

Extend or Cancel a Lock Request



HOW TO EXTEND OR CANCEL A LOCK REQUEST

Extend or Cancel a Lock Request

From the [Utah Housing's website](#) select "Lenders"



The screenshot shows the Utah Housing Corporation website. At the top is the logo with the text "UTAH HOUSING corporation". Below the logo is a navigation menu with the following items: Homebuyer, Lenders (with a mouse cursor pointing to it), Realtors® / Builders / Title, Multifamily Financing, Investors, and About Utah Housing Corp. A blue button labeled "Homeowner Login" is positioned below the menu. To the right of the menu is a promotional banner with the text "Need Down Payment Assistance? We can help." and "See our lowest monthly payment." with arrows pointing right. Below the banner is a section titled "Current Rates" with an information icon, and a link for "Rate Adjustments". Under "Current Rates", there is a sub-header "FHA and VA FHA/VA <80% Median Family Income (MFI)" and three columns: "FirstHome", "HomeAgain", and "Score".



Extend or Cancel a Lock Request

Select “PowerLender Portal”

Lenders

PowerLender Portal



Document Delivery

Upload Loan Documents

How and What to Upload

Loan Programs

Income & Purchase Price Limits

Matrices & How to Guide

Grants

DPA and Loan Programs

Resources

Forms

Recent Updates / Memorandums

Did you know? (UHC Reminders)

Participation Documents (Manuals)

Extend or Cancel a Lock Request

Log in using your assigned credentials

If you do not have assigned credentials contact your company admin

Lender Login

Email:

Password:

By using this website you agree to our [terms and conditions](#).

[Reset your password](#)

[Request list of admins](#)

[Requirements to be a Participating Lender](#)

Extend or Cancel a Lock Request

Under the header “Lock A Rate (MPA)” choose “MPA Completed (Extend/Cancel)”

The screenshot shows the Utah Housing Corporation website dashboard. At the top left is the UHC logo. To its right, it says "Currently logged in as: Utah Housing Corporation". Below the logo is a vertical navigation menu with the following items: "UHC Home", "Print an MPA", "MPA Data Entered", "Import New Loan", "Search MPA by SSN", "Preliminary Eligibility" (highlighted in blue), "Enter Preliminary Eligibility", "Login Administration", "Change Password", "View Lender Admins", "Lock A Rate (MPA)" (highlighted in blue), "Enter an MPA", "Incomplete MPA", "MPA Waiting for UHC Review", and "MPA Completed (Extend/Cancel)" (highlighted in grey). To the right of the navigation menu are three grey boxes containing status messages: "Today's Messages:", "Currently reviewing:" (with a table of submission dates), "There are currently 0 incomplete locks.", and "There are currently 9 locks expiring in the next 7 days."

Currently logged in as:
Utah Housing Corporation

Navigation Menu:
UHC Home
Print an MPA
MPA Data Entered
Import New Loan
Search MPA by SSN
Preliminary Eligibility
Enter Preliminary Eligibility
Login Administration
Change Password
View Lender Admins
Lock A Rate (MPA)
Enter an MPA
Incomplete MPA
MPA Waiting for UHC Review
MPA Completed (Extend/Cancel)

Today's Messages:

Currently reviewing:

New Loan Submissions received on	08/17/2023
Pre-Purchase Conditions received on	08/17/2023
Post-Purchase Conditions received on	08/08/2023

There are currently 0 incomplete locks.

There are currently 9 locks expiring in the next 7 days.



