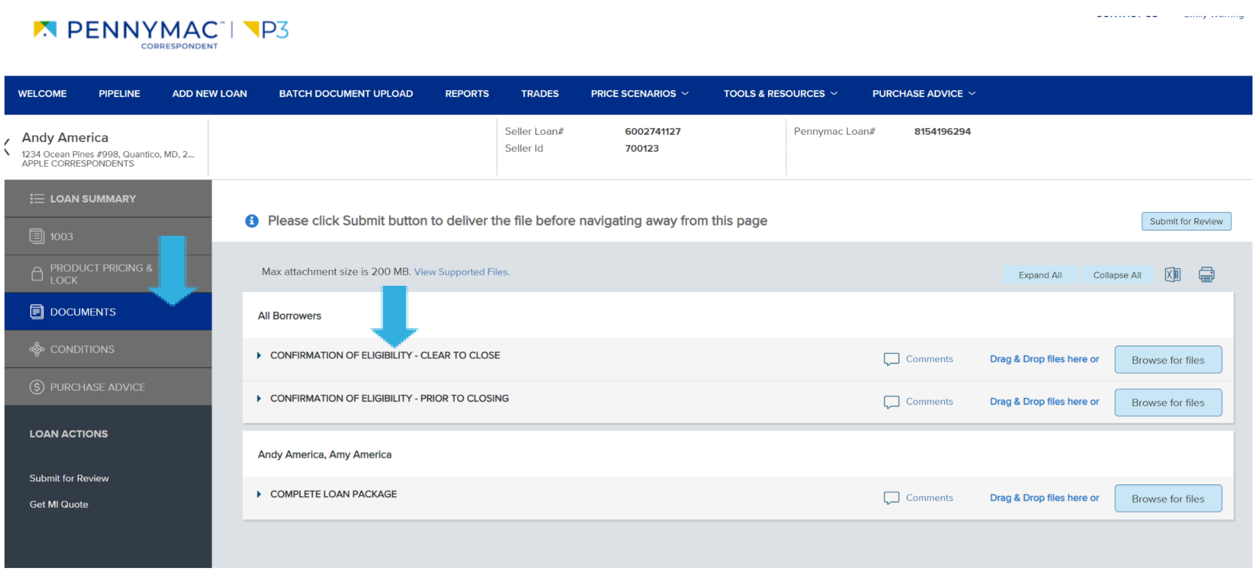
Non-Delegated Job Aid: Change Request Post CTC

Step 1: Complete the [Post CTC Change Request Form]

Step 2: Upload the updated 1003 and any other supporting documentation to the Clear to Close Folder located in the Documents tab from the left side menu. **If you do not upload a 1003 and supporting documentation, your request will not be processed.**



- Your lock will not be automatically updated if the requested changes impact pricing. You are responsible for ensuring the lock is accurate in the Correspondent Portal via the Product Pricing & Lock screen by contacting the lock desk at 800-736-6938 option 1 or by email at correspondentbest@pennymac.com.