

# How To Lock a loan via TPOC for the FHA Zero Flex Program





# TPO Connect User Guide

## How to Lock an FHA Zero Flex File

**Activities** | **Workflow**

- LOAN SUMMARY
- URLA
- PRODUCT PRICING & LOCK**
- LOAN DOCUMENTS
- ESIGN
- CONDITIONS
- FEES & DISCLOSURES
- DUAL AUS

**LOAN ACTIONS**

- Submit Loan
- Re-Submit Loan
- Import Additional Data
- Order Credit

### Product Pricing & Lock

[View Lock History](#) [Search Product & Pricing](#)

#### Product & Lock Details

Current Lock Status: Not Locked

FHA Zero Flex 30 Yr Fixed (w/ 10Yr Fully Amortizing DPA 2nd)

Lock Requested Date	Delivery Type	Lock Effective Date	Lock Expiration Date	Lock Period	New Lock Expiration Date
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**Step 1 : Select Product and Pricing from the Activities Tab**

- Search Product and Pricing

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CONTACT US Robert Barron

TPO CONTACTS WELCOME PIPELINE

Troy Barthel  
4203 E 68TH ST, KANSAS CITY, MO, 64132  
OTTest Bank LLC

Activities Workflow

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Search Product and Pricing

Subordinate Financing Balance  
\$3,500.00

4 \* Base Loan Amount MI, MIP, FF Financed \* Total Loan Amount LTV CLTV HCLTV  
\$96,500.00 + \$ = \$96,500.00 96.50 / 100.00 / 100.00

\* Address \* City  
4203 E 68TH ST KANSAS CITY

\* Subject Property State \* County \* Postal Code \* Number of Units  
Missouri Jackson 64132 1

\* Property Type \* Occupancy Type  
Detached Primary

Front End DTI Back End DTI Total Monthly Income  
3.45 5.32 \$25,101.00

AUS Findings

Engine Recommendation (DU)  
DU

FHA Total Scorecard  
Select One

5 Impound Waiver No

Prepayment Penalty No

Self-Employed No

Interest Only No

\* LQ Compensation Paid By  
Lender

\* Target  
☒ Rate ☐ Price 6.750 %

Channel  
Wholesale

View Lock History Search Product & Pricing

Current Lock Status  
Not Locked

New Lock Expiration Date

Cancel Search Product & Pricing

Step 2:  
➤ Ensure all fields are complete.

To Proceed - you **must** select either a Target Rate or a Target Price as shown here



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Search Product and Pricing

Amortization Type(s): ☒ Fixed ☐ ARM ☐ Balloon

ARM Fixed Term(s): ☐ 1 Mo ☐ 3 Mo ☐ 6 Mo ☐ 1 Yr ☐ 2 Yr ☒ 3 Yr ☒ 5 Yr ☐ 7 Yr ☐ 10 Yr ☐ 15 Yr  
Max: 3

Exp. App. Level(s): ☐ N/A ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 Max: 3

Product Type(s): ☒ All ☐ Standard ☐ Affordable ☐ HARP ☒ HFA/Bond  
☐ HUD Specialty ☐ Reno/Rehab ☐ Student Ln CO Refi ☐ USDA Streamline ☐ Expanded Guidelines

Desired Price: 100 Buydown: None FHA Case # Assigned: On or after 1/1/2023

Desired Rate: 6.75 Borrower Pays MI (if required): Yes Reduced MI: No

Desired Lock Period: 30 Automated U/W System: DU Interest Only: No Prepayment Penalty: None

Total Loan Amount

VA Veteran Type/History: Active Duty - 1st use PMI/MIP/FF/G Fee Paid in Cash: 0.75 Finance Entire Amount: ☒

Exempt from Funding Fee: No PMI/MIP/FF/G Fee Financed: 1688

PMI/MIP/FF/G Fee %: 1.75 1st Mtg Loan Amt (Base): 96500

PMI/MIP/FF/G Fee Amount: 1688.75 1st Mtg Loan Amt (Total): 98188

Save As Prospect Submit

lockdesk@plainscommerce.com

6.750% 96.50% / 100.00% Started Wh 1st

View Lock History Search Product & Pricing

Current Lock Status Not Locked

New Lock Expiration Date

### Step 3:

- The HFA/BOND **must** be selected to receive FHA Zero Flex pricing
- You **must** select an AUS Engine and
- You **must** complete all required fields accurately

