



WHOLESALE RATE LOCK POLICIES AND PROCEDURES

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Section 1 – General Information

1.1 Lock Desk Hours	Orion Lending Lock Desk will generally accept locks between the hours of 8:00 AM and 5:00 PM PST, Monday through Friday. Exceptions include, but are not limited to, bond market holidays, periods when current pricing has been suspended or unavailable, and other pre-announced closures. Additionally, the following programs will accept locks and lock extensions until the times below: • Agency/Boost DPA - lock desk closes at 5:00 pm PST • Aurora – lock desk closes at 1:30 pm PST • Jumbo/Non-Agency - lock desk closes at 3:30 pm PST
1.2 Rate Sheets	Rate sheets are generally posted to the Orion Lending website between 8-9 AM PST each business day. Rates and pricing are subject to change without notice and during volatile markets pricing may be unavailable during lock desk hours.
1.3 Overnight Protection	Orion Lending does not allow for overnight protection on rate lock requests. All rate lock requests must be received between standard lock desk hours

Section 2 – Lock Requests

2.1 Initial Lock Request	All lock requests are to be completed via Orion Lending's STAR Portal
2.3 Email Correspondence	Changes, clarification, or questions regarding previously locked loans will be accepted via e-mail at locks@orionlending.com. The client is to include the Orion Lending assigned loan number and borrower's last name in the subject line of all e-mail correspondence regarding the lock. The Lock Desk will not accept e-mails for an initial lock request
2.4 Lock Confirmations	Orion Lending will e-mail all lock confirmations by the end of the business day. If a lock confirmation is not received by the end of the day, the lock confirmation can be obtained via the STAR Portal. If there are any questions regarding the confirmation, the client should contact the lock desk (locks@orionlending.com). Lock confirmations are also available via the STAR portal @ https://www.orionlending.com/STAR
2.5 Miscellaneous	Questions about locks, change requests, extensions, clarifications on pricing and other questions should be directed to the Lock Desk (locks@orionlending.com) via e-mail with a CC to the Account Manager and Account Executive. The e-mail should include the Orion Lending loan number and borrower last name in the subject line and the body of the e-mail should include the nature of the request and the client's name and phone number so the Lock Desk can contact the client to resolve any issues or problems

Section 3 - Standard Lock Options

3.1 Lock Periods	Lock Options vary depending on product, please refer to the Orion Lending rate sheet for specific details All 15-day locks require the loan to be received and approved by Orion Lending
3.2 Pre-Locks / Quick Lock	Orion Lending will allow Pre-Lock (locks prior to Orion Lending approval) subject to criteria below. • 30-day minimum lock term ○ The broker will have TEN (10) calendar days from the date of the lock to submit a complete file for 30-day locks ○ The broker will have FIFTEEN (15) calendar days from the date of the lock to submit a complete file for 45 or 60-day locks ○ The rate lock will be canceled on all files that remain incomplete after the allowed calendar days. • Pre-Lock/Quick Lock Restrictions: ○ DPA – Quick Lock not allowed ○ COIN/COINX – Quick Lock and Pre-Lock not allowed. Loan must be in Approved status Orion Lending will not be responsible for notification of cancelation; however, a courtesy e-mail reminder may be sent by the STAR Portal; it is ultimately the client’s responsibility to ensure the lock remains in effect.
3.3 Lock Expiration Date	Orion Lending calculates the lock expiration date by using the day of the lock as “Day Zero.” The lock expiration date will be extended to the next business day if the original lock term expires on a weekend or holiday.

Section 4 - Rate Lock Transfer

4.1 General Information	Situations may exist when a loan requires resubmission and subsequent lock transfer from the existing loan to the new loan. The steps below will ensure the lock is transferred to the new loan without issue Lock Transfer Process 1. Broker/processor/loan officer contacts AM/AE to inform them a new file will be submitted, and the reason for resubmission 2. New file is registered and submitted through the STAR Portal, assigning a new loan number 3. Disclosures are to be requested by the broker partner in the STAR Portal and initially disclosed to the borrower 4. After the new file is disclosed, a request to transfer the old lock from the departing file to the new file is initiated by the AM to the lock desk 5. After the lock is transferred, the AM will note the conversation log in the departing loan and cancel the old file. (Departing loan cannot be canceled until the lock has been transferred to the new file.)
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Section 5 – Lock Extension Policy

5.1 General Information	Client may request a Lock Extension on or before 5 pm pst lock expiration date. An extension will guarantee the initially locked rate for an extended period of time and will be subject to an extension fee. • Extensions requested after the rate lock expiration date will be subject to re-lock at worst case pricing plus a relock fee. • Suspended loans may not be extended without prior approval. Contact your Account Executive for assistance. • Lock extensions may be subject to new loan level price adjustments that were effective after the loan was locked. • Extensions must be requested during the lock desk hours provided in section 1.1
5.2 Extension Pricing	All extension requests must be made via STAR Portal on or before the lock expiration date. The new expiration date will be based on the original expiration date plus the extension days. Non-Agency/Jumbo: Maximum 2 extensions for a total of 30 days Agency and Boost DPA: Maximum of 90 days total allowed. Aurora DPA: Maximum 2 extensions for a total of 28 days. • 1 day = 3 bps • 7 days = 15 bps • 15 days = 30 bps ** Extension costs are subject to change without notice

