



Non-Delegated Correspondent Lock Policy

Pricing Distribution and Lock Desk Hours

VIP sets prices daily at approximately 7:00am Pacific Time (PT) / 10:00am Eastern Time (ET). Pricing is available via our website and select third party product & pricing engines. VIP Lock Desk is physically staffed Monday – Friday (excluding Federal Holidays) and open from 7.30am PT – 5.30pm PT / 10:30am ET – 8.30pm ET. Lock requests are accepted through our VIPTPO Portal up until 10:00pm ET. Lock requests from 10:01pm ET to 1:00am ET will receive .125 negative adjustment to price. Lock requests received outside of these hours and/or weekends and holidays will not be accepted.

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All lock requests should be completed via VIPTPO.com portal. Lock Desk contact information – LockDesk@vipmtginc.com / 485-685-4971.

VIP reserves the right to change prices at any time without prior notice should market fluctuations so require. Re-prices will be distributed using the same method(s) as initial pricing.

Rate Lock Agreement

A lock is an agreement between the NDC Lender and VIP. It specifies the number of days for which a loan's interest rate is guaranteed. If interest rates rise during that period, VIP Mortgage's obligated to honor the committed rate. Likewise, if interest rates fall during that period, the Lender must also honor the lock. Locking in a rate and price does not guarantee eligibility or approval of the subject loan. Locks are not transferable and are tied to the property, not the borrower. Lenders should make every effort to close all loans locked, actively manage their locked pipelines, and cancel any locked loan that has been withdrawn by the customer.

Lock Process & Lock Confirmations

All locks are managed through our online portal. Manual lock requests cannot be honored via phone or email. 15, 30, 45 and 60 day lock terms will be made available. Loans must be locked before a clear to close can be issued. Incomplete lock requests that require further information and/or clarification from the Lender are considered "pending" and are not protected in the case of a price change.

A lock confirmation will be sent directly to the NDC Lender when the loan is locked and uploaded to the file in VIP website/portal. The NDC Lender is responsible for saving their confirmation as evidence of the agreement entered and to report any inconsistencies within the same day of the confirmation date.

The Lender is responsible for tracking any updates to the structure of the loan that affect pricing which must be validated by the Lock Desk. All loans must meet the terms of the latest confirmation.



Closed Loan Delivery Deadline

Closed loan packages must be uploaded and received into VIP website / portal prior to 5.30pm PT / 8.30pm ET of lock expiration date. A ten (10) calendar day grace period is available at no cost for all NDC loans provided the closed loan package received prior to 5.30pm PT / 8.30pm ET of lock expiration date. Loans not in acceptable form for immediate purchase after the ten-day grace period will be subject to 2 basis point / per day 'roll fee' per VIP *Lock Extension – After Delivery of Closed Loan Package policy*. If for any reason the closed loan package is delivered after the lock expiration date, the loan will be subject to VIP Relock Policy and no grace period will be allowed.

Lock Extensions – PRIOR TO Delivery of Closed Loan Package

All lock extension requests are to be sent via email LockDesk@vipmtginc.com prior to 5.30pm PT / 8.30pm ET of the expiration date. Locks can be extended at a cost of .02 per day for 1 - 45 days. If an extension request is received and the extended loan will expire on a weekend or holiday, the Lock Desk will 'roll forward' the expiration date to the following business day. **A lock can be extended a max of 4 times, not to exceed a maximum amount of 45 days (cumulative)**. Extensions beyond a total of 45 days will not be allowed. If the lock has been extended for the max 45 days and closed loan package has not been received by VIP, the loan will be subject to VIP's relock policy.

Lock Extensions – AFTER Delivery of Closed Loan Package

If a loan is not purchased within the 10-day grace period – a daily lock extension (roll fee) of .02 per day will be applied until loan is purchased. Roll fees will be coordinated and managed internally at VIP.

Relock Policy

A relock is a request to lock a loan for a second time. A loan that's lock is expired and/or cancelled will be subject to relock policy. Relocks must be requested with full documentation during normal lock hours.

If a relock occurs within 30 days of the lock expiration date or the lock cancellation date, the relock pricing is based on either current market pricing with the original locked term or the existing pricing, whichever is worse. Any previous extension costs will still be included in pricing. In addition, a relock fee is added to the loan.

- 15 day relock: Worse Case pricing plus .10 relock fee
- 30 day relock : Worse Case pricing plus .20 relock fee

If 30 calendar days have passed from the lock expiration date or the lock cancellation date, the relock will be subject fresh, current market price. No relock fee will apply, and all previous extension costs and concession will be cleared out. The loan can be relocked for any desired lock period.



Lock Renegotiations

Lock renegotiations are allowed once per loan if pricing has substantially improved since the lock agreement. To qualify for renegotiation – the lock must not be expired, and current market price must be at least 75 bps better compared to original pricing of same terms. A .50 renegotiation fee will be applied against current market pricing. A rate renegotiation does not change the lock expiration date. Extensions are still allowed if needed. Rate change requests after a rate renegotiation are prohibited.

Pricing is capped at what the loan was locked at prior to the renegotiation. (e.g., If a loan is locked with a pricing of 100, pricing will not increase over 100 after lowering the rate through a rate renegotiation.) All renegotiation requests should be sent to Account Executive and LockDesk@vipmtginc.com

Lock Cancellations

For non-active status loans that currently have active locks, the Lender is responsible for notifying LockDesk@vipmtginc.com that the lock should be canceled. Non-active statuses include:

- Withdrawn by customer
- Cancelled by Borrower
- Denied by Underwriting
- Closed for Incompleteness

Not cancelling locks in a timely manner can have a negative and substantial impact on a customer's pricing over time. Please be sure to cancel locks as soon as it is evident that the loan will not be closing. Cancellations or withdrawals are serious considerations as the loan immediately ceases to be price or guideline protected. If the Lender needs the loan reinstated, the loan must be relocked.

Changes to Locked Loans

It is essential that all steps be taken to ensure pricing accuracy before loan documents are drawn. It is the Lenders responsibility to change the lock accordingly. Changes to program, loan amount, rate, terms, borrower name, etc. are all subject to re-pricing and must be requested in writing by emailing Lockdesk@vipmtginc.com. Changes to the lock period or property address (unless typographical error) may not be changed unless requested the same day as the initial lock request