



---

Working with the New  
Emasshousing Portal

# Training Agenda



New Product Overview



LockDesk Overview



Lock Desk Policies



Float or Locking Your Loan



Change Request



Contact

# LockDesk Overview

MassHousing accepts locks Monday-Friday 10a-10p

Pricing subject to change without notice

Float (120 days), 15, 30, 45, 60, and 75-day rate lock options

Change of product uses original lock date's pricing

Successful AUS required to float or lock

LLPA grid may be found on the rate sheet

Email [LockDesk@masshousing.com](mailto:LockDesk@masshousing.com) to be added to rate distribution

# LockDesk Overview

## Relock Policy

Borrowers are required to wait a 10-calendar day period from the time of lock withdrawal or expiration before relocking

Only one first mortgage lock or float per borrower may be registered at a time in eMassHousing

Closed loan package is required to be delivered to MassHousing by expiration date

Lock expiration automatically rolls to the next business day for weekends and holidays

Max 30 calendar day extension available on all locks

## Extension Fees

- 1-3 Days; No Charge
- 4-30 Days; 0.02pts/day

## Floating or Lock a loan

Loan data will be input by a 3.4 upload or manually entered in the URLA section.

1. Start by selecting Product pricing & Lock

2. Then click [Search Product & Pricing] to begin

The screenshot displays a web application interface for loan management. At the top, a navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'SCENARIOS', and 'QUICK LINKS'. Below this, a summary card for 'Harry Potter' (4, Shirley, MA, 01464; 03-Test TPO UCT Del) shows loan details: Loan Number 1511915, Loan Purpose Purchase, Total Loan Amount \$190,000.00, Note Rate 3.000%, Program -, Decision FICO 700, DTI -, LTV 95.000%, and CLTV 95.000%.

A sidebar on the left contains a menu with the following items: 'LOAN SUMMARY', 'URLA', 'PRODUCT PRICING & LOCK' (highlighted with a yellow '1'), 'VIEW DOCUMENTS', 'CONDITIONS', and 'PURCHASE ADVICE'.

The main content area is titled 'Product, Pricing & Lock' and contains a 'Product Details' section with the message: 'This loan does not have a loan program selected. Simply select the "Search Product & Pricing" button to continue'. A red button labeled 'Search Product & Pricing' is highlighted with a yellow '2'.

## Floating or Locking a loan

Required fields are indicated with a red asterisk [\*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Click [Submit] to continue.

Borrower Information			
Borrower First Name	Borrower Last Name	Self Employed	Citizenship
Harry	Potter	No	Perm. Resident Alien
FICO	DTI Ratio	Lock Expiration	* Properties Financed
700	40		1
Encompass Loan Number	Application Date		
1505007			

Property Information			
Property Type	Occupancy	Number of Units	Number of Stories
Single Family	Primary Residence	1 Unit	1
* Property Address			
4 Privet Drive			
* Property City	State	* Property Zip	County
Shirley	Massachusetts (MA)	01464	Middlesex

Loan Information			
* 1st Mtg Loan Amt (Base)	* 2nd Mtg Loan Amt	* HELOC Line Amt	* HELOC Drawn Amt
190000	0	0	0
Price/Estimated Value	Appraisal Amount	Loan Purpose	* Cash-Out Amount
200000	200000	Purchase	0
LTV	CLTV New	HCLTV	Estimated Closing
95.00			

# Floating or Locking a loan

The Search Results page will list both eligible and ineligible products.

If the desired program is listed as an eligible product, select the program name or click [Show] to advance to the pricing grid.

If the desired program is listed as an ineligible product, double-click the program name to determine the reasons for ineligibility.

**Re-Submit Options**

**Re-Submit** **Revise Search**

1st Mtg Loan Amt (Base): 190000  
Interest Only: No  
Property Zip: 01464

LTV: 95  
Waive Escrows: No  
1st Mtg Loan Amt (Total): 190000

CLTV New: AUS  
DU

Desired Rate: 3  
Buydown: None

Desired Price: [ ]  
Prepayment Penalty: None

Desired Lock: 30  
DTI Ratio: 40

Loan Type: Conforming  
Product Type(s): HFA/Bond

Loan Term(s): 30 Yr  
Amortization Type(s): Fixed  
ARM Fixed Term(s): 3 Yr, 5 Yr  
Exp. App. Level(s):

Print | All Eligible and Ine... | Top Products by Type | Top Products | Side by Side Compari... | Blend | Best Pricing

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
	<a href="#">FNMA HFA Preferred Up To 80 AMI (1001)</a>	N/A	N/A	N/A	<a href="#">Show</a>	<input type="checkbox"/>
	<a href="#">FNMA HFA Preferred Above 80 AMI (1002)</a>	N/A	N/A	N/A	<a href="#">Show</a>	<input type="checkbox"/>