Section 6 – Pricing Adjustments

6.1 General Information	All products published on Orion Lending rate sheets reflect base pricing, unless otherwise stated. Program-specific loan level price adjustments are not included in the base price; however, they are listed separately on each rate sheet. Adjustments are applied based on information in Orion Lending's database at the time of the lock and will be adjusted as necessary in the event of changes to the locked loan prior to funding
6.2 Escrow/Impound Waivers	Adjustments for escrow/impound waivers are listed on the rate sheet for each loan program. Not all programs or LTVs are eligible for escrow/impound waivers. Both taxes and hazard insurance must be impounded in order to avoid the escrow/impound waiver price adjustment Government Loans: All FHA and VA loans require escrow/impounds regardless of LTV
6.3 Price Changes	When the mortgage market moves substantially, it may cause new pricing and an updated rate sheet to be posted on our website. During volatile markets a rate change notice may be posted on our website; during this period locks will be subject to the next posted rate sheet. Rate lock requests received by the Lock Desk during or after a rate change will be adjusted and confirmed accordingly.

Section 7 - Product Changes / Exceptions

7.1 Product, Rate and Loan Amount Changes

Although it is discouraged, it is not uncommon for a client to request changes after a loan has been locked. Program, Product, Rate and Loan Amount changes are allowed on all products but may result in worse case pricing¹. Please consult the lock desk or your Account Executive for specific loan scenarios at locks@orionlending.com

¹Jumbo: Loan amount variance > (10%) ten percent from the locked loan amount will result in worst case pricing

7.2 Product Exceptions

All product exceptions must be requested through the Orion Lending Underwriting Department. Upon approval of the exception, a rate and/or price adjustment may be assessed in addition to the standard rate/price adjustments listed on the rate sheet. Any adjustments will be disclosed at the time the exception is approved. Client should contact the lock desk, locks@orionlending.com, for the amount of the adjustment

Section 8 – Re-Lock Policy – Agency

8.1 Policy

All relock requests within 30 days after the current lock expiration date will be relocked at the worse case pricing and will be charged a relock fee as described below:

- Worse case pricing will compare the original price including prior extension fees to the current market price for the same term. Any prior lock extension fees will be reapplied once worse case pricing is determined.
 - Relocks will be subject to new loan level price adjustments that were effective after the loan was locked.
 - Pricing specials/incentives may be reapplied if still valid.
- The relock fees will be applied once worse case pricing is determined.
- To be eligible for a relock, the loan must be in approved status
- The maximum number of re-locks allowed is one (1)
- Re-locks will be subject to the following pricing, using the earlier of cancelation/withdrawal date or expiration date as day one.
 - See [section 9.1](#) for Non-Agency, Jumbo, Aurora DPA, and Elevate Grant
 - Relock Fees:
 - 15 day = 15 bps
 - 30 day = 25 bps
 - If the relock period is less than the original lock period, an additional 12.5 bps will be added to the relock fee.
 - Example: Original lock period was 45 days, and the relock request is for 15 days, the relock cost will equal 27.5 bps (15 bps + 12.5 bps = 27.5 bps)
- Original Lock Expired Greater than 30 days
 - Relock current market with no relock fee

Section 9 – Re-Lock Policy – Non-Agency, Jumbo, Aurora DPA, & Elevate Grant

9.1 Policy

A re-lock request is a request to lock an expired or canceled loan that was previously locked

The maximum number of re-locks allowed is one (1)

Program	Relock Fee (Worst Case + Previous Extension fees)	Relock Time Period for Current Market (from original expiration date)	Relock Period
COIN	0.25	60 days	Original Term
COIN X	0.40	60 days	15 days
Titan Flex	0.25	60 days	Original Term
Titan Flex FN	0.40	60 days	15 days
Titan AUS	0.25	45 days	Original Term
Titan Prime Jumbo	0.25	45 days	Original Term
Jumbo AUS	0.25	75 days	15 days
Jumbo AUS Plus	.25 plus ext. cost to bring lock current	75 days	15 days
Aurora DPA	0.25	45 days	14 days
Elevate Grant	If switching from Boost DPA, relock fee is worse case plus 75 bps, otherwise, standard relock fees in section 8.1 apply		
Boost DPA	See section 8.1		

Section 10 – Rate Renegotiation Policy

10.1 General Information

If a customer wants to renegotiate (decrease in rate) the original locked terms of a loan, the following guidelines will apply¹:

- Loan must be in approved status (i.e., CTC, decisioned are not allowed)
- Min 125 bps improvement to the net price at Original Note Rate, Product, and Lock Term
- Existing locked price cannot improve as a result of the renegotiation
- All current extension fees and LLPAs apply
- Original lock expiration date is still valid
- Renegotiated terms are not eligible for additional extensions. If the lock expires or the loan does not fund prior to the existing expiration date, the loan will be re-locked at worse case pricing + 25 bps relock price fee
- 1 renegotiation allowed per loan
- Relocked loans are not eligible
- Loan closing date is required to be within the next 20 days
- Subject property appraisal(s) must be reviewed and signed off
- Not eligible for Aurora DPA, Jumbo, or Non-Agency products
- Rate must be lowered at least .125, but no greater than .50
- Renegotiation requests received after 12 pm Pacific Standard Time will be evaluated based on the next business day
- Please contact your Account Executive to discuss eligibility

¹All renegotiation requests will be evaluated on a case-by-case basis by Capital Markets