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WELCOME

PIPELINE

Troy Barthel

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Search Product and Pricing

Pipeline

Search Results

New Search

RateSheet

Selected Loan: Loan ID: 388130

Status: Registered

Borrower: Barthel

Re-Submit Options

Re-Submit

Revise Search

1st Mtg Loan Amt (Base)

96500

Interest Only

No

Property Zip

64132

LTV

96.5

Waive Escrows

No

1st Mtg Loan Amt (Total)

98188

CLTV New

100

AUS

DU

Desired Rate

6.75

Buydown

None

Desired Price

100

Prepayment Penalty

None

Desired Lock

30

DTI Ratio

5.318

Loan Type: FHA

Loan Term(s): 30 Yr

Amortization Type(s): Fixed

ARM Fixed Term(s): 3 Yr, 5 Yr

Exp. App. Level(s):

Product Type(s): RFA/Bond

Print

All Products

Best Rate

Links	Eligible FHA 30 Yr Fixed	Rate	Loan Term (Months)	P&I	Price	Price \$	Price %	Compensation(%)	Detail
	Windsor Mortgage Solutions FHA Zero Flex 30 Yr Fixed (w/ 10Yr Fully Amortizing DPA 2nd) (3030NHFA5)	6.750	360	\$637	97.268	\$2,682	2.732	.000	Show
	Windsor Mortgage Solutions FHA Zero Flex 30 Yr Fixed (w/ Forgivable Silent DPA 2nd) (3030NHFS5)	6.750	360	\$637	94.668	\$5,235	5.332	.000	Show

Links	Ineligible FHA 30 Yr Fixed	Detail
	Windsor Mortgage Solutions Home In 5 203b FHA w/ 3% 10 Yr Amortizing DPA 30 Yr Fixed (FPX313)	Show
	Windsor Mortgage Solutions MetroDPA FHA High Balance <=80% AMI - Social Equity \$25k Grant DPA 30 Yr Fixed (FDN600)	Show
	Windsor Mortgage Solutions MetroDPA FHA High Balance >80% AMI - Social Equity \$25k Grant DPA 30 Yr Fixed (FDN700)	Show
	Windsor Mortgage Solutions MetroDPA FHA High Balance 30 Yr Fixed - No DPA (FDN300)	Show
	Windsor Mortgage Solutions MetroDPA FHA Standard <=80% AMI - Social Equity \$25k Grant DPA 30 Yr Fixed (FDN600)	Show
	Windsor Mortgage Solutions MetroDPA FHA Standard >80% AMI - Social Equity \$25k Grant DPA 30 Yr Fixed (FDN700)	Show
	Windsor Mortgage Solutions MetroDPA FHA Standard 30 Yr Fixed - No DPA (FDN300)	Show

CONTACT US

Robert Barron

6.750%

96.50% / 100.00%

Started

Wh

1st

### Step 4:

- After running the search for pricing, the available program options will appear.

Select "Show" under Ineligible product to view criteria and then revise search or contact your account manager for assistance.



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Re-Submit Options

Re-Submit

Revise Search

1st Mtg Loan Amt (Base)  
96500

Interest Only  
No

Property Zip  
64132

LTV  
96.5

Waive Escrows  
No

1st Mtg Loan Amt (Total)  
98188

CLTV New  
100

AUS  
DU

Desired Rate  
6.75

Buydown  
None

Desired Price  
100

Prepayment Penalty  
None

Desired Lock  
30

DTI Ratio  
5.318

Loan Type: FHA

Loan Term(s): 30 Yr

Amortization Type(s): Fixed

ARM Fixed Term(s): 3 Yr, 5 Yr

Exp. App. Level(s):

Product Type(s): HFA/Bond

Print

All Products Best Rate

Links	Eligible FHA 30 Yr Fixed	Rate	Loan Term (Months)	P&I	Price	Price \$	Price %	Compensation(%)	Detail
	Windsor Mortgage Solutions FHA Zero Flex 30 Yr Fixed (w/ 10Yr Fully Amortizing DPA 2nd) (3030NHFA)	6.750	360	\$637	97.268	\$2,682	2.732	.000	Hide

View Pricing for lock period: 15 30 | Expiration: 10/16/23

Pricing Last Updated: 09/15/23 12:48 PM  
Search Timestamp: 09/15/23 3:16 PM

Rate	P&I	Price	Price \$	Price %	APOR	Select
6.750	\$637	97.268	\$2,682	2.732	7.15%	
7.000	\$653	97.393	\$2,560	2.607	7.15%	
7.125	\$662	97.871	\$2,090	2.129	7.15%	
7.250	\$670	98.397	\$1,574	1.603	7.15%	
7.375	\$678	98.913	\$1,067	1.087	7.15%	
7.500	\$687	99.400	\$589	0.600	7.15%	
7.625	\$695	99.838	\$159	0.162	7.15%	
7.750	\$703	100.266	-\$261	-0.266	7.15%	
8.125	\$729	100.514	-\$505	-0.514	7.15%	
8.250	\$738	100.912	-\$895	-0.912	7.15%	

The following loan level adjustments have already been applied to pricing.

