Amendment (Start)
<input type="checkbox"/>	0012634533	Deferred Payment Loan Mortgage
<input type="checkbox"/>	0012634533	Deferred Payment Loan Mortgage - 3 borrowers
<input type="checkbox"/>	0012634533	Deferred Payment Loan Note
<input type="checkbox"/>	0012634533	Deferred Payment Loan Note - 3 borrowers
<input type="checkbox"/>	0012634533	FHA Award Letter
<input type="checkbox"/>	0012634533	FHA DPA Commitment Form
<input type="checkbox"/>	0012634533	FHA First Mortgage Deed Amendment (Start Up)
<input type="checkbox"/>	0012634533	Loan Lock Extension Request

6. Enter contact information

Select the appropriate loan extension.

Click the Email button to submit the form

OR

Email form to:
mnhousing.solution@state.mn.us



Email

Loan Lock Extension Request



Extension requests must be submitted by 4:00 PM on or before the lock expiration date. Refer to the 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 original lock date;
- A MCC loan is received by the Master Servicer between 46 and 60 days from the original lock date; or,
- A Step Up loan is received by the Master Servicer between 46 and 60 days from the original lock 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:

	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"/>	Minnesota Housing Mortgage Credit Certificate, all property types	30-day	.5% (of loan amount)
<input type="checkbox"/>	Step Up, all property types	30-day	.5% (of loan amount)