Extend or Cancel a Lock Request

In the next screen choose the borrower and then select “Launch” from “Extend/Cancel”

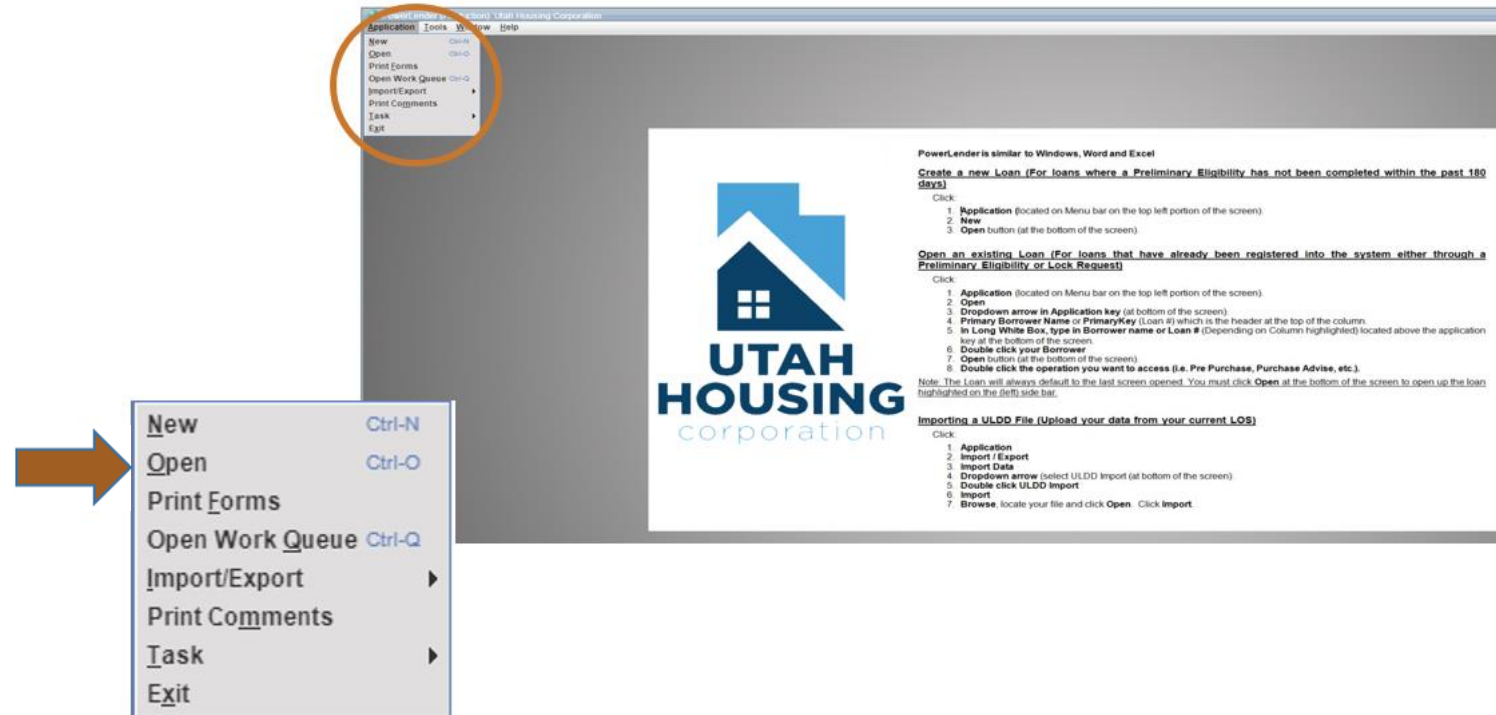
UHC Loan #	Lender	Lender Loan #	Name	Final Delivery Date	Program	Rate	Amount Reserved	Extend / Cancel
000000		0000000		2023-08-30	FHA-VA_MTG	1st: 6.0000 2nd: 7.0000	1st: 374,982.00 2nd: 0.00	Launch



Extend or Cancel a Lock Request

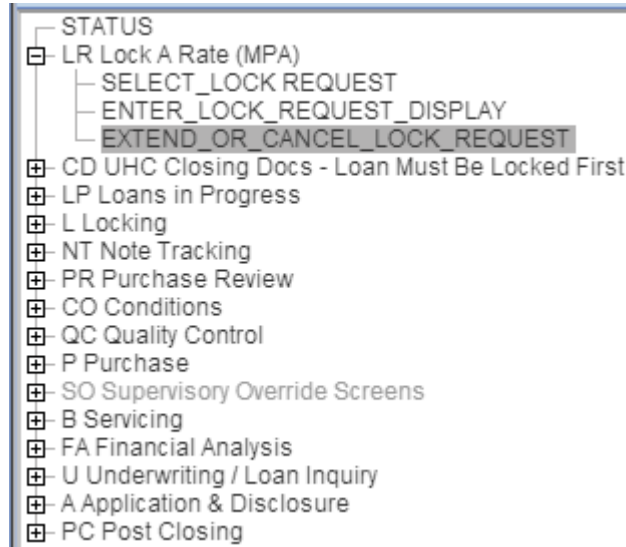
Select “Application” which will open a drop-down menu, select “Open”

- Choose your borrower from the left side of the screen.