Reason	Points	SRP	Rate	Margin
Total Adjustments	0.000	0.000	0.000	0.000

Notes/Advisories:

**Step 5:**

- Select the box that coincides with the pricing you want to view by selecting the blue box with the white lock icon.

**THIS DOES NOT LOCK YOUR RATE !**

It merely indicates to us the program, price, rate you want for your borrower.

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Search Product and Pricing

Pipeline Lock Form New New Search RateSheet

Selected Loan: Loan ID: 388130 Status: Registered Borrower: Barthel

Changes made on the Lock Form will not be evaluated by the product and pricing engine.

Printer Friendly Version Update Encompass Request Lock Save As Prospect

**Borrower Information**

Borrower First Name Troy	Borrower Last Name Barthel	Self Employed No	Citizenship U.S. Citizen
FICO 780	DTI Ratio 5.318	Lock Expiration	Properties Financed 1
Encompass Loan Number 808287971	Application Date		
Monthly Qualifying Income 25101.00			

**Property Information**

Property Type Single Family	Occupancy Primary Residence	Number of Units 1 Unit	Number of Stories 1
Property Address 4203 E 68TH ST			
Property City KANSAS CITY	State Missouri (MO)	Property Zip 64132	County Jackson

**Loan Information**

1st Mtg Loan Amt (Base) 96500	2nd Mtg Loan Amt 3500	HELOC Line Amt 0	HELOC Drawn Amt 0
Price/Estimated Value 100000	Appraisal Amount 100000	Loan Purpose Purchase	Cash-Out Amount 0.00
LTV 96.50	CLTV New 100.00	HCLTV	
1st Mtg Loan Amt (Total) 98188	PMI/MIP/FF/G Fee Amount 1688.75	PMI/MIP/FF/G Fee % 1.75	Waive Escrows No
Com/Alt Second No	Fees In No (Fees Out)	Lender Paid Compensation? No (Buyer Paid)	Is Bond Program No
VA Veteran Type/History Active Duty - 1st use	Exempt from Funding Fee No	PMI/MIP/FF/G Fee Paid in Cash 0.75	PMI/MIP/FF/G Fee Financed 1688

### Step 6:

➤ You must select the “Request Lock” button to formally send the request to the lock desk for the program at the rate and price shown in OB for that day, time, lock term, etc.

\*Subject to change if pricing changes mid-lock, loan scenario or other loan criteria are no longer met per Windsor Lock Policy guidelines



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TPO CONTACTS WELCOME PIPELINE ESIGN LOANS ADD NEW LOAN SCENARIOS APPRAISAL TUTORIAL VIDEOS LIVE LOAN SUPPORT CONDO/CO-OP DEPT DOCUMENTS

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01Test Bank LLC

Loan #: 808287971  
Total Loan Am... \$96,500.00  
Loan Type: FHA  
Loan Purpose: Purchase  
Interest Rate: 6.750%  
Loan To Value... 96.50% / 100.00%  
Started Wh 1st

Activities Workflow

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### Product Pricing & Lock

View Lock History Change Request

#### Step 7:

➤ You **must** exit the file to allow the lock process to be completed

#### Product & Lock Details

FHA Zero Flex 30 Yr Fixed (w/ 10Yr Fully Amortizing DPA 2nd)

ADJUSTMENTS	RATE	PRICE	PRICE(\$)
Base	6.750	97.268	\$(2636.38)
Net	6.750	97.268	\$(2636.38)

Lock Requested Date 09/15/2023	Delivery Type NA	Lock Effective Date //	Lock Expiration Date //	Lock Period 30 days
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#### Loan Information Details for Lock

Loan Type  
FHA

Amortization Type  
Fixed

MI, MIP, FF Financed  
\$0.00

Credit Score  
780

#### Step 8:

➤ Once the lock has been submitted and accepted, you will receive this window reflecting the same.



The Workflow tab provides information regarding key dates, and progress of the file through important milestones.

