



Lock Policy & Procedures

1. **Daily Pricing:** American Home Equity Corporation (AHEC) Lock Policy & Procedures are designed to maintain a competitive position in the marketplace. In order to do so and ensure the continuation of competitive pricing, our policy must be understood and adhered to. AHEC retains the right to modify these policies at any time, without notice to the broker, depending upon conditions and/or broker's production history.

2. **All Products:** All product pricing is offered each morning and expire each day at 3:30 pm PST, unless otherwise stated on the rate sheet.

3. **Lock-In Procedures:** All loans may be locked with AHEC via three methods:

1. Wholesale Web-site www.ahedirect.com
2. Email the Lock Request Form to: lock.requests@ahecorp.com
3. Fax the Lock Request Form to (866) 461-9622

Lock requests must be received prior to 3:30 PST, unless otherwise stated on the rate sheet. Each lock request should be e-mailed or faxed separately.

4. **Lock-In Requirements:**

It is required that each lock request sent to AHEC have all fields of information completed. Lock registrations sent to AHEC with incomplete or missing information may not be accepted and as a result, rate/price protection will not be given.

- Broker Approval Status must be "Approved", "Pending" or "Prospect".
- Lock Requests for a loan in cancel, decline or suspense status are not accepted.

Lock Periods: Loans may be locked for 10, 12, or 25 days, as allowed per program (see rate sheet for specific program rate lock requirements). Off Rate Sheet Pricing Quotes can be obtained by contacting the Secondary Marketing Dept via e-mail to secondary@ahecorp.com.

All loan submissions must be received by AHEC within two (2) business days of lock request or lock may be cancelled. Refer to the AHEC Submission Form for the minimum required submission documents.

Upon receipt of a lock registration, the AHEC Secondary Marketing Department will acknowledge the lock registration via return e-mail confirmation within 24 hours of initial receipt. If you have not received the lock confirmation within 24 hours, please e-mail our lock desk at lock.requests@ahecorp.com. A loan is considered locked when you have received the lock confirmation from AHEC Secondary Marketing Department.

Please review each confirmed lock request for any changes the AHEC Secondary Marketing Department may have made. AHEC is obligated to honor any rate/price locks, which it has approved. AHEC is not obligated to contact the party requesting the lock or any changes made to the lock request by the Secondary Marketing Department.

5. **Relocks:** Expired lock registrations may be re-locked with AHEC at the higher cost structure of the original or current rate sheet for the respective product. In some cases, a rate lock “re-lock” fee may apply.

6. **Lock Extensions:** All requests must be made prior to lock expiration. Every effort will be made to avoid additional cost when extending a lock. When necessary and/or when current market conditions dictate costs may be incurred when extending rate locks. Locks are extended based on calendar days.

7. **Lock-In Prior to Funding:** All loans funded by AHEC must be locked in by one of the procedures above prior to drawing of documents.

8. **Lock-In Modifications:** You must contact Secondary Marketing at secondary@ahecorp.com for approval if you wish to change a description of a loan that is either expired or currently locked in. Worse-case re-pricing may apply.

9. Transferring locks from one Borrower to another or from one property to another or from one broker to another is prohibited. Any loan officer and/or third party broker customer attempting to circumvent this rule will be subject to disciplinary action up to and including immediate suspension or termination.