

## Other Secondary Policies

Note other important secondary policies:

- Before you lock each loan please make sure that you have entered either any origination or discount fee not only on the Loan Estimate but ALSO on the lock screen.
- If and when you are switching loans from one loan number to another, please make sure to communicate this to [lockdesk@flanaganstatebank.com](mailto:lockdesk@flanaganstatebank.com) and please contact Mortgage Support before you proceed on the new loan. Switching loan numbers requires prior management approval.
- All conventional loans are assumed to be approved with Freddie Mac and their LP AUS system. When you lock your conventional loans if you have ran loan through DU and need the loan to be sold to FNMA instead of Freddie Mac simply put a note in the lock "comments" section when you lock it and they will make sure it is not locked with Freddie Mac.

Exception to MSA requests:

From time to time every loan officer may need an exception to get a loan based on the competition in their local area or due to borrower qualification for debt to income situations. In these situations, FSB will grant an exception to the MSA pricing policy. The following procedure should be followed:

- Loan Officer will email their branch manager the total pricing and rate for the loan in question PRIOR to locking the loan in the Mortgage Bot System.
- The branch manager will then email their assigned sales manager to grant the exception request.
- The sales manager will make sure that the request meets one of the two criteria above and will allow for FSB to cover the overhead on the loan.
- If approved the sales manager will email the lock desk that the loan officer has permission to move forward and CC the loan officer.
- Loan officer will execute the lock within the Mortgage Bot system.