Links	Ineligible Product	Detail
	<a href="#">FHLMC HFA Advantage Above 80 AMI (2002)</a>	<a href="#">Hide</a>
<b>Disqualifiers:</b> 1. Automated U/W System is DU		
	<a href="#">FHLMC HFA Advantage Above 80 AMI ChoiceRenovation (2002)</a>	<a href="#">Show</a>
	<a href="#">FHLMC HFA Advantage Up To 80 AMI (2001)</a>	<a href="#">Show</a>
	<a href="#">FHLMC HFA Advantage Up To 80 AMI ChoiceRenovation (2001)</a>	<a href="#">Show</a>
	<a href="#">FNMA HFA Preferred Above 80 AMI HomeStyle (1002)</a>	<a href="#">Show</a>
	<a href="#">FNMA HFA Preferred Up To 80 AMI HomeStyle (1001)</a>	<a href="#">Show</a>

# Floating or Locking a loan

1. Select the desired lock period.
2. Click the blue lock icon (to the far right of the screen) for the desired interest rate.
3. The option to [Float] or [Lock] is on the following screen.

A Float is saved loan file that may be locked later. A Lock is a file with a locked rate and pricing.

Rate lock confirms are downloadable in the documents tab in eMassHousing.

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
1	FNMA HFA Preferred Up To 80 AMI (1001)	N/A	N/A	N/A	Hide	<input type="checkbox"/>
View Pricing for lock period: 15 <b>30</b> 45 60 75   Expiration: 03/03/22		Pricing Last Updated: 02/02/22 10:34 AM Search Timestamp: 02/02/22 3:42 PM				
Rate	P&I	Price	Discount/Rebate(%)	Discount/Rebate(\$)	MI	Select
3.250	\$827	101.455	-1.455	-\$2,764		
3.375	\$840	101.935	-1.935	-\$3,676		
3.500	\$853	102.260	-2.260	-\$4,294		
3.625	\$866	102.575	-2.575	-\$4,892		
3.750	\$880	103.155	-3.155	-\$5,994		
3.875	\$893	103.495	-3.495	-\$6,640		
4.000	\$907	103.755	-3.755	-\$7,134		
4.125	\$921	104.130	-4.130	-\$7,847		
4.250	\$935	104.715	-4.715	-\$8,958		
4.375	\$949	105.090	-5.090	-\$9,671		
4.500	\$963	105.415	-5.415	-\$10,288		
4.625	\$977	105.890	-5.890	-\$11,191		
4.750	\$991	106.540	-6.540	-\$12,426		
4.875	\$1006	106.890	-6.890	-\$13,091		
5.000	\$1020	107.190	-7.190	-\$13,661		
The following risk-based adjustors have already been applied to Discount.						
Reason	Points	SRP	Rate	Margin		
Total Adjustments	0.000	0.000	0.000	0.000		
<b>Notes/Advisories:</b>						
1. All mortgage insurance premium types may NOT be available through the selected lender. Additionally, mortgage insurance providers may have additional restrictions. Please refer to each mortgage insurance company's website and the Lender for complete eligibility details.						
2. Income limits are based on county and number of occupants in the subject property. Please visit this URL for additional details						

## Next Screen

Printer Friendly Version Float ← **3** → Lock

---

**Borrower Information**

Borrower First Name Harry	Borrower Last Name Potter	Self Employed No	Citizenship Perm. Resident Alien
FICO 700	DTI Ratio 40	Lock Expiration	Properties Financed 1
Enccompass Loan Number 1505007	Application Date		

# Locking a DPA Second Loan

DPA second loans are locked separately.

There are several key data points that are required entries to make DPA products will appear eligible.

## 1. URLA Fields

- L3 Mortgage Loan Information
- Mortgage Lien Type & Lien Position

## 2. URLA Fields

- Loan and Property Information
- Other New Mortgage Loans on the Property You are Buying or Refinancing
- Account Type & Lien Position Fields
- Include 1<sup>st</sup> loan amount

## 3. Search Product and Pricing

- Com/Aff Second & First Time Home Buyer Fields

- Continue to lock as usual.

**1**

Lender Loan Information

- L1. Property and Loan Information
- L2. Title Information
- L3. Mortgage Loan Information**
- L4. Qualifying the Borrower - Mi...
- L5. Homeownership Education ...