It also is a quick spot to view:

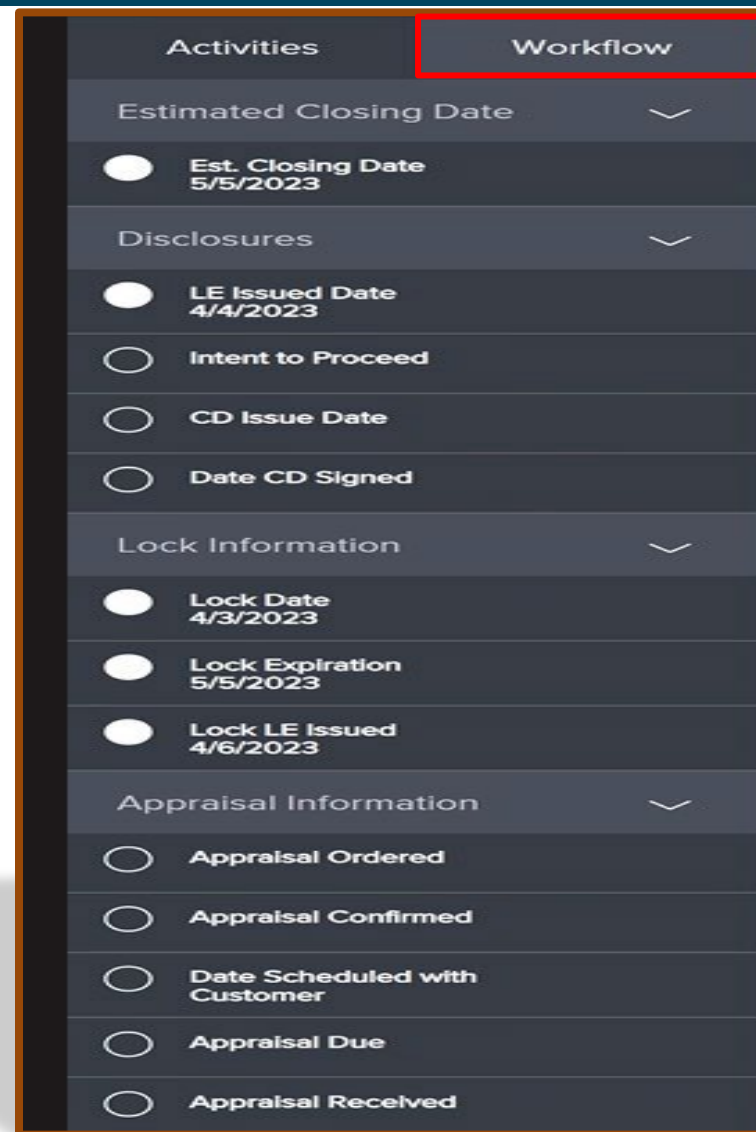
- Lock date,
- lock Expiration and
- when the LE reflecting the lock was issued

As well as menu options for Disclosures:

- LE Issued date
- Intent to proceed
- CD Issue Date
- Date CD signed

This same Workflow Tab has a menu option for Appraisal Information. This dropdown provides you with details regarding:

- Appraisal order date
- Appraisal confirmation date
- Appraisal scheduled date
- Appraisal due Date
- Appraisal received



# FAQs

- If the borrower did an EMD, can they get that money back at closing?" - Any funds that the borrower brought in can be refunded to the borrower or used as a principal reduction
- Do we charge intangible tax/doc stamps in Florida because it is a dpa loan? The FL transfer tax is NOT exempt on the NHF program and therefore is a permitted charge on the 2nd lien.
- Can a borrower use this program multiple times? The loan must be for an OO property so if they sell the previous house and get a new house then they can use this program again. Does not have to be a 1<sup>st</sup> time homebuyer.
- Must it always be a 96.5% 1<sup>st</sup> and 3.5% for the 2<sup>nd</sup>? Not necessarily, but the second does still need to be 3.5% of the purchase price or appraised value – whichever is less. Borrowers are allowed to put money down and still use the DPA, For example:  
Purchase Price & Appraised Value: \$300,00.00  
Borrower down payment of \$10,000.00  
Total Financed Amount \$290,000.00  
Take 96.5% X \$290K (total Financed Amount) =\$279,850.00 this would be the 1st  
3.5% of total financing = \$10,150.00 this would be the DPA
- Is Homebuyer Education required even if they've owned a home before? Yes. It is required regardless of if they have owned a home before or how recently they may have owned a home.



# QUESTIONS?

Contact your:

- Account Executive
- A member of the Windsor team
- Navigate to [www.windsormortgage.com/product-guides](http://www.windsormortgage.com/product-guides)
- Email: [ted@windsormortgage.com](mailto:ted@windsormortgage.com)