Extend or Cancel a Lock Request

Select “EXTEND_OR_CANCEL_LOCK_REQUEST” under LR Lock A Rate (MPA)



In the next screen fill in the data for either an extension or to cancel the loan.

Extend or Cancel a Lock Request

To extend a lock request the lender MUST click “I accept/agree” to the fee.

First Lock Extension

I accept / agree that if I request a Lock Extension, an extension fee of \$25.00 per day will be charged.

Days New Exp. Date Lock Extension Request Submitted

To Extend a Lock Request

- A fee of \$25 per day will be charged for an extension.
- A lock may be extended up to 4 times, NOT to exceed a total of 30 days.



EXTEND / CANCEL Original Lock Date Original Expiration Date

First Lock Extension

I accept / agree that if I request a Lock Extension, an extension fee of \$25.00 per day will be charged.

Days New Exp. Date Lock Extension Request Submitted

Second Lock Extension

I accept / agree that if I request a Lock Extension, an extension fee of \$25.00 per day will be charged.

Days New Exp. Date Lock Extension Request Submitted

Third Lock Extension

I accept / agree that if I request a Lock Extension, an extension fee of \$25.00 per day will be charged.

Days New Exp. Date Lock Extension Request Submitted

Fourth Lock Extension

I accept / agree that if I request a Lock Extension, an extension fee of \$25.00 per day will be charged.

Days New Exp. Date Lock Extension Request Submitted

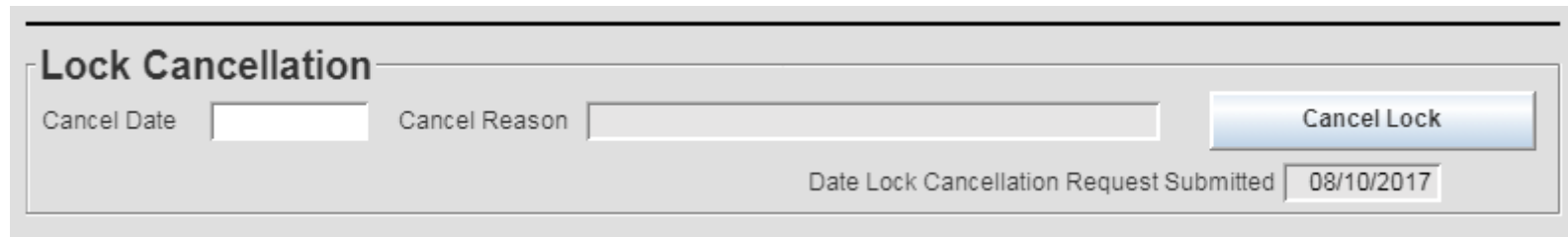
Lock Extension Amount

If Additional Extensions are needed, please email mortgage@uthc.org.

Extend or Cancel a Lock Request

To Cancel a Lock Request lender will enter the date and reason.

- Click “Cancel Lock” and an email will be sent to Mortgage Banking and Lender.



The screenshot shows a web form titled "Lock Cancellation". It contains the following elements:

- A label "Cancel Date" followed by an empty text input field.
- A label "Cancel Reason" followed by an empty text input field.
- A blue button labeled "Cancel Lock".
- A label "Date Lock Cancellation Request Submitted" followed by a text input field containing the date "08/10/2017".

A \$400 fee may be charged to a lender if the lock is not canceled prior to the Final Mortgage Delivery Date.

For more information see the [Utah Housing Selling Supplement](#).