Borrower Information

**L3. Mortgage Loan Information**

Mortgage Type Applied For

Conventional

FHA

Section of the Act

Mortgage Lien Type

First Lien  Subordinate Lien

Lien Position

2

**2**

Loan and Property Information

- Loan and Property Information**
- Other New Mortgage Loans on t...
- Rental Income on the Property Y...
- Gifts or Grants You Have Been ...
- Information for Government Mon...
- Declarations
- Acknowledgements and Agree...
- Military Service and Language P...
- Demographic Information
- Loan Originator Information

Other New Mortgage Loans on the Property You are Buying or Refinancing

Does not apply

Account Owner

Borrower

Creditor Name

MassHousing

Street Address

Account Type

Mortgage

Monthly Principal and Interest

Maximum Prin

Lien Position

1

**3**

**Loan Information**

Price/Estimated Value: 200000

Appraisal Amount: 200000

Loan Purpose: Purchase

Cash-Out Amount: 0

LTV: 95.00

CLTV New: 100.00

HCLTV

Months of Reserves: 36

Com/Aff Second: Yes

Waive Escrows: No

Construction Loan Type: Not Applicable

Lot Value

Cost Of Improvements

Acquisition Cost

**Borrower Information**

Borrower First Name: Harry

Borrower Last Name: Potter

FICO: 700

Self Employed: No

Income Documentation: Verified

Asset Documentation: Verified

Employment Documentation: Verified

DTI Ratio: 40

Citizenship: Perm. Resident Alien

First Time Home Buyer: Yes

Non-Occupant Coborrower: No

Properties Financed: 1

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
	DPA 2% 15 Year Amortized (4004)	2.000	\$	100.000	Show	<input type="checkbox"/>
	WFA 4.0 DPA Deferred 30 Year Fixed (4005)	N/A	N/A	N/A	Show	<input type="checkbox"/>

# Change Request

Access change requests from the Product Pricing & Lock tab.

1. Change Request

2. Select the request icon 

3. Select type of change request and relevant info.

Click [Apply Changes].

Selecting the  icon allows you to change the lender contact.



Harry Potter  
4 Privet Drive, Shirley, MA, 01464  
03-Test.TPO.UCT.Del

Loan Number: 1505007  
Loan Purpose: Purchase  
Total Loan Amount: \$160,000.00

Note Rate: 3.000%  
Program: Fannie Mae HFA Preferred >80% AMI...  
Decision FICO: 700

DTI: -  
LTV: 95.000%  
CLTV: 95.000%

LOAN SUMMARY  
URLA  
PRODUCT PRICING & LOCK

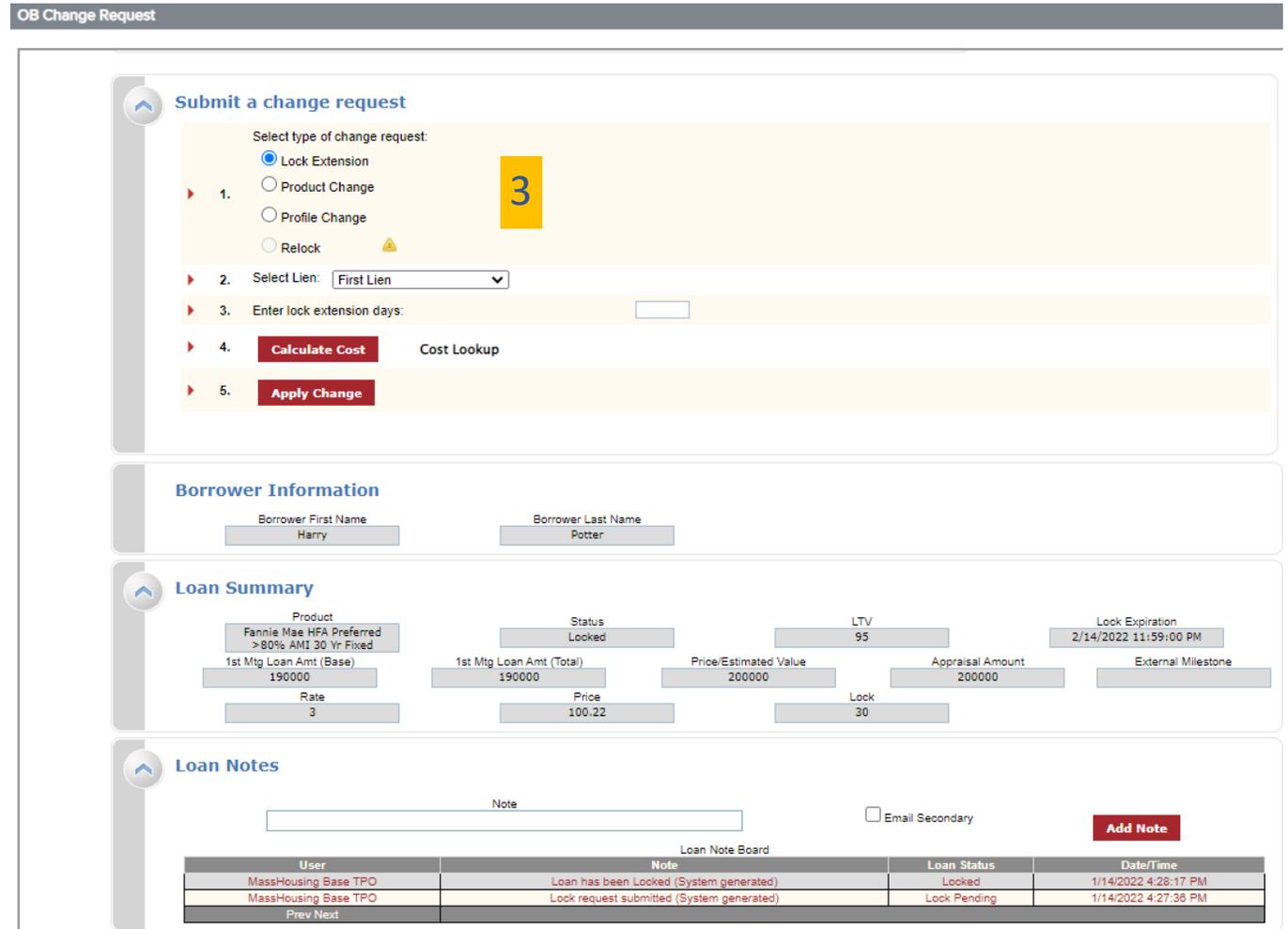
Product, Pricing & Lock

Product & Lock Details

View Lock History Change Request

1 2

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



OB Change Request

Submit a change request

Select type of change request:

Lock Extension **3**

Product Change

Profile Change

Relock

1. Select Lien: First Lien

2. Enter lock extension days:

3. Calculate Cost Cost Lookup

4. Apply Change

Borrower Information

Borrower First Name: Harry  
Borrower Last Name: Potter

Loan Summary

Product	Status	LTV	Lock Expiration
Fannie Mae HFA Preferred >80% AMI 30 Yr Fixed	Locked	95	2/14/2022 11:59:00 PM

1st Mtg Loan Amt (Base)	1st Mtg Loan Amt (Total)	Price/Estimated Value	Appraisal Amount	External Milestone
190000	190000	200000	200000	

Rate	Price	Lock
3	100.22	30

Loan Notes

Note:

Email Secondary **Add Note**

Loan Note Board

User	Note	Loan Status	Date/Time
MassHousing Base TPO	Loan has been Locked (System generated)	Locked	1/14/2022 4:28:17 PM
MassHousing Base TPO	Lock request submitted (System generated)	Lock Pending	1/14/2022 4:27:36 PM

Prev Next

## Pricing a loan

SRP values are separate from the product pricing grids distributed by MH.

SRPs are added to the base price to calculate the total price.

EX. 30 day 4% Rate Base Price = 103.100

SRP Value at 4% = 78 bps

Total Price = 103.880

Lenders' PPE may or may not include SRP values in their displaying pricing and users should verify.

1001 - 30yr FNMA HFA Preferred Up To 80 AMI					
Rate	15	30	45	60	75
5.000	106.675	106.475	106.025	105.825	105.375
4.875	106.350	106.150	105.700	105.500	105.050
4.750	106.000	105.800	105.350	105.150	104.700
4.625	105.375	105.175	104.725	104.525	104.100
4.500	105.150	104.950	104.525	104.325	103.900
4.375	104.825	104.625	104.200	104.000	103.575
4.250	104.450	104.250	103.825	103.625	103.200
4.125	103.825	103.625	103.200	103.000	102.575
4.000	103.300	103.100	102.650	102.450	102.000
3.875	103.000	102.800	102.350	102.150	101.700
3.750	102.575	102.375	101.925	101.725	101.275
3.625	101.925	101.725	101.275	101.075	100.625
3.500	101.500	101.300	100.900	100.700	100.300
3.375	101.150	100.950	100.525	100.325	99.925
3.250	100.625	100.425	100.025	99.825	99.425

Rate	Conventional SRP
2.25	131
2.375	130
2.5	129
2.625	126
2.75	123
2.875	120
3	117
3.125	115
3.25	113
3.375	111
3.5	106
3.625	95
3.75	88
3.875	82
4	78
4.125	73
>=4.25	69

# Contacts

***Lock Desk for your Lock Questions***

**888.843.6432 | [LockDesk@masshousing.com](mailto:LockDesk@masshousing.com)**

HO Loan Review for your UW Questions

888.843.6432 | [HOLoanview@masshousing.com](mailto:HOLoanview@masshousing.com)